

Tender document

For

Providing Reprography

Facilities

In

The Institute.



VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE

[Central Technological Institute, Maharashtra State]
Matunga, Mumbai 400019

VJTI/Infrastructure Maintenance/Reprography/2023

Date: 31.05.2023

To.

Name of the work: Annual Contract for Providing Reprography facility in the Institute.

Sealed item rate tenders are invited from the reputed & eligible interested service providers for the work. **Only those service providers should submit the tender who have PAN Number & Goods & Services Tax Registration Certificate.** Submit Xerox of PAN Number & Goods & Services Tax Registration Certificate along with the tender. The other particulars are as below.

- 1) Tender Processing Fees : Rs. 1, 888/-
{Rs.1, 600 (Tender Fee) + Rs. 288 .00
(GST@18%)
(Non-Refundable in the form of D.D. Favor
of Director, VJTI).
- 2) Earnest Money Deposit : Rs. 7,500/-
(In the form D.D. in Favor of Director,
VJTI).
- 3) Date for submission of Tender Document : 02.06.2023 to 14.06.2023 upto 4.00 P.M.
- 4) Contract period : 12 Months

You are invited to quote for the above work as per above schedule.


Director,
VJTI Matunga, Mumbai -19.

Tender for Annual Contract for Providing Reprography facility in the Institute.

Terms and conditions

- 1) Initial duration of Reprography service provider shall be one year and may be extended for one more year based on performance of services.
- 2) Service provider has to deposit Rs. 40,000/- as deposit in the Institute.
- 3) Service provider has to pay the electricity charges based on the actual electrical meter reading for each month.
- 4) Preference will be given to the service provider, who is having the experience of giving the similar services in other Colleges/Institutes.
- 5) Service provider has to carry out the regular maintenance of the room allotted to him.
- 6) Service provider has to pay monthly rental charges Rs. 8,000/- per month + GST as per Government Rules.
- 7) Service provider has to pay Tender Document fee of Rs. 1888/- (Non Refundable) in the form of DD in favor of Director 'VJTI' at the time of submitting the Tender Documents.
- 8) Service should be provided at maximum price of 50 Paisa per exposure for A4 size sheet and rate structures for services shall not exceed as mentioned below.
- 9) Please quote the charges only for A4 size paper (per exposure) i.e. 'X' =

Sr. No.	Particular	Maximum Rate (Per exposure) (Paisa)	Quotation Offer of the Service Provider (Shall be below the maximum rate)
1	A4 Size Paper	X=50	X=
2	Full-scale	1.25 X	1.25 X
3	A3 Size	2 X	2 X
4	A4 Bond	2.5 X	2.5 X
5	Photo or Image copy	1.25 X	1.25 X

I accept the above conditions

Signature of the vendor

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Chakran
31/05/2023

R. B. Singh

Rate to be quoted by the vendor

Sr. No	Description	Rate (Per Exposure)
1	A4 Size Paper (X=)	
2	Full scape (1.25 X)	
3	A3 Size (2 X)	
4	A4 Bond (2.5 X)	
5	Photo or Image copy (1.25 X)	

Service provider mention the other stationery items which he wishes to sell

Sr.no	Particulars	Rate per nos (Rs.)
1	Pen medium quality	
2	Pencil of approved brand	
3	Office file	
4	Report file	
5	Long note book 200 pages	
6	Note book Regular size	
7	General Book 100 pages	
8	General book 200 pages	
9	Drawing papers A2 size	
10	Drawing paper A3 Size	
11	Mini drafter good quality	
	Specify others if any	

Signature of the vendor

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Chitra
31/05/23 *R. B. Singh*



VJTI

Veermata Jijabai Technological Institute

(Central Technological Institute, Maharashtra State, INDIA)

H.R.Mahajani Marg, Matunga, Mumbai - 400 019

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www.vjti.ac.in

Mandatory form for NEFT / RTGS Payment to Party / Contractor

Name of the Party / Contractor As written on Passbook	
Address of Party / Contractor for Communication	
Party / Contractor Permanent Account No. (PAN No.)	
Party / Contractor Goods and services Tax (GST No.)	
Mobile No.	
Email ID	
Name of the Bank where NEFT / RTGS to be done	
Bank Branch Name	
Address of the Branch	
	State: Pin:
Bank IFSC Code	
Bank Account Number	
I declare that all the information provided by me is true in all respect.	

Note: Cancelled cheque (Xerox Copy) attached with this form.

Signature of Party / Contractor

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Gubay
31/05/2023

R. B. Gubay