

Vidya Bhawan Education Resource Centre : Udaipur

Tender for Photocopy/Colour Print/Binding Work

Last date for receipt of tender is 08-05-2025 by 2 PM and it will be opened on the same day at 3:00 p.m. at VBERC Hall

Name and address of tenderer

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S.no.	Details	Rates One Side	Rates Both Side	Other remark
1	Photocopy A4 Size			
2	Photocopy A3 Size			
3	Photocopy Legal/Other			
4	Colour Print A4/A3/Other			
5	Spiral Binding			
6	Kacchi/Book binding			

Terms and conditions

The following conditions should be read carefully by the intending tenderers while filling in their quotations:

1. The cost of tender document would be 200/-.
2. A cheque of Rs. 8,000/- being 2% Earnest Money of the total estimated cost of the Tender will be paid in favour of **Vidya Bhawan Society** along with the Tender document, which is refundable in case the tender is not opened in favour of the party.
3. The quotation shall mention proposed rates & GST separately. The rates shall be valid till 31-03.2026.
4. The Party should be located in radius of upto 3 k.m of Vidya Bhawan Institutions from Fatehpura, Dewali & Ramgiri ends. If higher distance, on spot collection & delivery of material shall be done by party at its own cost.
5. TDS shall be deducted as per Income Tax Rules.
6. The Services shall be provided within the asked period & Confidentiality of the Document shall be maintained.
7. Service provider shall attach GST registration certificate & partnership deed /any other, for company's registration certificate with quotation if any.
8. Indent Book shall be provided by Service Provider and shall attach with invoice raised.
9. Adequate no. of Photocopy machine shall be available to serve in a day for multiple works.
10. Paper used for photocopy shall be of 70 GSM or higher.

11. Tender must be properly sealed in double envelope duly marked tender for “Photocopy/Colour Print/BindingWork”.
12. Undersigned may refuse any tender without assigning any reasons.
13. Tender received after 2 PM on date 08-05-2025 shall not be considered.
14. The contractor shall not sublet any part of the contract to any other agency.
15. The contract can be repudiated at any time in case unsatisfactory services.
16. Each page of tender needs to be dated & seal/signed by the Tenderers in token of acceptance of all the terms and conditions.
17. No other conditions except those mentioned above will be entertained in the tender.