

مولانا آزاد نیشنل اردو یونیورسٹی  
مولاانا آزاد نیشنل اردو یونیورسٹی

**MAULANA AZAD NATIONAL URDU UNIVERSITY**

(A central University established by an Act of Parliament in 1998)

Gachibowli, Hyderabad – 500 032, [www.manuu.edu.in](http://www.manuu.edu.in)

Tel- 040 – 23006607 / Extn. 1350-1352



**Tender for Photocopier service provider**

No.MANUU/ Estate & Transport/2024-25/28

Sealed quotations/bids are invited from reputed firms/ service providers to install their latest/updated photocopier machine etc at Polytechnic building or any other suitable place at University campus and to provide the services of photocopying, spiral binding, lamination, computer print, color print, scanning etc. The detailed bid document form can be downloaded from the University website [www.manuu.edu.in](http://www.manuu.edu.in).

Last date for receipt of tender - 10.07.2024 by 03:00 p.m.

Date of Opening of bid - 10.07. 2024, by 03:30 p.m.

**Date 20.06.2024**

**Sd/-  
Registrar**

مولاانا آزاد نیشنل اردو یونیورسٹی

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## MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

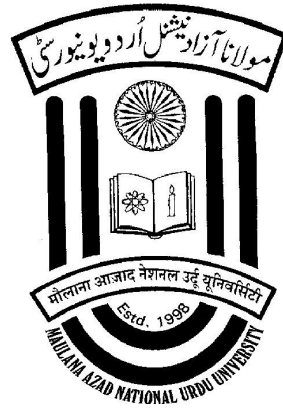
Gachibowli, Hyderabad – 500 032

No. MANUU/Estate & Transport /F.No.237/2024-25/28

Date: 20.06.2024

### BID DOCUMENT

*Allotment of Space for installation of photocopying stalls on payment of License Fee basis to University to provide services of photocopying, spiral binding, lamination, computer print, colour print, scanning etc., to the students at approved rates in Polytechnic building, or any other suitable place at the University Campus, Gachibowli, Hyderabad.*



Last date & time of submission of bids

10.07.2024 by 03:00 p.m .

Date & time of opening of bids

10.07.2024 at 03:30 p.m.

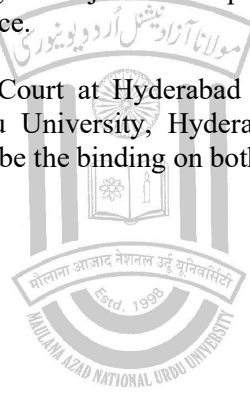
**Instruction to the bidders:**

1. The Maulana Azad National Urdu University (MANUU), Hyderabad, a Central University intends to provide the accommodation in Polytechnic building or any other suitable place of the University Campus, Gachibowli, Hyderabad on payment of License Fee for installation of Photocopier Centre to provide the services of photocopying, spiral binding, lamination, computer print, scanning etc., at the approved rates to the students/staff.
2. The University will provide the space for photocopying stall (one room) of around 150 sq. ft located in the Polytechnic building or any other suitable place also on monthly License Fee of Rs.1,000/- (Rupees One Thousand only). In addition, the Licensee has to pay the electricity charges as per consumption. The Licensee has to bring his own machines, manpower etc., to provide the services of photocopying, spiral binding, lamination, computer print, scanning etc and to charge the fixed amount from the customers (students/staff) as per the approved rates as agreed in the bid.
3. The Licensee must carry out the job/work/service during the University working hours i.e., 9:30 am to 5:30 pm. (Monday to Friday). The Licensee shall have to arrange the standby photocopier machine to provide uninterrupted service when the machinery goes fault. In case the service provider failed to provide the services on daily basis, a fine of Rs. 50/- (Rupees Fifty only) per day shall be imposed and also if the services found to be unsatisfactory, the agreement will be cancelled by giving one month advance notice and security deposit stands forfeited.
4. The Licensee will not be permitted to sell any unauthorized items from the allocated place and also not to sub-let the shop/services to any other service provider. The service provider should also provide laser jet printer facility along with PC.
5. The Licensee shall be required to enter into an agreement for a period of twelve months and the same can be extendable for a further period of 12 (twelve) months if the services are found to be satisfactory. The decision of the University shall be final in this regard.
6. The Licensee shall be functioning under the administrative supervision of the University. The Licensee must maintain the hygienic conditions of surrounding areas of the stall and dump the waste material at identified dumping areas only.
7. There shall not be any financial liability on the University and the Licensee shall alone be responsible for the lapses, losses, thefts, recovery of debts etc., from the students or any other customers.
8. The Licensee shall be abide by the academic atmosphere maintained in the University and should not involve in any indiscipline and unethical activities. The Licensee has to coordinate/cooperate with the security personnel while carrying out the activities Polytechnic building or any other place as the case may be.
9. If any difference of opinion arises, the Licensee shall have the option to discontinue the service by giving notice of 2 (two) calendar months, failing which License fee for those 2 (two) calendar months shall be recovered from the Security Deposit. The University shall also have the option to terminate the contract agreement by giving advance notice of 2 (two) months.

