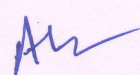


**Annexure – A**

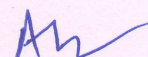
**Terms & Conditions**  
**for Rate Contract for hiring digital photocopier machines**  
**on Rental Basis upto 31-12-2022.**

1. The firm will submit the offer in a sealed envelope on its **original letter pad** by filling details in col. 4 to col. 6 against rent plan 1,000/- to 6,000/- **on prescribed Performa 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 service provider firm will have to install the digital photocopier machine in the department/office within 7 days from the date of approval.
10. 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 4 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.





11. 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.
12. 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).
13. 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).
14. Rates should be quoted F.O.R to indenting department of University/KVK/Research station, etc.
15. 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.
16. The quotations must be accompanied with the security amounting Rs. 10,000/- (Rupees Twenty Thousand only) in the shape of FDR in favour of **"Accounts Officer (Purchase Cell), GADVASU, Ludhiana"** on any bank approved by RBI (**Demand Draft/Cheque, etc. will not be accepted in any circumstances**). This Security amount will be released after six months from the expiry of Rate Contact period i.e. **it will be released only after 30-06-2023**.
17. A mutual rental agreement as per **"Annexure – B"** will be signed between the rate contract firm and the HOD/DDO of the concerned department, where the digital photocopier machine is installed as per approved rate contract to ensure compliance of terms and conditions of the rate contract. Non-compliance of these terms and conditions shall be liable to forfeiture of the security money or black listing of the firm for dealing in future or both or any other action as deemed fit by Central Purchase Committee with the approval of Worthy Vice Chancellor and decision in this regard shall be final.
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.
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 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:-


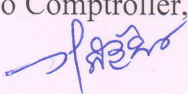
Sr. No.	Name and Designation of official	Particulars of Photocopy	No. of copies	Old Reading of Machine	New Reading of Machine	Signatures of Official	Signatures of Machine Operator	Signatures of HOD/DDO

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.

25. For any enquiry contact Office of Purchase Cell during working hours at Phone No. 0161-2553353 or email at officepurchasecell@gmail.com.

  
 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 25 of Annexure - A and unconditionally accept all these in totality/entirety.