

Sant Gadge Baba Amravati University

University Campus, Near Tapowan, Mardi Road, Amravati 444602

Phone No. (0721) 2663667, 2551420,

Email- aradmn@sgbau.ac.in

Fax No. : (0721) 2660949, 2662135

Website : www. sgbau.ac.in

Quotation Notice No SGBAU/1/137/ 4 - 599 /2025

Date : 01 /10 /2025

Quotation Notice (Second Time)

To,

- 1) Ganraj Photocopy ,
Vidyapeeth chowk ,Tapovan gete, Amravati .
- 2) Malti Enterprises,
Amba peth, Rajkamal chowk, Amravati.
- 3) Arthav Enterprises,
University colony, Amravati .
- 4) Sai Ansh Xerox,
Prashant nagar , Amravati .
- 5) Amin Xerox ,
Rukmini nagar , Amravati .
- 6) Rajesh Xerox ,
Rukmini nagar, Amravati.
- 7) Vedashree Xerox center ,
Lakshmi nagar , Amravati.
- 8) Diksha Xerox center,
Dudh ganga colony, Jewangnagar , Amravati.
- 9) Yogiraj Copier
Mule plot Gadge nagar , Amravati.
- 10) Suhas Xerox Center
Jewad nagar, Amravati.
- 11) Ganesh Xerox
Yogiraj nagar no 2 Amravati.
- 12) Shubham Gajanan Mule
S.M. kaupiyar, Gadge Nagar ,Amravati
- 13) Any other Concerning firm

Sir,

Sealed quotation duly superscripting our Enquiry reference number and due date are invited for providing Photo Copy Centre, DTP & Other online Service Facilities pertaining to students at the University Premises for a period of two years on contract basis as per our terms & Conditions attached with quotation form. Quotations completed in all respect shall be received on or before **Dt. 15/10/25 upto 13.00 hours at Central Inward Section (Main Administrative Building) University Campus.**

To download Quotation form, Agreement, term and conditions (Annexure A), Genral terms and conditions (Annexure B), Statement showing the rates fixed by the University (Annexure C), please visit www.sgbau.ac.in

स्वा/-

Dy Registrar (Admn.)
Sant Gadge Baba Amravati University

Copy for information to :

1. Finance & Acctts. Officer, Sant Gadge Baba Amravati University.
2. Asstt. Registrar (Admn.) Sant Gadge Baba Amravati University.
3. Inward Section, Sant Gadge Baba Amravati University.
4. Notice Board , Sant Gadge Baba Amravati University.

अटी व शर्ती

कोटेशन सुचना क्रमांक SGBAU/1/137/4-599/2025, दि. 01/10/2025

Due dates 15 /10 /2025

१. नोंदणीकृत संस्थाकडून फोटोकॉफी सेंटर, डीटीपी व इतर ऑनलाईन सेवाच्या केंद्र भाडेतत्वावर चालविण्याकरीता परिशिष्ट “अ” मध्ये नमूद केलेल्या अटी व शर्तीनुसार दोन वर्षांच्या कालावधीसाठी सीलबंद कोटेशन मागविण्यात येत आहेत.
२. सिलबंद दरपत्रके संत गाडगेबाबा अमरावती विद्यापीठातील केंद्रीय आवक शाखा (सामान्य प्रशासन विभागास) सादर करावीत.
३. प्राप्त सिलबंद दरपत्रके दि.१६/१०/२०२५ रोजी दुपारी ४.०० वाजता शक्य असल्यास दरपत्रधारक आणि निविदा उघड समितीच्या उपस्थितीत उघडले जातील.
४. १५/०८/२०२५ रोजी दुपारी १.०० नंतर विद्यापीठ कोणतेही कोटेशन स्वीकारणार नाही पोस्टाने पाठवलेली दरपत्रके न मिळाल्यास / उशिराने प्राप्त झाल्यास संत गाडगे बाबा अमरावती विद्यापीठ जबाबदार राहणार नाही.
५. संस्थाचालकाने एकल लिफापा पध्दतीने कोटेशन सादर करावे, कोटेशन सादर करतांना संस्थाचालकाने खालील कागदपत्रे सीलबंद लिफाऱ्यात सादर करावी, परिशिष्ट-अ मध्ये नमूद केलेल्या अटी व शर्ती लागू असतील.
 - अ) संस्था नोंदणी प्रमाणपत्र किंवा दुकान कायद्याचे नोंदणी प्रमाणपत्र
 - ब) अनुभव प्रमाणपत्र
६. जर विद्यापीठाने निविदा स्वीकारली तर निवड झालेल्या कंत्राटदाराने करार पूर्ण होईपर्यंत १०,०००/- रुपये (दहा हजार रुपये) फक्त कोणत्याही व्याजाशिवाय सुरक्षा ठेव म्हणून डिमांड ड्राफ्ट / बँकर चेक द्वारे वित्त व लेखा अधिकारी, संत गाडगे बाबा अमरावती विद्यापीठ यांचे नावाने जमा करावेत आणि ५००/- रुपयांच्या जनरल स्टॅम्प पेपरवर करार करावा.
७. अटी आणि शर्तीशी सुसंगत नसलेले अपूर्ण दरपत्रक नाकारले जाईल.
८. कोटेशन अंशता: किंवा पूर्णपणे नाकारण्याचा / स्वीकारण्याचा अधिकार विद्यापीठाकडे राखीव आहे.

