



असम विश्वविद्यालय दिफू कैम्पस  
(संसद के अधिनियम के अन्तर्गत स्थापित एक केन्द्रीय विश्वविद्यालय)

दिफू- ७८२ ४६२, कार्बी आंगलॉंग, असम, भारत

Assam University Diphu Campus  
(A Central University established by an act of Parliament)  
Diphu-782 462, Karbi Anglong, Assam, India \_\_\_\_

E-mail:

Dated: 06.03.2026

File No: AUDC/Stall-1/554/2015/\_\_\_

**SUBJECT: Notice inviting tender for outsourcing of Photocopy/Printing services, AUDC**

**Dear Sir / Madam,**

The Assam University Diphu Campus invites quotations for **outsourcing of Photocopy/ printing services, AUDC** as per details mentioned in terms and condition. The quotation in single bid systems is to be submitted in sealed envelopes to the undersigned on or before 27<sup>th</sup> March 2026, 11:00 hrs. The invitation to tender is subject to fulfillment of instructions and conditions as per the details given below:

- a) Section-I: Terms and condition.
- b) Annexure-I: Tender Performa for outsource photocopy/printing work
- c) The bid documents are not transferable and the seal and signature of the authorized official of firms must appear on all the papers and envelopes submitted.

Kindly read both the terms and conditions which are fully understood and complied. No correspondence shall be entertained in case your quotation is rejected on ground of not complying with our instructions, terms and conditions. In case of doubt please contact us either Estate II Section, Semson Sing Engti Administrative Block, Assam University Diphu Campus

Thanking you.

Yours Sincerely,

Sd/-  
Deputy Registrar,  
Assam University Diphu Campus

### **Section-I: Terms and Conditions**

1. Sealed tender complete in all respect along with a bank draft for Rs.2, 000/- (Rupees Two Thousand Only) valid for a period of 3 months towards earnest money drawn in favour of the Assam University Diphu Campus, payable at Diphu, placed in Envelope should be dropped in the Tender Box kept with Administrative building, Ground Floor, AUDC, Diphu latest on or before 27<sup>th</sup> March 2026 up to 11:00 AM positively. Incomplete/conditional/late tenders or those without earnest money will be rejected. Tender will be opened at 30<sup>th</sup> March, 2026, 11:00 A.M. in the presence of the representatives of the tenderers, who may like to be present. There should be no over writing or amendment in the rates quoted, the terms and conditions of the contract. All the forms/Annexure-I should be duly signed with seal of the firm.
2. The photocopy/printing would be provided by the firm on rate per copy basis including all taxes and Government levies. The rate per copy should be specified separately for single side/both sides respectively. **The quoted rate should not be more than market rate.**
3. The Rate Contract shall be valid for a minimum period of one year from the date of notification of the rate contract/work order. However, the contract period shall be extended further, subject to satisfactory services, on year to year basis for a maximum period of 05 years on mutually agreed Terms & Conditions.
4. The revision of rates will not be allowed during the contract period. Hence, the firms who can give valid price for one year need only apply.
5. The number of Machines can be increased/decreased depending on the requirement and (non-stop work has to be ensured) Standby arrangement is to be made so that there is no disruption.
6. The contracted firm will be responsible for maintaining the photocopy machine. The cost for supply of stationery viz., good quality paper, toner staplers, staplers' pins, binding etc. will be borne by the contracted firm. Manpower to operate photocopy machine and expenditure incurred on their engagement will also be borne by the contracted firm.
7. It will be for the contracted firm to install/provide stand by machine to ensure that the photocopy work in the University goes on smoothly to avoid any hardship in execution of work, failing which a penalty of Rs.100/- per day will be imposed.
8. The University will provide only electricity connection and space. The University will extend no other facility to the agency.
9. A license fee of Rs. 250.00 p.m is chargeable which must be cleared before 10<sup>th</sup> of the following month. Payment for electricity consumption should be cleared regularly as per usage.
10. The University reserves the right to terminate the contract at any time without any notice in case of unsatisfactory services of the concerned vendor. The penalty as deemed fit or forfeit part or whole of the earnest money of the tender if tenderer fails to work within the prescribed method or found not in accordance with the specification or not in the quality/quantity or there is any breach of the terms of the contract on the part of the tenderer. The earnest money will be forfeited, if the tenderer, after approval of the tender, fails to accept it.

11. The University authority reserves the right to reject any tender or reject it entirely without assigning any reason.
12. In case of any dispute regarding imposition of penalty, forfeiture of earnest money, debarment of his agency for a period of two years due to unsatisfactory work with the approved specification, the decision of the University authority shall be final and binding upon the tenderer. The Earnest money will be forfeited if firm backs out after submission of Tender quotation or without from the contract.
13. In case of any dispute, the legal jurisdiction shall be within the Diphu, Karbi Anglong, Assam.
14. In the event of any loss/damage of Photo copier Machine and the accessories, the University shall not be responsible
15. Preference will be given to those vendors who can also provide facilities of spiral binding, computer printing and lamination.

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from clause 01 to 14 have been read by me/us and are acceptable to me/us.

(SIGNATURE OF THE TENDERER)

(SEAL WITH COMPLETE ADDRESS)

TENDER PERFORMA FOR OUTSOURCE PHOTOCOPY/PRINTING WORK

## 1. Rate Quotation of the Tenderer:

SL.NO.	PARTICULARS	Rate per copy with Paper (A-4 size J.K Bond Paper or equivalent)	Rate per copy with Paper (A-3/legal size J.K Bond Paper or equivalent)
01	Single side photocopy on one page		
02	Photocopy on back to back side on one page		
03	Single side printing on one page		
04	printing on back to back side on one page		
05	Single side printing on one page (colour)		
06	Printing on back to back side on one page(colour)		

2. Machine Model No. and Make \_\_\_\_\_

3. Earnest money details bank draft:

Bank Draft No. \_\_\_\_\_ date \_\_\_\_\_ for \_\_\_\_\_

Rs.2000/- Drawee Bank \_\_\_\_\_

4. PAN No. \_\_\_\_\_

The terms and conditions of the tender are acceptable to me/us.

Signature \_\_\_\_\_

Name &amp; address with seal &amp; Date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone (O) \_\_\_\_\_

(M) \_\_\_\_\_