



ALLAMA IQBAL LIBRARY

University of Kashmir

Hazratbal Srinagar, Kashmir, J & K-190006

TENDER NOTIFICATION

License for Operations& Maintenance of Printing Division in the basement of Allama Iqbal Library

The Allama Iqbal Library proposes to select Service Provider for Establishment, Operations, Maintenance and Comprehensive Management of Printing Division in the basement of the Allama Iqbal Library. Those having experience in running such a Printing Division, or possess the necessary professional expertise and are looking for such an opportunity, are eligible to apply. The Tender document can be obtained either:

(a) in person from the Office of the University Librarian by submitting a non-refundable tender document fee for Rs.1000/- in the Accounts Section of Library.

(b) by downloading from www.kashmiruniversity.ac.in. Those who will download the tender document should handover/send the non-refundable DD for Rs.1000/- drawn in favour of "University Librarian", payable at RCC Srinagar while submitting/sending the completed bid.

Duly Signed tender document may be dropped in the tender box kept in the said Office, so as to be received there on or before 03:00 p.m., 15th July 2021

Bids with any explicit or implicit price indications will be rejected.

Yours sincerely

Prof. Peerzada Irshad Ahmad Shah
University Librarian

No. F (Tender-Notice/PD) AIL/KU/21

Dated: -30th June 2021

Copy to:

- 1) Public Relations Officer for publicity through two prominent local dailies
- 2) DirectorIT&SS for uploading on the website of University of Kashmir
- 3) File for record





ALLAMA IQBAL LIBRARY

University of Kashmir

Hazratbal Srinagar, Kashmir, J & K-190006

TENDER DOCUMENT

A. Eligibility to participate in the tender:

1. The bidders should have either:

- a. Valid Registration Certificate of Jammu and Kashmir Shops and Establishment Act 1966.
- b. Valid GST Registration Certificate.
- c. Valid Permanent Registration Certificate of Micro, Small and Medium Enterprise, issued by Government of Jammu and Kashmir Directorate of industries & Commerce.
- d. Continuous experience of at least Five year in Operations, Maintenance and Comprehensive Management of a comparable Photocopying shop (Desirable)
- e. Commercial/professional certifications and/or endorsements, including service quality and other business certifications (Desirable)

2. The bidder(s) shall declare that he/she (they), including partners if any, was (were)/is (are) not involved in any criminal proceedings as per Indian law.

B. Submission of Bid:

The bid can be submitted on all working days (Monday to Saturday). The deadline for submission of the bid is on or before 03.00 p.m., 15th July 2021. In the event of this day being declared as a holiday, the bids can be submitted up to 03:00 p.m., on the following working day.

C. Earnest Money Deposit (EMD):

The bidder(s) should submit a refundable EMD amount of Rs.20,000/- (Rupees Ten Thousand only) along with the bid vide Demand Draft drawn in favour of "University Librarian" payable at Srinagar. Any bid without the said EMD will be considered INVALID and hence summarily REJECTED. Photo/Fax copies of the Demand Draft/Banker's pay orders will not be accepted. No interest will be paid on the refundable EMD, which shall be converted as the Security Deposit in the case of the successful bidder(s). For unsuccessful bidders, their EMD will be returned within one month from the date of opening the Financial Bid.





ALLAMA IQBAL LIBRARY

University of Kashmir

Hazratbal Srinagar, Kashmir, J & K-190006

D. Authority to Sign:

All documents must be duly signed by authorized representative(s) of the respective bidders. If an individual or a proprietor of a firm is a signatory, he/she should sign the printed full name and current address (to be presented in block letters). In case of a partnership firm, all the Partners of the firm or a Partner holding Power of Attorney for the firm should sign. A certified copy of the Power of Attorney document must accompany the full set of Documents. In both cases, a certified copy of the Partnership Deed and current address of all the partners of the firm must be furnished. In the case of a limited Company or a Corporation, the documents shall be signed by a duly authorized person holding Power of Attorney for signing them, and accompanied by copies of the Power of Attorney and the Memorandum of Articles of Association duly attested by a Notary Public.

E. Validity of Offer:

Each bidder shall agree to keep the bid open for One hundred and Twenty days (120) days from the due date of submission thereof and not make any modifications in the terms and conditions.

