

**Tender document**

**For Two Years Contract**

**for**

**Providing Reprography**

**Facilities**

**in**

**the VJTI Institute,**

**Matunga.**



## VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE

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

VJTI/Infrastructure & Maintenance/Reprography/2025

Date: 29.12.2025

To.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of the work: Two Years Contract for Providing Reprography facility in the VJTI Institute, Matunga.**

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. 2,950/-  
{Rs.2500 (Tender Fee) + Rs. 450 .00 (GST@18%)}  
(Non-Refundable in the form of D.D. Favor of Director, VJTI).
- 2) Earnest Money Deposit : Rs.10,000/-  
(In the form D.D. in Favor of Director, VJTI).
- 3) Date for Submission of Tender Document : 29.12.2025 to 15.01.2026 upto 4.00 P.M.
- 4) Contract period : 24 Months

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

  
Registrar,  
VJTI Matunga,  
Mumbai -19.

## Tender for Two Years Contract for Providing Reprography facility in the Institute.

### Terms and conditions

- 1) Initial duration of Reprography service provider shall be Two year and may be extended for one more year based on performance of services. Tender document can be downloaded on VJTI web site: [www.vjti.ac.in](http://www.vjti.ac.in) and shall be submitted in person in Academic section as per time and Schedule.
- 2) Successful Service provider has to pay Rs. 60,000/- as Security Deposit in terms of DD favouring Director VJTI in the Institute.
- 3) Service provider has to pay an amount of Rs.72000/- against the electricity charges. Basic Monthly charges considered are Rs.3000/- per month and if actual charges found in excess, then differential amount will be levied to the provider.
- 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. 10,000/- per month + GST as per Government Rules.
- 7) Service provider has to pay Tender Document fee of Rs. 2950/- (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 Rs.1.00 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'= 1 Rs.

Sr. No.	Particular	Maximum Rate (Per exposure in Rupees)	Quotation Offer of the Service Provider (Shall be below the maximum rate)
1	A4 Size Paper Single Side	X=1.00	X=
2	A4 Size Paper Both Side	1.50 X	1.50 X
3	Full-scale	1.50 X	1.50 X
4	A3 Size	2.00 X	2 .00 X
5	A4 Bond	3.00 X	3.00 X
6	Photo or Image copy	2.00 X	2.00 X

I accept the above conditions

Signature of the vendor

**Rate to be quoted on letter Head of the vendor**

<b>Sr. No</b>	<b>Description</b>	<b>Rate (Per Exposure)</b>
1	A4 Size Paper Single side ( X= )	
2	A4 Size Paper Both Side (1.50 X )	
3	Full scape (1.50 X)	
4	A3 Size (2 .00 X)	
5	A4 Bond (3.00 X)	
6	Photo or Image copy (2.00 X)	

(Note: The above rates 1-6 will be considered for comparison.)

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

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

**Signature of the vendor with stamp and seal**

**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**