

**Terms & Conditions**  
**for Rate Contract for hiring digital photocopier machines**  
**on Rental Basis upto 31-12-2022.**

1. The firm will submit the offer in a sealed envelope on its **original letter pad** by filling details in col. 1 to col. 6 **on prescribed Proforma duly stamped and signed by authorized signatory.**
2. **Must Attach** three self-addressed envelopes with **Postage Stamps as per Indian Postal Rates.**
3. Offer(s) received after the due date and time, incomplete, conditional, without requisite Security money and offer submitted in any other office of university will be rejected straightway.
4. The Offer(s) containing over writing/cutting, etc. without authentication will not be entertained.
5. The departments/offices of University can hire the digital photocopier machine(s) as per their own requirement on the approved rates, terms and conditions of rate contract.
6. GST will be applicable as per Govt. rules.
7. The payment will be made after deducting TDS (if any) as per GST/Govt. rules as applicable.
8. The department/office of University will provide the space for installation of machine, paper required for photocopy and power supply to the machine. In case of any interruption in service or any fault in machine, the department/office will intimate in this regard to the service provider by email/telephonic message.
9. The department/office of University will provide proper security to the digital photocopier installed in its premises against theft/physical damage.
10. The vendor will install a CVT/Voltage Stabilizer (if required) alongwith the digital photocopier machine to prevent the damage occurred due to power fluctuation.
11. The service provider firm will have to install the digital photocopier machine in the department/office within 7 days from the date of approval.

\_\_\_\_\_  
Signature of Authorized person  
with Rubber Stamp

12. The service provider firm will provide services, repairs, spare parts, consumables such as ink/toner cartridge etc.. The service provider firm will sort out the problem/complete the required repairs within 6 hours from the time of intimation of interruption/fault. In case of KVKs, Outstations, Research Station, RRTCs, the firm will have to resume the Photostat services within 24 hours from the time of intimation of interruption/fault.
13. The offers of firms which have been banned for supply/black-listed by any Govt. Deptt./Govt. Undertaking/University/Institute, etc. will not be accepted.
14. The firm must submit its Registration Certificate, GST Registration Details, firm's PAN No. and Bank details for e-payment i.e. Name of the bank with full address, Branch Code, Account No. and type of account, IFSC Code (India Finance Code).
15. The firm should submit the complete addresses Govt. Deptt./Organisations where they have installed Photostat machines or with whom they have already entered into rate contract along-with copies of current/latest rate contracts (if any).
16. Rates should be quoted F.O.R to indenting department of University/KVK/Research station, etc.
17. The firm will provide a machine (as per requirement of indenting department/office), its toner cartridge, routine service, replacement of spare part(s) and repairs (as required) within the rates offered to GADVASU.
18. The service provider firm as approved in rate contract and the indenting department/office will have to mutually sign the agreement for compliance of terms and conditions of rate contract. Non-compliance of these terms and conditions shall be liable to black listing of the firm for dealing in future or any other action as deemed fit with the approval of Worthy Vice Chancellor and decision in this regard shall be final.
19. Either party may have rights to terminate this agreement at any time upon 60 days written notice.
20. To indenting department/office will have right to change the plan as per their requirement (if any) upon a written notice to the firm. However, the change of plan will (if any) effect from the 1<sup>st</sup> of next month.
21. The department/office will maintain the proper record of photocopies as per given below format and the same will be verified at the time raising of bill:-

Sr. No.	Name and Designation of official	Particulars of Photocopy	No. of copies	Old Reading of Machine	New Reading of Machine	Signatures of Official	Signatures of Machine Operator	Signatures of HOD/DDO

Signature of Authorized person  
with Rubber Stamp

22. It is the sole discretion of university authorities to renew/extend the existing rate contract for hire of digital Photostat machine beyond 31-12-2022 keeping in view the performance of the service provider and machines. However, no firm shall have any claim for renewal of the rate contract for the next year on the basis of previous rate contracts and no correspondence in this regard shall be entertained.
23. All disputes shall be subject to Ludhiana jurisdiction only.
24. The University reserves the right to reject or accept any or all the rate contract offers without assigning any reason. The University may enter into rate contract with more than one firm(s) for the same brand/item/service as may be considered necessary.

Accounts Officer (Purchase Cell)  
O/o Comptroller, GADVASU

I/We \_\_\_\_\_ (name of the  
firm) hereby certify that I/We have read all the above mentioned Terms and Conditions from  
Sr. No. 1 to 24 of Annexure - A and unconditionally accept all these in totality/entirety.

*Am*

\_\_\_\_\_  
Signature of Authorized person  
with Rubber Stamp