



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

भारतीय प्रौद्योगिकी संस्थान खड़गपुर - ७२१३०२
Indian Institute of Techonolgy Kharagpur - 721302
Ph: 03222-81240 / 81243 / 81244



Tender No: MMM/2023/Photocopy-Shop/1
Date: 14.2.2023

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 cum binding centre	₹ 3000.00	16.2.2023 – 07.03.2023	09.3.2023

2. Following are the prerequisites for issuing the tender documents:
a) Brief description about the person and experience.
b) Photo identity card.
c) Address proof.
d) Trade license.
3. Tender document can be obtained from MMM Hall office.
4. Tender will be received upto 7.00 PM on 7.3.2023 and will be opened on 9.3.2023 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:

a) Signed and filled tender paper	b) Self Bio Data with work experience
c) Photocopy of Residential Certificate as proof of address	d) Photocopy of Aadhar Card
e) Formal Application	f) Photocopy of trade license
g) Pan Card	h) GST Registration
i) Rate chart as Annexure-A	j) Acceptance of terms & condition

MPSL
14.02.2023
Asst. Warden (Maint)

SPR
14-02-2023
Warden

Copy to:

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

**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 & Binding Centre

Items	Paper type	Rate
Photocopy of A4 Single side	Normal Paper	
Photocopy of A4 Both sides	Normal Paper	
Photocopy of A4 colour print (Single side)	Normal Paper	
Photocopy of A4 colour print (Both side)	Normal Paper	
Soft binding of A4 size documents.		
Hard binding of A4 size documents.		

Signature with date

Terms and Condition regulated by Pt. MMM Hall of Residence, IIT Kharagpur

1. The contractor must have a valid trade license & required documents for operating the Photocopy shop.
2. The contractor will pay a monthly license fees as agreed upon by Warden in advance on or before 5 days of every month. The Warden reserves the right to revise the license fees.
3. Failure to pay monthly license fee for consecutive two months will make the contractor defaulter and the contractor will be liable to be terminated.
4. The contractor shall have to deposit a sum of Rs. 10,000/- (Rupees ten thousand only) as security deposit with the hall, which will remain with the Warden till the tenure of the contract.
5. The Photocopy Shop operating timing will be between 8.00 AM to 2.00 PM and 5.00 PM to 11.00 PM. The prices of photocopying will be charged as mentioned in the quotation submitted to the Warden. Extra operating hours may be needed based on request from the Hall Council. The contractor has to honor such request.
6. The Photocopy shop should be opened even on Holidays and can only be closed with prior approval of Hall Office.
7. The revision of price will not be permitted without permission of Warden.
8. The Photocopy Shop will transact with the boarders of the Hall.
9. That the contractor will maintain the Photocopy Shop and its surroundings clean and in hygienic condition.
10. The contractor shall display the price list of the service in the Photocopy shop.
11. The contractor will pay monthly electricity charges as per bill provided by Institute.
12. The contractor under no circumstances will be allowed to give sub-contract of the Shop to other person or party.
13. The contractor shall not be allowed to make any addition and alteration of the Photocopy shop without the permission from the competent authority.
14. The contractor will submit name, photograph, permanent address and medical certificate in respect of the workers engaged by him in the Photocopy shop.
15. The contractor shall not be allowed to engage any worker(s) of less than 18 years.
16. The contractor will maintain a complaint/suggestion box in the Photocopy shop counter during the working hours.