



CENTRAL LIBRARY

ODISHA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

BHUBANESWAR-751003, ODISHA

No.: 153/CL Date: 15-03-24

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 **30.03.2024 at 01.00 pm** and the quotation shall be opened on **30.03.2024 at 03:30 pm**. The representatives of firms/parties may attend the opening of Quotations, if they desire.

Eligibility Criteria

- The parties/firms should have Trade Licence for the job.
- The parties/firms should have experience of rendering photocopy services either in any institute/organization or independently.
- 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

- 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.
- The caution money of two months' room rent i.e. 5400/- shall be deposited with the Comptroller, OUAT, Bhubaneswar at the time of executing the work order.
- The room rent @ Rs.2700/- per month and electricity charges as per actual consumption shall be deposited with the Comptroller, OUAT, Bhubaneswar on 15th of each month and if it is a holiday then the next working day .
- 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.
- They have to sign an agreement with the OUAT authority at the time of executing the work order.
- The party/firm has to start the functioning of Xerox unit within 10 days of signing of the agreement.
- The agreement will be initially stand for one year, which may be extended to further one year after delivering satisfactory service.
- Both the parties can give three months of notice to each other for discontinuation of work/agreement.
- Incomplete and conditional quotations will be rejected. The decision of the authority will be final in this regard.

B. Sanigrahal
15-3-2024

- x. 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.
- xi. Any quotation received after due date and time will not be considered.
- xii. The authority reserves the right to cancel or change the quotation without mentioning the reason thereof.

Quotation Rate in Rupees:

Sl. No.	Particulars		Single side (Rs.)		Both sides (Rs.)		Remarks
			B/w	Colour	B/w	Colour	
A	Photocopy	Size of paper					
1	Copy paper	A3/75GSM					
		A4/75GSM					
		A5/75GSM					
2	Executive Bond paper	A3/100GSM					
		A4/100GSM					
		A5/100GSM					
3	Glossy paper	A3/150-180GSM					
		A4/150-180GSM					
		A5/150-180GSM					
B	Printing						
1	Copy paper	A3/75GSM					
		A4/75GSM					
		A5/75GSM					
2	Executive Bond paper	A3/100GSM					
		A4/100GSM					
		A5/100GSM					
3	Glossy paper	A3/150-180GSM					
		A4/150-180GSM					
		A5/150-180GSM					

B. Sanyal
Chief Librarian

AGREEMENT FOR INSTALLATION OF XEROX UNIT AT CENTRAL LIBRARY, OUAT BHUBANESWAR-751003

This Agreement is made on Date _____

BETWEEN

Registrar, Odisha University of Agriculture and Technology, Bhubaneswar-751003, Odisha

... First Party

AND

The Firm M/s _____

... Second Party

This agreement will come into force from the date of signing by both the parties, which will remain valid upto _____ or until further order, whichever is earlier with the following terms and conditions.

1. One room earmarked for the installation of Xerox unit will be provided by the **First Party** on monthly payment basis of Rs.2700/- by the Second Party.
2. Electricity charges as per actual consumption will be borne by the **Second Party** and shall be paid to the appropriate authority along with the payment of room rent i.e. on 15th of each month. The electricity meter shall be installed by the **First Party**.

2nd Party

N. Barigwal
1st Party

3. The rate of photocopying/printing and quality and size of paper will be as follows:

Sl. No.	Particulars		Single side (Rs.)		Both sides (Rs.)		Remarks
			B/w	Colour	B/w	Colour	
A	Photocopy	Size of paper					
1	Copy paper	A3/75GSM					
		A4/75GSM					
		A5/75GSM					
2	Executive Bond paper	A3/100GSM					
		A4/100GSM					
		A5/100GSM					
3	Glossy paper	A3/150-180GSM					
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1	Copy paper	A3/75GSM					
		A4/75GSM					
		A5/75GSM					
2	Executive Bond paper	A3/100GSM					
		A4/100GSM					
		A5/100GSM					
3	Glossy paper	A3/150-180GSM					
		A4/150-180GSM					
		A5/150-180GSM					

4. The Xerox room should be opened and Xerox machine should be operated on all working days of the university between 08:00am to 08:00pm by the **Second Party**.
5. The Xerox machine will be kept in the room with locks by the **Second Party**. One Set of key of one lock will be kept with the Chief Librarian, Central Library, OUAT.
6. The Chief Librarian of the **First party** will ensure that the electricity dues of the Xerox machine/room are paid regularly by the **Second Party**.
7. Damages, if any, caused due to the negligence by the Second Party to the room or the space provided for this purpose, shall be repaired by the Second Party, before leaving finally from the premises of the First party.
8. 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.
- 9.

2nd Party

1st Party

B. Singh

10. The **First party** shall reserve the right to revoke this agreement at any time, if the Second party fails to operate the Xerox unit satisfactorily as per above terms and conditions and the decision of the First party shall be final in this regard.

Witness:

1.

2.

First Party:

Signature in full _____

Date _____

Designation _____

(Seal)

3.

4.

Second Party:

Signature in full _____

Date _____

Designation _____

(Seal)

2nd Party

B. Langston

1st Party

10. The **First party** shall reserve the right to revoke this agreement at any time, if the Second party fails to operate the Xerox unit satisfactorily as per above terms and conditions and the decision of the First party shall be final in this regard.

Witness:

1.

2.

First Party:

Signature in full _____

Date _____

Designation _____

(Seal)

3.

4.

Second Party:

Signature in full _____

Date _____

Designation _____

(Seal)

2nd Party

B. Langdon

1st Party