F. Late offer:

The offers received after the due date and time will not be considered and the same will be returned unopened to the respective bidders.

G. Acceptance and Rejection:

The University Librarian reserves the right to shortlist/reject any or all bids and accept the whole or any part of the bid without assigning any reason. Bidders/Establishments who have served in University of Kashmir earlier and whose services were terminated before completion of their License period are not eligible to participate in this tendering process.

H. Scope of Work and the Working Hours:

Allama Iqbal Library is willing to grant the license for use of space of 160 SFT approximately in the basement of library building for operation of the "Printing Division". The bidder(s) shall visit this facility and ascertain the available infrastructure before submitting the bid(s). Any additional requirements, necessary for efficient services, shall be taken care of by the bidder(s). The working hours for the facility, to begin with, shall be between 08:00 a.m., and 8 p.m. However, this can be changed based on mutual License and or as per directions of Library.

I. Area:

Space of approximately 160 sq. feet shall be provided in the basement of Library building facing





ALLAMA IQBAL LIBRARY

University of Kashmir

Hazratbal Srinagar, Kashmir, J & K-190006

the front lawn of library building.

J. Rent

The rent payable for the said space shall be Rs. 3500/- per month.

K. Electricity charges:

Usage of electricity by the LICENSEE within the earmarked total premises (enclosed as well as open) is chargeable as per prevailing Commercial rates of Power Development Department and will be required to be paid as per meter reading by the LICENSEE towards the concerned section of university in addition to the Rent.

L. Final Section of Bid: -

Final selection of bid will be done on the basis of lowest rates offered for various reprographic services as per Annexure B of tender document. In case of same rates offered by different firms, the final selection shall be made on the basis of lowest rates offered by any firm for majority of items.

M. Validity of Rates of Items in Annexure A

The rates quoted shall be kept valid during the license period. In case the license is extended beyond the license period the modification (increase or decrease) of rates shall be at the discretion of the Librarian, Allama Iqbal Library and the Licensee shall abide by the decision of the Librarian.

N. Allotment

The space shall be allotted only after

- a) deposition of advance rent of 11 months
- b) performance Security Deposit and,
- c) Signing of License Deed Agreement.

O. Terms and Conditions and format of License Deed.

THIS AGREEMENT made on this..... day of.....two thousandat Srinagar between the Librarian, Allama Iqbal Library (hereinafter called the 'LICENSOR') which expression shall unless the context requires a different or another meaning, include his successors and Shri.....S/o Shri resident of Proprietor of M/shereinafter called the 'LICENSEE').





ALLAMA IQBAL LIBRARY

University of Kashmir

Hazratbal Srinagar, Kashmir, J & K-190006

WHEREAS the LICENSOR is willing to grant the licensee a LICENSE for use of space of 160 sft in the basement of library building ,subject to the terms and conditions specified hereinafter:

WHEREAS the LICENSEE.....for grant of a license for Operation, Maintenance of PRINTING DIVISION is willing to get licence granted to him on monthly License fee of **Rs 3500/-**

NOW, THEREFORE, It is mutually agreed as follows: -

1. The **LICENSEE** will be granted a License to run the Printing Facility for a period of 11 months.
2. The **LICENSEE** could be renewed further on mutually agreed terms & conditions, depending upon satisfactory performance of the **LICENSEE**. Any further renewal of License will in no case be any binding on the **LICENSOR** irrespective of satisfactory performance by the **LICENSEE**.
3. The **LICENSEE** will be required renovate the space as per his own tastes free of cost. No Claim of what so ever nature shall be entertained for paying any amount or any sort of compensation for the renovated items or against the renovation.
4. The **LICENSEE** shall pay monthly rent amounting to **Rs.3500**, which shall be paid in advance for 11 months period. In case of renewal of **LICENSE**, the rent shall be increased @ 6% compounded after every three years, which shall also be paid in advance as 11 monthly installment each year.
5. That the **LICENSEE** shall have to deposit **Rs. 20,000/-** (Rupees Twenty Thousand only) with the **LICENSOR** to serve as Performance Security Deposit in fulfillment on his part of the conditions of License and this amount shall be liable for forfeiture in full or part in the event of the **LICENSOR** finding that the **LICENSEE** is not fulfilling any of the conditions of the License or in the event of unsatisfactory service or in the event of anything becoming payable by **LICENSEE** to **LICENSOR**.
6. In the event of Performance Security Deposit or any portion thereof being forfeited or appropriated by **LICENSOR** under the provisions of this License, then the **LICENSEE** will on demand provide further security deposit so as to make up for the security deposit portion forfeited.
7. The Performance Security shall be refunded only after the expiry of the **LICENSE**. No interest shall be payable on the security deposit.
8. That the **LICENSEE** shall have no right, title or interest in the premises licensed to him nor shall he be deemed to have exclusive possession thereof, except the permission to use the said site.





