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| logo | JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADAUNIVERSITY COLLEGE OF ENGINEERING - VIZIANAGARAM**Via Cantonment, Dwarapudi (Post)** **Vizianagaram -535 003****Phone:08922-277911 Fax 08922-277488** |

**TENDER NOTICE**

**Tender Notice No. JNTUK-VZM/ Xerox centre 2019-20, Date:27.09.2019**

Sealed quotations are invited from reputed Dealers/ Firms providing the services of “Xerox & Stationary shop” at academic zone. The detailed specifications, terms & Conditions for the items can be obtained in respect of items from the undersigned from **28.09.2019** between **11.00 am to 5.00 pm** on payment of**.1000/- (Non- Refundable)** in the form of Demand Draft payable at Vizianagaram in favour of  **Principal, JNTUK University College of Engineering, Vizianagaram** drawn on any nationalized bank not earlier than date of this notification. The application can also be downloaded from [www.jntuk.edu.in](http://www.jntuk.edu.in) or [www.jntukucev.ac.in](http://www.jntukucev.ac.in) . The candidates who have downloaded the application from the website need to enclose a DD for Rs. 1000/- as application cost. The sealed quotations should reach the undersigned on or before **2.00 pm on 15.10.2019.**

The College Authorities reserve the right to accept or reject any or all bids without assigning any reason whatsoever.

**AEE DEE PRINCIPAL**

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**Tender Notice No. JNTUK-VZM/ Xerox centre 2019-20, Date: 27.09.2019**

**TENDER SCHEDULE**

 **GENERAL CONDITIONS:**

1. Please quote your lowest rates for each item described. The quotation should reach this office **on or before 15.10.2019 by 14:00 hrs.** Sealed covers should be submitted for the items super scribing as **“Tender No.” “Date of opening”, “Item Number(s)”.** Separate sealed cover should be submitted for each item. The sealed covers should be sent by the Registered Post or to be dropped in the sealed box provided in the office of the Principal, ucev, vzm. The tender will be **opened on 16.10.2019 at 14:30 hrs** by the undersigned/his/her nominee in the presence of the committee members and available bidders or their representatives.

1. **E.M.D:** The tender documents should be submitted along with earnest money deposit (EMD) **Rs.15,000/-** in the form of Demand Draft in favor of **“The Principal, JNTUK, University College of Engineering, Vizianagaram”** to be payable at State Bank of Hyderabad, LTB Road branch, Vizianagaram. The Demand Draft pertaining to E.M.D. of unsuccessful party will be returned.
2. **PRICES:** The price should be F.O.R. destination inclusive of taxes, packing & forwarding charges, freight, delivery and installation charges. Items on rate contract, if any together with the terms and conditions may please be furnished.
3. **ACCEPTANCE:** It is not binding on the university/ institution to accept the lowest of the tenders. The university/ institution reserves the right to place orders for individual items with different bidders.
4. **Warranty/Guaranty:** Warranty/Guaranty period should be mentioned by the bidder.

6. **DELIVERY:** The period of delivery at destination from date of placing orders is **FOUR WEEKS**.

7. **VALIDITY:** The quotations should be valid for at least 90 days.

8. The Institution reserves the right to cancel the tender without assigning any reason.

9. Those that purchased tender schedule officially by paying **Rs. 1000/-** in the form of Demand Draft drawn in favor of Principal, JNTUK, University College of Engineering, payable at Vizianagaram are only eligible to Participate in the tender. Those who have downloaded the tender schedule from the JNTUK website ([www.jntuk.edu.in](http://www.jntuk.edu.in) or [www.jntukucev.ac.in](http://www.jntukucev.ac.in) ) should submit a separate DD for **Rs.1000/-** along with the quotation.

10. Since the college is Government institution, whatever conditions are applicable to any Government institute shall be applicable even if not specified.

11. Any tender that is received after due date will not be accepted. The college is not responsible for any postal delay.

12. List of Major Customers should be provided.

**PRINCIPAL**

Encl: Items with Description

**ITEM NO: 01**

The undersigned invites separate sealed tenders for availing rents accommodation of various units of Students Amenities Center (SAC) existing in the College Campus.

 The details of various units and respective deposits for tender are mentioned below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Name of the Unit** | **Plinth Area (Approx.)** | **EMD Rs.** |
| 01. | Xerox & Stationary | 242 Sq. ft | Rs. 15,000/- |

The EMD should be in the form of a D.D in favour of the Principal, JNTUK University college of Engineering payable at Vizianagaram and should be enclosed along with the tender form.

The terms and conditions are mentioned below:

**Terms & Conditions:**

1. The contract is initially for a period of 2 years and the Principal reserves the right to extend the contract.
2. The rent will be increased at the rate of 10% every year.
3. Six months rent has to be paid by the tenants as an advance and kept as deposit and the same will be refunded on evacuation, duly deducting the losses / damages if any to the building.
4. Electrical and Water charges as per consumption will be charged extra.
5. The rent has to be paid by the tenant during the first week of every month in the form of DD / Challan without fail.
6. The electrical and water charges as per consumption and at prevailing rates have to be paid within a week from the date of receipt of demand notice.
7. The college is not going to provide any furniture for the establishment of the unit.
8. The tenant is not entitled to carry out any structural modifications without written permission from the PRINCIPAL,JNTUK,UCEV.
9. The college administration has every right in its possession to evacuate the unit if any untoward incident come to the notice of the administration and also to evacuate the building at any time as desired by the University / College by serving one month notice.
10. If the tenant does not pay the rent, electrical & water charges in time, the administration has every right to get the building vacated without prior notice.
11. The tenant has to maintain amicable and cordial atmosphere in day-to-day running of the unit, with the staff in general and with students in particularly. The tenant should keep premises clean and tidy.
12. The amenities centre should be invariably closed by 06.00 P.M on all days.
13. The tenant has to bear in mind to maintain the quality of the product at reasonable prices by taking prior Approval from the principal and the price list has to be invariably displayed at the eating point the Principal or his nominee shall inspect periodically.
14. The college reserves the right to restrict the entry of outsiders.
15. Xerox centre tenant should not provide the items of canteen materials like cool drinks & fast foods etc.
16. Canteen in the academic zone should not supply either stationary or any other item except food items. However, the canteen cum stores in the academic zone can supply stationary, cosmetics, groceries etc in addition to food items required for hostel students and faculty
17. No tenant should provide unauthorized items like cigarettes, Alcoholic drinks etc.
18. The college reserves the right to amend any of the above rules or implement additional rules to maintain smooth function of the centre
19. The Institution reserves the right to cancel the tender without assigning any reason.

 **PRINCIPAL**

**AGREEMENT**

I……………………………………………………………………….hereby agree to occupy the following unit with the rent shown below. I will strictly abide by the rules and regulations stipulated in the tender form and to those which may be formulated by the authorities from time to time.

|  |  |
| --- | --- |
| Name of the Unit | Rent quoted per month (during first year)(Min Amount of Rs. /-) |
|  |  |

Station:

Date:

 SIGNATURE OF THE TENDERER

N.B: If the above agreement is not submitted along with the tender, the tender will not be accepted

I List of documents to be attached.

1. EMD in favour of Principal, UCEV,JNTUK
2. GST Certificate.
3. IT Certificate
4. Experience Certificate.
5. List of Major Customers if any