

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited "A" grade by NAAC)



**EXPRESSION OF INTEREST FOR LEASING OF PHOTOCOPIING STALL
TO PROVIDE PHOTOCOPIER AND OTHER ALLIED SERVICES
AT POLYTECHNIC BUILDING, MANUU, GACHIBOWLI, HYDERABAD**

The Expression of Interest (EoI) is hereby invited from the interested Applicant/firm/bidder for leasing of Photocopying Stall (at Polytechnic Building) on a monthly rental basis to provide photocopier and other allied services viz., photocopying, spiral binding, lamination, computer print, colour print, scanning etc., to the students/staff at approved rates in the Maulana Azad National Urdu University campus, Gachibowli, Hyderabad - 500 032 (Telangana State) as per details given below:

| Photocopying Stall | Charges to be paid per month |
|--------------------|---|
| Rent | Rs.1,000/- |
| Electricity | As per the bill generated by the university |

Interested Applicant/firm/bidder can download the documents from the university website (www.manuu.edu.in) and submit their offers in the format (Annexures 1 & 2) duly filled and signed along with required enclosures and documents. The EoI is to be submitted in a sealed envelope, superscribed "EoI for Leasing of Photocopying Stall (at Polytechnic Building)" addressed to the **Assistant Registrar (Estate & Transport) Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500 032. A Demand Draft of Rs.5000/- (Five Thousand only) shall also be submitted drawn in favour of Maulana Azad National Urdu University payable at Hyderabad towards Earnest Money Deposit (EMD) together with the offer.**

1. This EoI invitation document is not a Tender or 'Request for Proposal' in any form and would not be binding on MANUU in any manner whatsoever.
2. Security Deposit (SD): The successful applicant/firm/bidder will be required to deposit Rs.10,000/- (Rupees Ten thousand only) as interest free security deposit in the form of a crossed Demand Draft Drawn in favour of Maulana Azad National Urdu University and payable at Hyderabad, within 15 days of the award of the contract. The security deposit (SD) will remain at the disposal of MANUU, Hyderabad. This may be returned after (60) days of completion of contract.
3. The authority reserves the right to recover the losses/damages caused to the instruments/ articles/ building/ fittings etc. by the contractors or their employees and realization of damages arising out of any deficient services over and above any other punitive step/ civil action as the authority deems fit.
4. MANUU reserves the right to cancel the EoI invitation as a whole or in part without assigning any reason whatsoever.
5. The applicant/firm/bidder are encouraged to conduct their own independent survey, assessment, analysis and check the reliability, accuracy, feasibility and their suitability before submission of their interest/ proposal.
6. The MANUU reserves the right to update, amend and supplement the information given in this document at its sole discretion before the last date and time of submission of the interest/proposal.

7. The applicant/firm/bidder should submit their response as per formats provided. The submissions not conforming to the instructions or prescribed formats will be rejected.
8. The bidder shall provide the services / items listed in the Annexure and at the rates quoted by him/her and agreed by the university. Any addition / deletion / change thereto shall require permission from the university.
9. That the bidder shall adhere to the quoted rates. Charging of higher rates is not allowed.
10. The applicant/firm/bidder should equip himself/herself with all the permits, license, etc, required for the operation of the photocopying stall. Proof relating to GST, PAN, Labour License is a must.
11. The applicant/firm/bidder should adhere to the safety guidelines and norms in running the photocopying stall.
12. The applicant/firm/bidder will be responsible for cleaning and regular upkeep of the premises/stall.
13. The lease term will be initially for two years and the same may be extended up to two years based upon satisfactory performance. On the expiry of lease term, applicant/firm/bidder shall vacate the premises immediately. However the existing operator may bid afresh if not prohibited otherwise due to unsatisfactory performance.
14. Prohibited items viz., liquor, cigarettes, gutkha, pan, zarda, etc. shall not be sold/provided/ served in the photocopying stall.
15. The bidder shall not use any prohibited/ single use plastic items.
16. The selected applicant/firm/bidder will have to sign an Agreement with MANUU before operation of the photocopying stall.
17. The applicant/firm/bidder should submit the bid with supporting documents about their registration, experience, existing contract, etc.
18. Termination of contract: The contract can be terminated by applicant/firm/bidder by giving 30 days clear notice. However, the university authority reserves the right to terminate the contract without assigning any reason, if it appears to the authority at any point of time that the photocopying stall/services, maintenance of hygiene/cleanliness of any of the services are deteriorated to such an extent that it is detrimental to the interests of the University.
19. Agreement: The successful applicant/firm/bidder has to sign an agreement on a Rs 100/- non judicial stamp paper (charges to be borne by the successful applicant/firm/bidder).
20. The successful applicant/firm/bidder will have to pay monthly rental of the shop as intimated on the basis of extant rules every month to MANUU. Apart from this, the applicant/firm/bidder shall also pay electricity charges of the shop/stall every month on the basis of bill generated by the University.
21. Arbitration: All disputes or differences whatsoever between applicant/firm/bidder and the University related to the contract will be settled by arbitration as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and shall be binding for all purposes.
22. Legal dispute: Any dispute, which may necessitate legal redress will be restricted to the jurisdiction of the court at Hyderabad.
23. Inspection authority: Authorized representatives of the MANUU will carry-out periodic inspection and surprise checks to ensure quality of services and cleanliness.
24. Canvassing: Any attempt to canvass for the candidature of any applicant/firm/bidder directly or indirectly will lead to disqualification of such bidder/firm from the whole process.

