

NATIONAL LAW UNIVERSITY, ASSAM

(Established by the Assam Act NO. XXV of 2009)

NLUA/IT/F/PRINT-CENTRE/2016/01

Date: 30/01/2016

EXPRESSION OF INTEREST FOR PHOTOCOPY, PRINTING AND BINDING SERVICE CENTRE

The National Law University, Assam invites expression of interest from registered firm/vendors for setting up a Photocopy, Printing and Binding Service Centre in the University Campus at NEJOTI Building, Ulubari, Guwahati.

Last date of submission of EOI is February 12, 2016.

Terms and Conditions:

1. Vender must hold PAN card, valid trade license, VAT and service tax registration.
2. Photostat machine, Printer (greyscale and colour), Spiral Binding machines etc. should be provided by the vendor. University will not provide any machines and tools for the purpose. It is the responsibilities of the vendor to install and maintain the machines and equipment required for setting up the service centre.
3. Man power for day to day operation of the centre shall be the responsibility of the vendor. Vendor must ensure the compliance of the Labour and Employment Act. If any compensation awarded by the competent authority for any violation, it shall be recovered from the vendor immediately.
4. Service Centre shall remain open from 9:00 A.M. to 9:00 P.M. on all working days and 10:00 A.M. to 4:00 P.M. on all holidays.
5. Maximum charge for monochrome photocopy and printing per page shall be Rs. 1 and for both side at Rs. 1.50, any revision of rates and introduction of new rates for new services needs the prior approval of the University Authority.
6. Vendor should clearly mention the rates for all the services that he may provide in their EOI and the rates will be finalized after mutual consent.
7. Vendor must ensure good quality of printing and binding.
8. Vendor must keep provisions for additional machine /materials so that increased demand of service may be satisfied.
9. No person will be allowed to stay at the university campus at night and cooking is also prohibited.
10. The employee from vendor side should wear proper uniform with identity card. The vendor must submit past antecedents/police verification report of his employee to the university authority immediately including his/her photographs.
11. University will provide required space free of cost and vendor will pay the cost of electricity monthly.
12. Vendor will be held responsible if any damage or loss caused to the University property based on the recommendation of the Committee constituted by the Vice - Chancellor.
13. University may terminate the service at any point of time with 15 days prior notice.
14. Vendor has to submit Rs. 10,000/- as security deposit in form of demand draft to "National Law University and Judicial Academy, Assam" payable at Guwahati. The security deposit would be refunded at the termination of the contract.

Sd/-
Registrar