## Terms and Conditions:

1. The sealed tenders are invited to install their photocopier, spiral binding, lamination machines, printer, Personal Computer, Scanner etc., and to charge the fixed amount as per the approved rates and as agreed in the bid directly from the customers (students, staff etc..)
2. The prospective bidder has to quote the competitive rates as per Annexure-I (financial bid) which shall be considered for finalization of approved rates on the basis of lowest prices. The bidders shall not resort to charge the rates more than the approved rates. The requisite copies of the documents in sealed envelope and should be super scribed 'Bid to install photocopying stall.
3. The bids received will be opened on the specified date by the Committee. The rates quoted as per desired specification shall be considered by the Committee and fixed, shall be charged on per copy basis duly agreed by the Licensee.
4. The conditional bids shall not be accepted and the bids received after due date/time shall not be considered.
5. The bidders shall be a Government Organization/authorized service providers/ reputed firms etc., and should have main office at Hyderabad and agreed to provide the service in the University campus and to furnish the address of the main office with telephone number along with bid. The bidder shall have possessed the required trade/firm registrations, licenses to operate the photocopying business, tax identification numbers etc.
6. The sealed tender should be received in Estate & Transport Section, Maulana Azad National Urdu University, Gachibowli Hyderabad - 500032, on or before **10.07.2024** by **3:00 p.m** The bids will be opened on **10.07.2024 at 3:30 p.m.**
7. At the time of execution of contract/agreement the bidder shall submit Performance Security for **Rs.10,000/- (Rupees Ten Thousand only)** through the Demand Draft drawn in favour of Maulana Azad National Urdu University payable at Hyderabad from any nationalized bank. The Performance Security will be returned after 60 days of completion of the contractual obligations.
8. The prices are to be quoted both in figures and in words. In case of any discrepancy between the quoted price in figure and words, least will be taken as valid.
9. The rates should be inclusive of all taxes and charges to provide the service at the University. The bid should contain the rate of different services separately as per bid document (Annexure-I), otherwise it will not be considered.
10. In case the University or the Licensee do not want to continue the services, either party can give two month's advance notice to discontinue the services.
11. Monthly payment towards License fee, other charges if any, shall be paid by the Licensee on advance basis to the University. The University may increase the License Fee as per the prevailing market rates with prior notice of 2 months which shall be effective from the prospective date.
12. The invitation of bids can be cancelled at the discretion of the University and the decision of the University shall be final in all respects.

13. The prospective bidder should clearly specify that they agree to abide by the terms and conditions of this bid invitation document on their printed letterhead and all pages of the bid document are to be signed and stamped by the service provider as agreed by the terms and conditions of the tender.
14. The University reserves the right to reject or accept any bid without assigning any reason or cancel or withdraw the bid notice.
15. In case of any disputes, the Court at Hyderabad will be the Jurisdiction. The Registrar, Maulana Azad National Urdu University, Hyderabad shall decide the issue and his/her decision will be final and shall be the binding on both the parties.



