



# CENTRAL LIBRARY

## ODISHA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

BHUBANESWAR-751003, ODISHA

No.:991/CL Date: 27.12.2023

### Quotation Notice for Installation of Xerox Unit In Central Library

Odisha University of Agriculture and Technology (OUAT), Bhubaneswar, invites sealed quotations for installation of Xerox Unit in Central Library from private firms/parties. The printing/photocopying prices of different quality of print (colour and black & white) and paper sizes are to be mentioned in the quotation.

The quotation should reach the undersigned on or before **11.01.2024 at 01.00 pm** and the quotation shall be opened on **12.01.2024 at 03:30 pm**. The representatives of firms/parties may attend the opening of Quotations, if they desire. The Quotation will be valid up to 31<sup>st</sup> March, 2024.

#### Eligibility Criteria

- A. The parties/firms should have Trade Licence for the job.
- B. The parties/firms should have experience of rendering photocopy services either in any institute/organization or independently.
- C. Declaration for rendering quality photocopy/printing service to the user community of Central Library otherwise the work order shall be cancelled at any point of time.

#### Terms & Conditions

- i. The Central Library of OUAT is functioning as per the OUAT calendar and the opening time is from 08:00am to 08:00 pm. The selected party/firm has to render photocopy service to the user community on the working days and time of the Central Library keeping their machine/gadgets operational.
- ii. The caution money of two months' room rent i.e. 9,112/- shall be deposited with the Comptroller, OUAT, Bhubaneswar at the time of executing the work order.
- iii. The room rent @ Rs.4556/- per month and electricity charges as per actual consumption shall be deposited with the Comptroller, OUAT, Bhubaneswar on 15<sup>th</sup> of each month and if it is a holiday then the next working day .
- iv. The party/firm has to abide by the library rules and in case of temporary closing of photocopy room they have to take prior permission of the Chief Librarian, Central Library, OUAT.
- v. They have to sign an agreement with the OUAT authority at the time of executing the work order.
- vi. Incomplete and conditional quotations will be rejected. The decision of the authority will be final in this regard.
- vii. If, at any point of time, any of the document/s furnished by the party/ firm is found to be false, it would deem to be a breach of terms of contract, making the firm concerned liable for legal action besides termination of selection/contract.
- viii. Any quotation received after due date and time will not be considered.
- ix. The authority reserves the right to cancel or change the quotation without mentioning the reason thereof.

*B. Panigrahi*  
27.12.2023

Quotation Rate in Rupees:

Sl No	Particulars		Single side (Rs.)		Both sides (Rs.)		Remarks
			B/w	Colour	B/w	Colour	
<b>A</b>	<b>Photocopy</b>						
1	Copy paper	A3					
		A4					
		A5					
2	Executive Bond paper	A3					
		A4					
		A5					
3	Glossy paper	A3					
		A4					
		A5					
<b>B</b>	<b>Printing</b>						
1	Copy paper	A3					
		A4					
		A5					
2	Executive Bond paper	A3					
		A4					
		A5					
3	Glossy paper	A3					
		A4					
		A5					

*B. Saini*  
27-12-2023  
Chief Librarian