



पंडित मदनमोहन मालवीय छात्रावास Pt. Madan Mohan Malaviya Hall of Residence

भारतीय प्रौद्योगिकी संस्थान खड़गपुर - ७२१३०२
Indian Institute of Technology Kharagpur-721302

Ph. : 03222-81240 / 81243 / 81244

Tender No: MMM/2022/Photocopy-Shop/1

Date: 14.09.2022

TENDER NOTICE FOR PHOTOCOPY CUM BINDING CENTRE

1. Pandit Madan Mohan Malaviya Hall of Residence, IIT Kharagpur invites sealed tender for running the following facility inside the Hall premises.

Description of Item	Earnest Money Deposit	Tender form receiving date (on or before)	Tender opening date
Photocopying Shop	₹ 3000.00	14.9.2022 – 10.10.2022	11.10.2022

2. Following are the prerequisites for issuing the tender documents:
- Brief description about the person and experience.
 - Photo identity card.
 - Address proof.
 - Trade license.
3. Tender document can be obtained from MMM Hall office.
4. Tender will be received upto 7.00 PM on 10.10.2022 and will be opened on 11.10.2022 at 7.30 PM in presence of those bidders who wish to be present.
5. MMM Hall reserves the right to accept or reject any or all tenders without assigning any reason thereof.
6. Enclosures to be submitted:
- Signed and filled tender paper
 - Self Bio Data with work experience
 - Photocopy of Residential Certificate as proof of address
 - Photocopy of Aadhar Card
 - Formal Application
 - Photocopy of trade license
 - Pan Card
 - GST Registration
 - Rate chart as Annexure-A


Warden 14-09-2022

Copy to:

- Chairman, HMC to kindly display in HMC website
- All Hall Notice boards

Warden
MMM Hall of Residence
IIT Kharagpur

**PANDIT MADAN MOHAN MALAVIYA HALL OF RESIDENCE
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
KHARAGPUR-721302**

Photo

TENER FORM FOR PHOTOCOPY CUM BINDING CENTRE

1. Name (in block letters) :
2. Fathers Name :
3. Address for communication :
4. Educational Qualification :
(with copy of certificate)
5. Work Experience :
(with copy of certificate)
6. Nationality :
7. Contact mobile no :
8. Documents to be submitted along with the application :
 - a) Address proof :
 - b) Aadhaar :
 - c) Formal application :
9. Rate quotes of different Photocopies (Annex A) :

Signature with date

Rate of different Photocopy (Black & White)

Photocopy type	Paper type	Rate
A4 Single side	Normal Paper	
A4 Both sides	Normal Paper	
LGL Single side	Normal Paper	
LGL Both sides	Normal Paper	
A3 Single side	Normal Paper	
A3 both sides	Normal Paper	
OHP sheet/ Transparent sheet	Transparent Sheet	
A4 Bond paper (Single side)	Bond Paper	
A4 Bond paper (Both side)	Bond Paper	
A4 colour paper (Single side)	Colour Paper	
A4 colour paper (Both side)	Colour Paper	

Rate of different Photocopy (Colour)

Photocopy type	Paper type	Rate
A4 Single side	Normal Paper	
A3 Single side	Normal Paper	

Signature with date