ALLAMA IQBAL LIBRARY

University of Kashmir

Hazratbal Srinagar, Kashmir, J & K-190006

9. The **LICENSOR** shall provide the metered electricity for the purpose of running the Printing facilities. Every effort must be exercised by the **LICENSEE** to minimize electricity usage and desist from unnecessary usage. The Electricity Charges what so ever may become due from time to time will be required to be paid by **LICENSEE** towards the Estates Section of University of Kashmir on commercial rates.
10. The **LICENSEE** shall arrange its own generator for smooth functioning of Printing Division in times of power supply failure.
11. It will be the sole responsibility of **LICENSEE** to keep Printing services available to users of Library on all working days /working hours.
12. That the **LICENSEE** agrees to keep the **LICENSEE** premises neat, clean and tidy at all times and according to the health/hygiene and bye-laws of the University of Kashmir and Municipal Corporation of Jammu and Kashmir.
13. That any employee or other person engaged by the **LICENSEE** in the **LICENSEE** premises indulging in any act of disobedience or misconduct, the **LICENSEE** shall take immediate action to withdraw such persons from the service and the premises of **LICENSOR** and the decision of **LICENSOR** in this respect will be final and binding upon the firm and that the **LICENSOR** shall not in any way be liable in respect of any claim made by any employee of **LICENSEE** for wages or damages and the **LICENSEE** shall keep the **LICENSOR** indemnified.
14. Employment of child labor, defined as per relevant laws is strictly prohibited. The License will be terminated with immediate effect if those laws are violated.
15. The **LICENSEE**/Service Provider shall not deny services to any of the customer at no circumstances during working hours of the facility. If a service mentioned in the approved list is solicited for, the service provider shall make the necessary arrangements.
16. The **LICENSOR** shall have the right to review the working of this License from time to time and if at any time it is found that the **LICENSEE** has failed to fulfill any of the conditions of this License or that its working is unsatisfactory, **LICENSOR** may terminate this License after giving the one-month notice, but no such notice will be necessary if the License is terminated on the grounds of serious misconduct or any other act as the **LICENSOR** may deem fit. On the termination of License full advance rent paid by **LICENSEE** shall be forfeited and no claim





ALLAMA IQBAL LIBRARY

University of Kashmir

Hazratbal Srinagar, Kashmir, J & K-190006

whatsoever of LICENSEE shall be entertained.

17. That LICENSEE shall not be entitled to allow any other person to use the premises in his stead or to use any part thereof. In the event of the death of the LICENSEE, or the LICENSEE becoming insolvent, or dissolved if it is a partnership firm prior to the expiry of the period fixed hereinafter, the licence shall stand terminated automatically and the legal representatives of the LICENSEE shall not be entitled to use the premises. However, with the express approval of the licensor in writing the legal heirs or representatives may be permitted after discharging any liability that the LICENSEE may have incurred remove the goods and other equipment that may be found at the licensed premises but in case the goods are not claimed by the legal heirs/representatives within four weeks of the demise of the LICENSEE, the licensor may by public auction dispose of the same.
18. On termination of the License, the LICENSEE will hand over all the equipments/furniture/articles etc., if any, supplied by LICENSOR in good working condition, back to LICENSOR.
19. The service hours in the Printing Division shall be ascertained by the LICENSOR, which may be modified by The LICENSOR if and when considered necessary.
20. The LICENSEE shall display the approved rates as notified by LICENSOR or University Administration prominently in the Printing Division hall and at the cash counter.
21. The LICENSEE is responsible for any loss being caused to the Institute on account of negligence of duties by the LICENSEE that shall be established after a joint inquiry comprising of the representative of the Institute and the LICENSEE. The LICENSOR should get the same from the LICENSEE, up to the value of the loss caused to the Institute
22. LICENSEE shall abide by all laws of the land including labor laws (ESI, PF, Bonus, Income Tax, Service Tax or any other extra taxes levied by the Govt.) companies Act, Tax deduction liabilities, welfare measures of its employees and all other obligations of this region and also those Laws which are not essentially enumerated and defined herein. Any such claims at a later stage shall be the exclusive responsibility of the LICENSEE and it shall not involve the LICENSOR in any way whatsoever.
23. The Printing Division staff shall be issued Identity Cards bearing photographs.
24. The LICENSEE shall be personally responsible for conduct and behavior of his staff and any loss of damage to LICENSOR's moveable or immovable property due to the conduct of the LICENSEE's staff shall be made good by the LICENSEE.