**Registrar**  
Maulana Azad National Urdu University  
Hyderabad

Date: 20.06.2024

Place: Hyderabad

## Annexure-I

Nature of accommodation to be provided	To install the Photocopying Stall to provide the photocopying services/job work in MANU University campus, Hyderabad at Polytechnic building or any other suitable place.
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1	Name of Bidder and Agency	
2	Period of Contract	One year (renewable for one more year)
3	Registration No. of the Agency	
4	Permanent Account (PAN No.)	
5	GST/Tax Identification No.	
6	Please Specify as to whether the Tenderer is Sole Proprietor/Pvt. Ltd./Partnership firm (Name of the partner should be specified In this case).	

S.No	Description	Quantity	Unit Price	Total Rs. In figure (Including Taxes, Paper etc)	In words
1.	Single side photocopy on A4 size paper on 70 / 80 gsm maplitho paper	01			
2.	Double side photocopy on A4 size paper on 70 / 80 gsm maplitho paper	01			
3.	Single side photocopy on legal size paper on 70 / 80 gsm maplitho paper	01			
4.	Double side photocopy on legal size paper on 70 / 80 gsm maplitho paper	01			
5.	Single side photocopy on A4 size paper in colour on 70 / 80 gsm maplitho paper	01			
6.	Double side photocopy on A4 size paper in colour on 70 / 80 gsm maplitho paper	01			
7.	Spiral binding charges per book of 50 pages of A4 size including transparent upper and lower sheets	01			
8.	Spiral binding charges per book of 50 pages of legal size including transparent upper and lower sheets	01			
9.	Lamination charges	01			
10.	Computer Printout charges on Laser jet printer per page.	01			
11.	Scanning A4/Legal	01			
12.	Color Print	01			
13.*					
14.*					
15.*					

(\* Any other services wish to provide may specify)

**Declaration:** I / we hereby declare that I / we have carefully read and understood the tender, agreed with all the terms and conditions of the tender and also agreed to abide the decision of the University which shall be final in all respect.

Place: Hyderabad

Date:

Authorized signature of the  
service provider along with the stamp

**Installation of Photocopying Stall at Polytechnic building or any other suitable place in MANUU Campus, Gachibowli, Hyderabad – 500 032**

Bid Invitation Notice No. /Estate & Transport/Photocopying service provider/2024-25/28 Date:20.06. 2024

**BID INVITATION NOTICE TO RUN THE PHOTOCOPYING STALL**

Sealed bid (in one bid system i.e. Financial bid at Annexure-I is invited to run the Photocopying Stall in the MANUU campus, Hyderabad for the students and the staff. The period of proposed contract agreement of stall will be for one year which could be renewed for one more year on satisfactory performance.

Eligibility:

1. An Agency/ Firm having an experience of at least 3 years of running Photocopying Stall is eligible to apply.
2. The firm shall have the requisite certificate for carrying out the photocopying business.
3. The bid invitation document can be viewed and/or downloaded from our website [www.manuu.edu.in](http://www.manuu.edu.in).

I accept the above conditions (Seal and Signature of Contractor).

Name of the Contract: To run Photocopying Stall

1	Name of Bidder and Agency with full address	
2	Details of Experience in the similar Field (attach copies from the Agencies and period of service provided the similar services)	
3	Infrastructure available with the Agency (Yes/No) i) Photocopy Machine (B/W & Colour) ii) Computer (with latest Hardware & Software ) iii) Laser Printer (B/W & Colour) iv) All Office, Academic and students material required for photocopying v) Binding Machine (with all Binding Materials) vi) Any Other Information	
4	PAN card No. of the Bidder (copy to be enclosed)	
5	Firm Registration No	
6	GST Registration No.	
7	Contact Number (Landline), if any	
8	Mobile Number	
9.	Details of Earnest Money Deposit (EMD) refundable after (90) days of bid validity period without any interest.	D. D. No.                      Date  Rs.
10.	Declaratation	All terms and conditions mentioned in the tender document are acceptable to me/us

Date:

Place:

Signature of the bidder &

Name of the bidder

## **Terms and Conditions For the award of ‘Photocopying Stall Contract’ at MANUU Hyderabad.**

1. Bids shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
2. The schedules issued with the form of bid document listing the services to be rendered must not be altered by the bidder. Any modifications/alterations of the schedules considered necessary by the bidders should be in the separate letter accompanying the bid invitation document.
3. No paper shall be detached from the bid document.
4. The name and address of the bidder shall be clearly written in the space provided and no overwriting corrections, insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The bid should be filled in and submitted in strict accordance with the instructions laid down herein otherwise the bid is liable to be ignored.
5. The bid is liable to be cancelled if complete information is not given therein or if the particulars and date (if any) asked for in the Schedule to the bid is not filled in.
6. Individual signing the bid and other documents connected with the bid must specify whether he is signing as: (i) A sole proprietor of the concern or constituted attorney of such sole proprietor, (ii) A partner of the firm if it is a partnership firm, In that case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of partnership agreement or by a power of attorney duly executed by the partners of the firms,(iii) Director or Principal Officer duly authorized by the Board of Directors of the company,(iv) In case of (ii) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper.
7. The bids submitted in sealed envelopes mentioned “Bid to install the photocopying stall to provide the related services” at Polytechnic building or any other suitable place (Photocopying related services) addressed to the Assistant Registrar, Estate & Transport and be dropped in the tender box available at the Estate & Transport Section, Room No.3, Ground floor, Administrative Building, MANU University, Gachibowli, Hyderabad on or before **10.07.2024** upto 03:00 pm. The bids will be opened immediately on the same day at 03:30 pm by the Committee.
8. All the bids should be valid for at least 2 months from the date of opening of the bids and withdrawal and alteration of bids is not allowed. The rates quoted shall be valid for the entire period of the contract.
9. Corrections, if any, must be attested by the authorised signatory. The late bids will not be considered.
10. MANUU reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.
11. The Licensee shall be responsible for engaging adequately trained manpower required for providing good photocopying Services in MANUU and arrange payment to the staff engaged as per Labour laws, minimum wages Act. EPF, ESI, & Service Tax/GST provisions etc. The timings of stall should be 09.30 AM to 05.30PM or as instructed by the University.
12. The employees of the Licensee should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should preferably wear uniform while on duty.
13. The Licensee will, prior to the commencement of the operation of contract, make available to Polytechnic building or any other suitable place about the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth, permanent address and the police verification report for the employees, should be enclosed.
14. The Licensee shall be further responsible for proper discipline for the employees engaged by him and their work besides observing other obligations. No child laborers shall be permitted by MANUU under this contract. Further the Licensee shall be responsible to pay all the dues of employees, as well as statutory dues applicable



under labour laws. In the event there is any violation of any contractual or statutory obligations regarding the personnel, the contractor shall be responsible and liable for the same.

15. The allotment shall remain valid up to one year from the date of contract and it may be renewed for one more year on mutually acceptable terms and conditions. The allotment once awarded can be terminated by either party after giving two months notice to the other party. Nevertheless, MANUU may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. MANUU's decision that a breach has occurred will be final and shall be accepted without demur by the contractor.

16. The Licensee shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labor laws or any other laws both Central & State in force. An attested copy of all such statutory registrations shall be enclosed to the tender. The Licensee shall comply with all the statutory regulations on control and regulation of piracy issues as revised from time to time.

17. The Licensee shall be responsible to maintain the premises of the building, equipment and other articles supplied by the University in good condition. In case of any damage, they shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Contractor himself. In case of theft or damage, contractor shall replace items lost, broken or damaged with items of the same quality at his own cost and expense.

18. MANUU shall in no way be responsible for any defalcations with regard to statutory obligation and the Licensee will indemnify MANUU in case of any damage, which may arise on account of action of contractor.

19. Services to be provided by contractor are indicated in the Annexure-I attached.

20. Dispute, if any, arising out of the contract shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the MANUU as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the Rules framed there under.

21. Bid shall be accompanied by the relevant documents including :- (i) Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing / has provided Services. (ii) Deployment pattern of staff proposed and other details for the efficient satisfactory performance of the contract. (iii) Certificates in support of all statutory registrations.

22. The Licensee shall follow the instructions of designated officers of MANUU and report to him every month to make checks on day to day activities of the services rendered. The contractor shall extend full co-operation to the designated officer from time to time.

