



Jadavpur University
Kolkata 700 032

Ref. No.: REC/N/218/2nd Call/2023
Date : 31st August, 2023

Notice Inviting Tender

Sealed tenders are invited from the reputed vendors having experience and credential for operating a Xerox center to open two units at Jadavpur University main campus in following locations:

1. UG (Arts) Building and
2. PG (Arts) Building.

The Tender form (separate for each unit) with necessary terms and conditions is enclosed herewith.

To apply on this properly filled in format with a DD/Banker's cheque of Rs. 5,000/= (Rupees five thousand only) in favour of 'Jadavpur University' for each of the units separately have to submit.

The last date of submission of duly filed up application form with Application Money to the **Office of the Accounts Officer, in Aurobindo Bhawan, Jadavpur University** is **08th September, 2023** by **4.00 p.m.**. The tender will be opened immediately thereafter. Incomplete and non-eligible application will be rejected.

University reserves the right of selection.

Date: 31st August, 2023


31.8.23
Registrar

Encl: The Tender form(s)

Cc. Mr. Shyamal Bose, System Admin

Please upload full details in the JU Website: www.jaduniv.edu.in under tender link, which will be mailed today.



**FORM FOR OPERATING XEROX CENTRE AT JADAVPUR UNIVERSITY MAIN CAMPUS
For UG (Arts) Building**

Sl. No.	Particulars	Vendor details				
01	Name of the Firm/Business name:					
02	Address with Contact No.					
03	Whether proprietorship / partnership					
04	Name of the proprietor / partner					
05	Trader License No. (Not before 2022-23)					
06	GST Registration No.					
07	PAN number of the Firm / Company / Proprietor					
08	Whether IT return for F.Y. 2022-23 and F.Y. 2021-22 submitted					
09	Experience in the Job (Not less than 5 years)	Years: _____ Month: _____				
10	Description of machine & facility now available with you (Enclose list)					
11	Number of machine can be installed at J.U.					
12	Proposed rate of each size: (for other page one side and both side) reduce and enlarged facility should be there	Rate Proposed				
		Size	A4	Legal	A3	A1
		Single Side				
		Both Side				
		Bulk Single Side				
	Bulk Both Side					
13	Service charges proposed to be paid to J.U. against space per month					
14	Whether ready to pay the monthly electricity charges					
15	Credential and documents submitted (Enclose list)					

I confirm that I will follow the **Rules & Regulation** already frame and to be framed for the purpose of enlistment including that of making "Security Deposit", as determined by the University.

I certify that the information furnished above is true and correct.

Date :

Place :

Full Signature of the applicant
With Stamp of the Firm/company

Instructions:

1. All column should be filled up properly & enclosures be furnished to avoid rejection.
2. Last date of submission of form in sealed envelope at the **Office of the Accounts Officer, in Aurobndo Bhawan, JU within 08th September, by 4.00 p.m.**
3. Use seprate sheet (in letter head) of the firm/business where necessary.
4. Application money of **Rs. 5,000/=** , payable by Demand Draft/Banker's Cheque/Pay Order drawn on in favour of "**Jadavpur University**" be submitted with the form, which is **non-refundable**.
5. Enlistment is dependent of fulfillment of all terms and conditions. Decision of the authority is final and binding.
6. The University reserves the right to accept or reject any application.



**FORM FOR OPERATING XEROX CENTRE AT JADAVPUR UNIVERSITY MAIN CAMPUS
For PG (Arts) Building**

Sl. No.	Particulars	Vendor details				
01	Name of the Firm/Business name:					
02	Address with Contact No.					
03	Whether proprietorship / partnership					
04	Name of the proprietor / partner					
05	Trader License No. (Not before 2022-23)					
06	GST Registration No.					
07	PAN number of the Firm / Company / Proprietor					
08	Whether IT return for F.Y. 2022-23 and F.Y. 2021-22 submitted					
09	Experience in the Job (Not less than 5 years)	Years:	Month:			
10	Description of machine & facility now available with you (Enclose list)					
11	Number of machine can be installed at J.U.					
12	Proposed rate of each size: (for other page one side and both side) reduce and enlarged facility should be there	Rate Proposed				
		Size	A4	Legal	A3	A1
		Single Side				
		Both Side				
		Bulk Single Side				
Bulk Both Side						
13	Service charges proposed to be paid to J.U. against space per month					
14	Whether ready to pay the monthly electricity charges					
15	Credential and documents submitted (Enclose list)					

I confirm that I will follow the Rules & Regulation already frame and to be framed for the purpose of enlistment including that of making "Security Deposit", as determined by the University.

I certify that the information furnished above is true and correct.

Date :

Place :

Full Signature of the applicant
With Stamp of the Firm/company

Instructions:

1. All column should be filled up properly & enclosures be furnished to avoid rejection.
2. Last date of submission of form in sealed envelope at the Office of the Accounts Officer, in Aurobndo Bhawan, JU within 08th September, by 4.00 p.m.
3. Use seprate sheet (in letter head) of the firm/business where necessary.
4. Application money of Rs. 5,000/= , payable by Demand Draft/Banker's Cheque/Pay Order drawn on in favour of "Jadavpur University" be submitted with the form, which is non-refundable.
5. Enlistment is dependent of fulfillment of all terms and conditions. Decision of the authority is final and binding.
6. The University reserves the right to accept or reject any application.