ALLAMA IQBAL LIBRARY

University of Kashmir

Hazratbal Srinagar, Kashmir, J & K-190006

25. If it is found that the conduct or efficiency of any person employed by the LICENSEE is unsatisfactory, the LICENSEE shall have to remove the concerned person and engage a new person within the prescribed time limit given by LICENSOR. The decision of the LICENSOR or its designated officer in this regard shall be final and binding on the LICENSEE.
26. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the LICENSOR's campus, including Printing Division. Any breach of such restrictions by the Printing Division LICENSEE will attract deterrent action against the LICENSEE as per statutory norms.
27. The LICENSEE shall not use the Printing Division premises for any other activity except for the purpose for which it has been provided for.
28. If the LICENSOR is not satisfied with the quality of printing, services provided or behavior of the LICENSEE or his/her employees, the LICENSEE will be served with 24-hour notice to improve or rectify the defect(s), failing which the LICENSOR will be at liberty to take appropriate necessary steps as deemed fit.
29. The LICENSEE shall observe and perform all the provisions of the payment of wages Act or any statutory modification thereof for the time being in force and any rules and regulations made there under with regard to the payment of wages to all persons employed by him under this License and shall indemnify the LICENSOR from and against any claim under the Act by or on behalf of any person employed by him. The LICENSEE shall pay not less than the minimum fair wage to the workers engaged by him, fair wage being in compliance to the Provisions of the Payment of wages ACT, IV of 1936, or any statutory modification or re-enactment thereof or rules framed there under.
30. The LICENSOR is exempted from all liability, however caused under the workmen's Compensation ACT, in respect of injury affected by or the death of the employee (s) employed by LICENSEE and LICENSOR shall be indemnified from and against all claims under such act.
31. The LICENSEE shall maintain correctly daily Sales Account Register and make them available to LICENSOR on demand.
32. The LICENSEE shall pay all due tax/taxes imposed by or payable to the State Government, and others having authority to do so.





ALLAMA IQBAL LIBRARY

University of Kashmir

Hazratbal Srinagar, Kashmir, J & K-190006

33. The LICENSEE shall not sell any wines, beer, or other spirituous liquors or alcoholic beverages within the premises of the University.
34. The LICENSEE should obtain prior permission from the University for starting of any new service in the Printing Division.
35. The LICENSEE shall be responsible for any damage to the premises of the LICENSOR occupied by him and to any of the property of the University in his charge or occupation when such damage due to some fault, neglect or carelessness on the part of the LICENSEE or of his agents or staff/servants, and he shall be liable to pay to the LICENSOR the amount of such damages as assessed by the LICENSOR or other Engineer of the LICENSOR authorized on his behalf, whose decision upon any question in this connection shall be final, whether such question is as to the liability of the LICENSEE or as to the amount of damages to be paid by him. The LICENSEE shall bear the cost of all repairs necessary to the proper up keep of the premises of the Library, used by him whether such repairs are carried out by the LICENSOR or by the LICENSEE with the approval of the LICENSOR.
36. The LICENSEE shall restrict himself to the accommodation provided by the LICENSOR and not encroach on other accommodation, nor erect any structure without the prior approval of the LICENSOR. Any such structure, if permitted, shall be to the satisfaction of the LICENSOR and shall be dismantled immediately if so required and the LICENSEE shall not be paid any compensation for the loss if any incurred by him on this account.
37. The LICENSEE will install fire extinguishers in the Printing Division at its own cost.
38. That if the LICENSEE allows credit he will do so at his own risk and the LICENSOR will take no obligation whatsoever in this regard and no request or claim from the LICENSEE will be entertained on this account.
39. The LICENSEE shall provide and maintain 2(two) sanitary dustbins provided with lids inside the Printing Division and outside the Printing Division. These dust bins should be used for the storages of wastes, sweeping of floor, ash, disposable wastes.
40. The LICENSOR reserves the right to impose a penalty (to be decided by the LICENSOR's authorities) on the LICENSEE for any serious lapse in maintaining the quality and the services willfully or otherwise by the LICENSEE or its staff.
41. The LICENSEE shall maintain neat and hygienic environment in the Printing Division and the lawn adjacent to the Printing Division. The LICENSOR will check Printing Division premises