25. Rejection clause: Applicant/firm/bidder who does not fulfil any of the above conditions or submits incomplete documents in any respect is liable to be rejected summarily.

26. Modifications: MANUU reserves the right to modify/add any clause to the agreement, during the period of the contract, for any essential item, services etc.

27. Applicant/authorized person should sign on each and every page of the EoI documents.

28. Applicant/firm/bidder should be financially sound to operate the photocopying stall.

29. MANUU reserves the right to call limited or all bidders based on their experience and technical submission made in the EoI. Mere fulfillment of EoI criteria does not entail the bidders to be eligible for award of contract.

Key dates and information are as below:

| | |
|--|---|
| Availability of Application Form on MANUU website : manuu.edu.in | From 09-06-2026 |
| Address for submission of EoI in a sealed envelope | Assistant Registrar (Estate & Transport) Room No.4, Administrative Building, MANUU Campus, Gachibowli, Hyderabad - 500 032 (Phone:040-23006607 email: estate@manuu.edu.in) |
| Last date & time for receipt of EoI | 29-06-2026 (3:00 p.m.) |
| Date & time of opening of EoI | 29-06-2026 (3:30 p.m.) |

BIDDERS LIABILITY

The different facilities and services intended by the authority and to be provided by applicant/firm/bidder are mentioned below:

1. The vendor shall pay the monthly rent of Rs.1,000/- regularly on or before 10th of every month. If the monthly rent becomes due for two consecutive months the university will disconnect the power supply. The electricity charges shall also be paid on time as and when the bill is generated by the university.
2. Deployment of adequate manpower, materials, etc. to run the Photocopying stall smoothly.
3. Possession of necessary permits, licenses from the Govt.of Telangana, required for running photocopying stall (wherever applicable).
4. Arrangement of adequate furniture, equipment, etc. required for smooth functioning of the photocopying stall.
5. Applicant/firm/bidder will ensure the safety and proper custody of the property/structure/equipment of MANUU and will pay any loss or damage caused by him/her to MANUU.
6. The bidder shall ensure that the minor repairs (both civil & electrical) are carried out on his own and in consultation with the Estate and Engineering sections of the University.

7. Design the interior /exterior of the Photocopying stall with minimum facilities without any structural change to the built up area.
8. Sub Leasing of the Photocopying stall after award of work/Agreement will not be permitted.
9. Photocopying stall shall remain open from 9:30 a.m. to 5:30 p.m. (Monday to Friday)
10. Timings may be negotiable as per need.
11. Rates must be quoted as provided in the relevant annexure.
12. The Committee shall interact with the bidder/s before award of contract, if necessary.
13. The decision of the University shall be final and binding on all parties.

REQUIRED EXPERIENCE

1. The Applicant/firm/bidder should have been operating in any chosen area of the proposed EoI preferably.
2. Prior relevant experience in the educational institutions of national repute shall be preferred.

ANNEXURE - 1

**SERVICES TO BE EXTENDED IN PHOTOCOPYING STALL AT
POLYTECHNIC BUILDING**

| S.No. | Item | Quantity | Rate to be quoted (inclusive of taxes) |
|--------------|--|-----------------|---|
| 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. | Black & White Printout charges on Laser jet printer per page on A4 size paper | 01 | |
| 8. | Black & White Printout charges on Laser jet printer per page on legal size paper | 01 | |
| 9. | Colour Printout charges per page on A4 size paper | 01 | |
| 10. | Colour Printout charges per page on legal size paper | 01 | |
| 11. | Lamination charges A4 size | 01 | |
| 12. | Lamination charges legal size | 01 | |
| 13. | Scanning A4/Legal size | 01 | |
| 14. | Spiral binding charges per book of 50 pages of A4 size including transparent upper and lower sheets | 01 | |
| 15. | Spiral binding charges per book of 50 pages of legal size including transparent upper and lower sheets | 01 | |

ANNEXURE - 2

**APPLICATION FOR LEASING OF PHOTOCOPYING STALL TO PROVIDE
PHOTOCOPIER AND OTHER ALLIED SERVICES AT POLYTECHNIC
BUILDING, MANUU CAMPUS, GACHIBOWLI, HYDERABAD**

APPLICATION FOR: _____

| | | | |
|-----|--|---|---|
| 1. | Name of the Contractor/ Bidder | : | |
| 2. | Postal Address with PIN Code | : | |
| 3. | Telephone / Mobile | : | |
| 4. | e-mail | : | |
| 5. | PAN Card Number | : | |
| 6. | GST Registration Number | : | |
| 7. | Firm Registration Number | : | |
| 8. | Labour license number (wherever applicable) | : | |
| 9. | Details of Earnest Money Deposit (EMD) - refundable after (90) days of bid validity period without any interest. (Note: EMD of the non- responsive bidder during the bid validity period shall be forfeited) | : | Amount : DD No.: Date : Name of the Bank : Branch : |
| 10. | Enclose a separate sealed envelope of item-wise competitive rates as per the relevant Annexure | : | |
| 11. | Present contracts / assignments, (Proof to be enclosed) 1. 2. 3. | : | |
| 12. | Declaration | : | All the terms and conditions mentioned in the EoI document are acceptable to me/us |

Self attested copies of relevant documents enclosed

Signature of the Bidder :

Name & Seal of the Bidder :

Date :

Place :