23. On termination of the agreement, the Licensee shall hand over the premises of the building, all the equipments/articles as supplied by the University in good working condition.

24. Care must be taken to ensure while carrying out the work so that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the contractor, failing which the same will be got done at his risk and cost. The decision of the Designated Officer shall be final and binding on the contractor.

25. All the job works shall be carried out with due regard to the convenience of students & staff. The orders of the concerned authority shall be strictly observed.

26. The Licensee shall work in close cooperation and co-ordination with other agencies working at site.

27. The Licensee shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the students, residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the person concerned and engage a new one within (48) hours of intimation. The decision of the Designated Officer in this regards shall be final and binding on the contractor.

28. The University is not bound to provide any mode of transport in respect of men or material required for the contract.

29. The Licensee shall deposit Rs.10,000/- (Rupees Ten thousand Only) shall be submitted drawn in favour of Maulana Azad National Urdu University payable at Hyderabad towards Security Deposit with MANUU no interest shall be payable on this deposit and which will be returned after the successful completion of contract obligations on adjusting the dues if any, after expiry of 60 days of the allotment period.

30. A Demand Draft of Rs.5000/- (Rupees Five thousand only) shall also be submitted along with the bid drawn in favour of Maulana Azad National Urdu University payable at Hyderabad towards Earnest Money Deposit (EMD) together with the offer.

31. The functioning of the stall shall be to the satisfaction of the University.

32. The Licensee shall ensure that either he himself or his representative is available for proper administration and supervision at the works.

33. The bids duly filled and signed be submitted at Estate & Transport section, Room No.3, Ground Floor, Administrative Building, MANUU campus, Gachibowli, Hyderabad.

34. The Bidders who have downloaded the document from website should attach all the requisite documents to the bid document.

35. The bid should be submitted in sealed envelope superscribed with "Bid for Photocopying Stall". The last date of submission of bid is **10.07.2024, 03.00 pm**. The Financial bid at Annexure-I shall be opened on the same day by the Committee.

I accept the above conditions.

(Seal and Signature of bidder)

**SERVICES TO BE PROVIDED BY THE SERVICE PROVIDER/CONTRACTOR.**

During continuance of the License period of the Photocopying stall, the Licensee shall take over the responsibility for providing all the photocopying Services.(As per enclosed Annexure-I) The scope of services to be rendered under this agreement includes the following:

1. To provide photocopying services by making his own investment as per the requirement of students & staff from time to time.
2. To provide the services to students, staff etc., at the approved rates and in no case he charge more than that.
3. To upgrade the service as per the technological developments taking place in the areas of computer hardware, photocopying, binding, etc.
4. To provide access to the committee constituted by MANUU for monitoring the quality, specification and rates and act as per the advice and instructions of the said committee.
5. To display rates chart of all services offered and other related job works in the stall.
6. The Licensee shall be responsible to ensure the conduct and behavior of the persons employed by them for running the stall.
7. The Licensee is required to obtain all local licenses for running the photocopy stall as per the requirement of statutes in force as revised from time to time.
8. The Licensee shall indemnify MANUU against any liability towards non compliance of any of the statutory obligations required to be fulfilled while operating such service in the premises of Polytechnic building.
9. To ensure security of moveable and immovable property of Polytechnic building/premises handed over against theft or damage.
10. Subletting of contract shall not be permitted.
11. The photocopy machine and related accessories shall be of reputed brands having latest configuration.
12. The University will not be responsible to provide any residential accommodation to personnel deployed by the Licensee.

I accept the above conditions

(Seal and Signature of Contractor)

**UNDERTAKING BY THE BIDDER**

I/We have carefully gone through all above various terms and conditions for provision of photocopying services stall at Polytechnic building. I/We agree to all these conditions and offer to provide Services at Polytechnic building or any other suitable place. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the Institute premises, and have acquainted ourselves with the tasks for providing of photocopying services, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place :

Date:

Signature of t he bidder .....

Address:.....

.....

Phone No. ....

I accept the above conditions

(Seal and Signature of Contractor)