ALLAMA IQBAL LIBRARY

University of Kashmir

Hazratbal Srinagar, Kashmir, J & K-190006

periodically. If the LICENSOR feels that the premises is not neatly maintained by LICENSEE, a penalty to a tune of Rs. 1000/= may be levied on the LICENSEE.

42. Upon breach by the LICENSEE of all or any terms hereof and or if in the opinion of the LICENSOR, the LICENSEE or his staff is not conducting Business in the Printing Division in a satisfactory manner and not in compliance to university approved rates or if in the opinion of LICENSOR or other officer of LICENSOR duly authorized on its behalf a complaint made by public be substantiated, the LICENSOR or other officer(s) duly authorized on its behalf may at their decision impose a penalty not exceeding Rs. 3,000/-.
43. Any penalty to be paid by LICENSEE failing which the LICENSOR reserves right to deduct the same from any refundable sum paid by LICENSEE.
44. In the event of any of the articles being sold at rates in excess of those authorized in the University rate list or quantity of the items offered for sale, be less than that prescribed in the rate list a fine/penalty to the maximum of Rs. 2000/- will be imposed as the LICENSORs may deem fit.
45. The LICENSEE shall promptly and correctly carryout all instructions received from time to time from LICENSOR or any other person authorized by the LICENSOR in respect thereof.
46. The business of the LICENSEE to be carried on in the premises of the LICENSOR, shall be carried on at the sole risk of the LICENSEE, and the LICENSEE shall Indemnify the LICENSOR from and against all liability for the damages, costs, charges and expenses, both legal and otherwise to which the LICENSOR or any of its servants may be put by reason of any loss or injury caused to or suffered by any University employees, students, research scholars, workers by bad quality articles sold or supplied in the said premises by the LICENSEE and or any loss or damage caused to the LICENSOR through the negligence or fraud of the LICENSEE, his servants or Agents, Such damages, costs, changes and expenses shall be paid by the LICENSEE to the LICENSOR immediately on demand being made there for.
47. The LICENSOR shall not be responsible for any loss incurred by the LICENSEE owing to cancellation of classes or offices due any unforeseen circumstances
48. The LICENSOR shall have the right to terminate the License if in their opinion (which shall be final and binding on the parties) the LICENSEE is not conforming to the above conditions (s).





ALLAMA IQBAL LIBRARY

University of Kashmir

Hazratbal Srinagar, Kashmir, J & K-190006

49. The License will be terminable on one month's notice by the LICENSOR without assigning any reason thereof and the LICENSOR shall give one calendar month's notice in writing to LICENSEE in this behalf without assigning any reason thereof.
50. In the event of insolvency or conviction of LICENSEE by criminal court this License shall automatically cease.
51. In the event of this License being terminated under Clause above hereof the LICENSOR shall refund to the LICENSEE such proportion of the sum paid under clause 4 & 5 hereof for the remaining portion of the period for which such payments have been made, however deducting any unpaid fines or penalties payable by LICENSEE.
52. On the expiry of the period of the License or on its termination, as the case may be, the LICENSEE shall surrender vacant possession of the premises, intact, to the LICENSOR, forthwith.
53. In the event of the LICENSEE failing to handover vacant possession to the LICENSOR the LICENSOR shall have right to take possession of the premises by putting its own lock and key to the said premises.
54. The LICENSOR, after taking possession of the premises as provided in clause above, may permit the LICENSEE to remove his articles, within one week from the date of taking possession of the said premises. In case the LICENSEE fails to avail opportunity provided in clause above, the LICENSOR shall have right to dispose off the articles found in the premises in Public auction without any notice to the LICENSEE.
55. Failure to surrender /handover of vacant possession within the prescribed time period, by the LICENSEE to the LICENSOR, shall entitle the LICENSOR to forfeit the Security deposit.
56. The terms and conditions of contact will be reviewed every year for any addition or modification which might arise during that period on account of any future policy decisions of University of Kashmir, which may not be covered in the present terms and conditions of License, shall be abided by the LICENSEE without any delay. Such decision would be communicated in writing by the LICENSOR to the LICENSEE and that will be deemed as added / deleted conditions of License.
57. That in case, the site is destroyed or damaged by any natural calamity or riot or civil disturbance so as to make it unfit for use by the LICENSEE, the LICENSE shall stand determined automatically.





