

श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी की संस्थान, त्रिवेंद्रम- 695 011, केरल, भारत
SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY
TRIVANDRUM – 695 011, KERALA ,INDIA
(एक राष्ट्रीय महत्व का संस्थान, विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार)
(An Institution of National Importance, Dept of Science and Technology, Govt. of India)
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No. P&A/LIB/Photocopy/SCTIMST/2023

28.11.2023

TENDER NOTICE

Sealed quotations are invited from the interested for providing photocopying service by operating own photocopier machine in space provided by the Institute on payment of License Fee. The tenders should be superscribed "Tender for providing photocopier service" along with the **EMD of Rs. 500/-** by cash receipt payable at Institute's Cash Counter/Demand Draft drawn in favour of the Director, SCTIMST, Thiruvananthapuram and should reach the Institute **on or before 15.12.2023 by 1.00 pm**. The quotations will be opened on the same day at 3.00 pm in the presence of the tenderers or their authorised representatives who may be present at that time.

The parameters to be quoted in the tender:

The photocopier unit should be operated during the entire working hours of the Library (12 hours) subject to conditions and rate may be quoted accordingly.

SI. No	Parameters	Rate
1	Rate for taking photocopy per page (Books) – A4 paper	
2	Rate for taking photocopy per page (other than Books) – A4 paper	
3	Rate per page for taking B/W print from PC/Laptop/Pen-drive through digital photocopier	
4	Rate per page for taking Colour print from PC/Laptop/Pen-drive through digital photocopier	
5	Rate per page for the print outs taken from PC by using internet facility (Colour Print)	
6	Rate per page for the Print outs taken from PC by using internet facility (B/W print)	
7	Amount of Licence fee to be paid to the Institute against the usage of electricity and space facility provided by the Instiutte	

Other Conditions

1. Details of prior experience in the field is to be attached.
2. Contact details of the bidder to be attached.
3. If employees are engaged by the service provider in the photocopying unit, it is the responsibility of the service provider to bear the salary/insurance, if any.
4. The contract will initially be for a period of one year and is extendable as per rules.
5. Other details, if any.

Sealed quotations to be submitted on or before the date and time mentioned above. The Director of the Institute reserves the right to accept or reject all or any tender at his/her discretion without assigning any reason. Late tenders will not be accepted.

Sd/-
DY. DIRECTOR(A)

To

Notice Board – AMC/ Hospital Wing/ BMT Wing/ Website