



# 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/ 251 /2017-18

Date: 31.05.2017

## 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 15.06.2017 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 01.07.2017 to 30.06.2018.
- 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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