ALLAMA IQBAL LIBRARY

University of Kashmir

Hazratbal Srinagar, Kashmir, J & K-190006

58. In all disputes arising in the scope of doubts or interpretation of the clauses or conditions applicable in this License or otherwise, the decision, clarification and interpretation of the LICENSOR shall be final and binding on the Licensee.
59. Subject as otherwise provided in this License, all notices, consents, directions and applications to be given on behalf of Librarian, Allama Iqbal Library, University of Kashmir and all other actions to be taken on his behalf may be given or taken on his behalf by himself.
60. That in case of any dispute arising between the LICENSOR and the LICENSEE in respect of the interpretation or performance of any terms or conditions of this LICENSE, the same shall be referred to the sole arbitration of the Vice-Chancellor, University of Kashmir, whose decision thereon shall be final and binding on both the parties. The LICENSEE shall not object to the Vice-Chancellor of University of Kashmir acting as sole arbitrator on the ground that he had dealt with the case or has at some stage expressed opinion in any matter connected therewith.
61. That nothing herein contained shall be construed as conferring upon the Licensee any right, title or interest in respect of, over, in or upon the premises and the property of the Licensor.



ALLAMA IQBAL LIBRARY

University of Kashmir

Hazratbal Srinagar, Kashmir, J & K-190006

BIDDER'S PROFILE (PART-I)

1. Name of the bidder
2. Name of the Agency /Concern.....
3. Year of establishment of the existing Commercial Unit along with the reference to the certificates / licenses from the concerned authorities.....
4. Name of the authorized signatory (whose photograph is affixed)
Mr./Ms./Mrs.....
5. Permanent address of the firm/Agency.....
..... Tel. No. (with STD Code) (O)
..... (Fax) (R) (Mobile)e-mail:.....
6. Registration & incorporation particulars of the firm.

(Please attach attested copies of documents of registration/incorporation of your firm with the competent authority as required by business law).

7. Name proprietor/partners/directors
8. Bidders bank, its address and his current account number
.....
9. GST.....
10. Bank Details
Account Number (Full)..... IFSC.....
Bank Name.....Branch.....

I/We hereby declare that the information furnished above is true and correct. At any stage if the above information is found incorrect, University may cancel my/our empanelment.

Signature
Name of the authorized person of the firm along with seal





ALLAMA IQBAL LIBRARY

University of Kashmir

Hazratbal Srinagar, Kashmir, J & K-190006

ACCEPTANCE CERTIFICATE

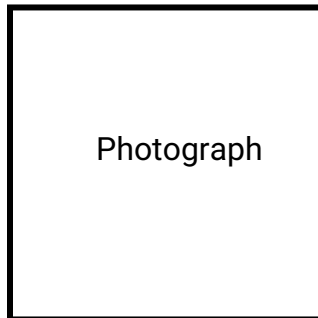
I /We After examining /reviewing the tender document for Establishment, Operations, Maintenance and Comprehensive Management of Printing Division and Terms and conditions etc. the receipt of which is duly acknowledged, I(We) , the undersigned , is (are) pleased to offer to execute the whole job of Establishment, Operations, Maintenance and Comprehensive Management of Printing Division, in conformity with the tender notice and tender document.

I(we) confirm that this bid is valid for a period of four (4) months from the date of opening of the bids and it shall remain binding upon us and may be accepted by any time by or before the expiration of that period.

