



Shrimati Hansa Mehta Library

(University Library)

The Maharaja Sayajirao University of Baroda

Station Road, VADODARA – 390002, Gujarat, India

Phone: (0265) 2795338/2780438 Fax: 0265-2786328

www.hmlibrary.ac.in

No. HML/Reprographic Service/ 268

Date: 01.06.2018

NOTICE

Sub.: Inviting Quotations for the Reprographic Services at Smt. Hansa Mehta Library.

Sir / Madam,

Quotation are invited for the Reprographic Services at Smt. Hansa Mehta Library viz. Providing service of Copying, Lamination, Spiral Binding etc. on terms and conditions mentioned below, in a sealed envelope super scribing "Quotations for the Reprographic Services at Smt. Hansa Mehta Library", so as to reach the undersigned through Registered Post/Registered A.D./Speed post/Courier on or before 15.06.2018 before 02:00 p.m. The quotations will be opened at 04:30 p.m. on the same day at Smt. Hansa Mehta Library Office. You are requested to remain present at the Opening of the Quotations.

Terms & Conditions

- This contract will be effective for one year from **01.07.2018 to 30.06.2019**.
- Vendors have to quote the amount they will pay to university library towards the services they provide as library Dev. Fund; this amount may be for all 11 months. This amount should be paid in first Week of every month regularly.

Other Terms & Conditions:

1. Vendor will charge maximum Rs. 0.40 (Forty Paise only) per copy for copying A/4 size paper back to back and to mention the rates for the other services i.e. A4 size single side, legal size single side, legal size back to back, A3 size single side, A3 size back to back, Spiral Binding and Lamination services.
2. University Librarian, Smt. Hansa Mehta Library, The M. S. University of Baroda, Vadodara is authorized to decide installation of one or more Xerox machine at Smt. Hansa Mehta Library.
3. Vendors have to provide Xerox machine(s), the machine operator(s), toner, papers & all other accessory required for functioning of the Unit.
4. Vendors have to bear the total cost of the installation of the Xerox machine(s)
5. Vendors will be responsible for the regular maintenance etc. of the machine(s) at their own cost.
6. Vendor will clean and paint the space given to him for this purpose by the university Librarian, do necessary repairs, and will be responsible for its regular upkeep and maintenance; Vendor will not be permitted to make any alteration in the room or area provided.

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7. Vendor will not use the premises given to him for any other purpose than the purpose stated above i.e. Reprographic Service.
8. Vendor will personally, or with the help of his associates / employees, will operate the machines(s) during the working hours of Smt. Hansa Mehta Library. But, he will not **sublet** the premises to any other person.
9. Vendor will promptly attend to all complaints without delay from the readers about the non-working, or improper working or failure or fault in the machines.
10. Vendor and his associates / employees will behave politely with the teachers, students readers of the Library.
11. Vendor or his associates / employees will not misuse the space and they will not allow any unauthorized person(s) to misuse the space.
12. Vendor will be responsible for the safety and security of the space given to him as well as for his machine(s), materials, and staff. For this purpose he may take insurance at his cost.
13. Vendor have to give continuous reprographic services during library timings for all working days including Sundays & Holidays without fail. (**Library Timing is 8:00 a.m. to 8:00 p.m.**).
14. University Librarian, Smt. Hansa Mehta Library, or any officer authorized by him/her, will inspect the place periodically without giving prior notice to Vendor or his associates / employees.
15. University Librarian, Smt. Hansa Mehta Library reserves the right to terminate the contract, and discontinue Vendor's services any time without giving any notice and reason.
16. Library material should not go out of, Library premises. Any damage to Library material while Xeroxing will be the responsibility of vendor & liable to make necessary payment as decided by the authority.
17. The Vendor will have to deposit Rs.5000/- and he will not get any interest on the said deposited amount. Deposit shall not be refunded if the vendor leave the contract in between i.e. before completion of a year.
18. You have to show sign board of Reprographic Services Rates beside the window of the Centre.

Thanking You,

Yours faithfully,

University Librarian

Copy To:

- * P.S. to V C , MSU / Registrar (OSD), MSU.
- * All the Deans of the Faculties / Head of Institutions / Principal of Colleges, with a request to display on their Notice Board. / All Faculty Libraries
- * Notice Board of Smt. Hansa Mehta Library & S.S.M.T. Library.
- * Director Computer Centre, MSU with a request to upload this information on MSU website
- * HML Website