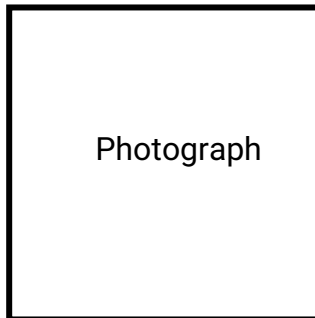
I(We) understand that Bid Document is not exhaustive and ,any action & activity not mentioned in Tender Document but may be inferred to be included to meet the propose of the Tender Documents shall be deemed to be mentioned in Tender Documents unless otherwise specifically excluded and I(we) confirm to perform for fulfillment of License and completeness of the work in all respects within the time frame and agreed price.

We understand that any deviation/exception in any form may result in rejection of bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the bid and we agree that if any deviation/exception is mentioned or noticed, our bid may be rejected.

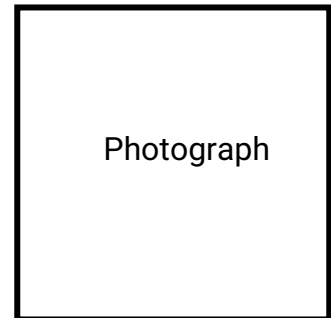
We understand that you are not bound to accept the lowest priced or any bid that you may receive.



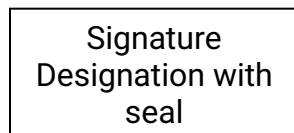
Photograph



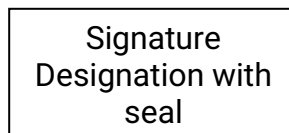
Photograph



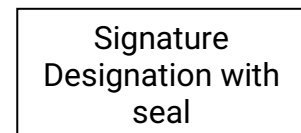
Photograph



Signature
Designation with
seal



Signature
Designation with
seal



Signature
Designation with
seal

PROFORMA FOR RATES OF REPROGRAPHIC SERVICES AND OTHER FACILITIES TO BE PROVIDED





ALLAMA IQBAL LIBRARY

University of Kashmir

Hazratbal Srinagar, Kashmir, J & K-190006

IN PRINTING DIVISION (Annexure –B)

Rates for Photostat (Mono Colour)			
S/no	Name of item	Rate per Copy Single Side	Rate per Copy Single Side
1.	Paper A4		
2.	Paper FS		
3.	Paper A5		
4.	Paper A3		
5.	Paper B4		
Rates for Printing (Mono and Colour)			
6.	Paper A4, mono Print		
7.	Paper FS mono Print		
8.	Paper A5, mono Print		
9.	Paper A3, Mono Print		
10.	Paper A4, Colour Print		
11.	Paper FS Colour Print		
12.	Paper A5, Colour Print		
13.	Paper A3, Colour Print		
14.	Photo Paper A4, Glossy, Colour Print		
Rates of Spiral Binding			
15.	Up to 50 pages		





ALLAMA IQBAL LIBRARY

University of Kashmir

Hazratbal Srinagar, Kashmir, J & K-190006

16.	50 to 150 pages	
17.	150 to 250 pages	
18.	250 to 350 pages	
19.	350 pages & above	
Rates of Lamination per Copy		
20.	Size A4	
21.	Size FS	
22.	Size A5	
23.	Size A3	
24.	ID card Size	
Rates for IT Related reprographic services		
25.	Computer typing and printing charges per page up to 10 pages	
26.	Computer typing and printing charges per page beyond 10 pages	
27.	Downloading and printing in Bulk per page	
28.	Scanning of documents as image /PDF, charges per page	
29.	Feeding and uploading of forms charges per page.	
Binding of Items		
30.	Thesis binding, with embossed lettering, leather / ragzine cloth.	
31.	Project report binding	
32.	Thermal binding	





ALLAMA IQBAL LIBRARY

University of Kashmir

Hazratbal Srinagar, Kashmir, J & K-190006

33.	Banner Printing Rates per Sft	
34.	Flex without eyelets (Colour)	
35.	Backlit Flex Banner (Colour)	
36.	Vinyl Sticker (Colour)	
37.	One way Vinyl Sticker (Colour)	
38.	Star Flex with eyelets (Colour)	
	Sale of Stationary items	
39.	Discount offered on MRP	%

I /we have thoughtfully quoted the above rates, and agree to keep the rates valid for the licensed period.

Signaturewith
seal