परिशिष्ट-ब (मराठीत)
(फक्त सुलभ माहिती करीता)

अटी व शर्ती

कोटेशन सुचना क्रमांक SGBAU/1/137/4-599/2025, दि. 01/10/2025

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२. सिलबंद दरपत्रके संत गाडगेबाबा अमरावती विद्यापीठातील केंद्रीय आवक शाखा (सामान्य प्रशासन विभागास) सादर करावीत.
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५. संस्थाचालकाने एकल लिफापा पध्दतीने कोटेशन सादर करावे, कोटेशन सादर करतांना संस्थाचालकाने खालील कागदपत्रे सीलबंद लिफाप्यात सादर करावी, परिशिष्ट-अ मध्ये नमूद केलेल्या अटी व शर्ती लागू असतील.
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 - ब) अनुभव प्रमाणपत्र
६. जर विद्यापीठाने निविदा स्वीकारली तर निवड झालेल्या कंत्राटदाराने करार पूर्ण होईपर्यंत १०,०००/- रुपये (दहा हजार रुपये) फक्त कोणत्याही व्याजाशिवाय सुरक्षा ठेव म्हणून डिमांड ड्राफ्ट / बँकर चेक द्वारे वित्त व लेखा अधिकारी, संत गाडगे बाबा अमरावती विद्यापीठ यांचे नावाने जमा करावेत आणि ५००/- रुपयांच्या जनरल स्टॅम्प पेपरवर करार करावा.
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८. कोटेशन अंशता: किंवा पूर्णपणे नाकारण्याचा / स्वीकारण्याचा अधिकार विद्यापीठाकडे राखीव आहे.

SANT GADGE BABA AMRAVATI UNIVERSITY

QUOTATION FORM

To,

The Registrar,
Sant Gadge Baba Amravati University,
Amravati

Sub : Contract for Running Photocopy Centre, DTP & Other online Service Facilities...
Ref : Quotation Notice No. SGBAU/1/137/4- 599 /2025, Date: 01 /10/2025.

Sir,

With reference to the above,

1. I desire to take the Contract of the Photocopy Centre and other allied service facilities at the University premises for period of two years as per terms and conditions mentioned in the attached agreement.

2. I intend to submit necessary details for consideration.

i) Name in full -----
(In block letters)

ii) Full address -----

iii) Previous experience, with necessary Certificates -----

iv) Phone No. ----- Mobile No. -----

3. I hereby ready to pay an amount of Rs. -----/- (In Words -----
-----)

per month towards Contract Money *in addition to rent of Rs. 4223/- fixed* for running the Photocopy Centre, DTP and other online services in the University premises, if the quotation submitted by me is accepted by the University.

4. I have sincerely read and understood the contents of the agreement alongwith terms and conditions as provided and I agree to abide by the same.

Place :

Yours faithfully,

Date :

Signature of Applicant

Encl. : (1) Copy of Agreement and Term & Condition (Annexure – A,B)
(2) Statement showing the rates approved by the University.(Annexure-C)

TERMS AND CONDITION

1. If the tender is accepted by the University, the Contractor has to deposit Rs. 10,000/- (Rs. Ten thousand only) till the completion of Agreement as Security deposit without any interest. and execute an Agreement Bond on General Stamp Paper of Rs. 500/-.
2. The Contractor should start the Photo Copy Centre, DTP and other online services pertaining to students within a period of One month from the date of Agreement.
3. Time element for the Contractor is the essence of this Contract / Agreement . In case it is not followed then the University has right to cancel the agreement and claim the charges as will be incurred by the University to get the work complete from the other.
4. The approved monthly rent and Contract Money shall be valid for the period of Two years
5. The Contractor should mention complete details about machinery and its location of the present business.
6. The Contractor shall pay rent and Contract Money on or before 5 th day of every month in advance.
7. The Contractor should provide the facilities as per the rates fixed by the University.
8. In the event of any question, dispute or difference arises under or in connection of this agreement on its implementation and its satisfaction, the same shall be referred and decided by the Registrar of the University as a sole arbitrator. The decision of Registrar will be final and binding to the Contractor in the matter.
9. In case loss is caused to the University during the period of Contract and in which Contractor did not compensate to the University. The University will be at liberty to forfeit the Security Deposit of the Contractor.
- 10) The Security deposit will be refunded only after completion of satisfactory terms and conditions of services.
11. Incomplete quotation shall not be considered. Right to reject any quotation (full or part) without giving any reason is reserved with the University.
12. The place of accommodation mention in Agreement form can be changed alongwith its rental charges, which shall be decided by University Authority.
13. The Registrar has right to make changes, if any, in Quotation Notice and in Terms and Conditions mentioned above for Photocopy centre, DTP and other online services etc.
14. If the legal matter arise during the contract it shall be consider under the jurisdiction of Amravati.

Registrar
Sant Gadge Baba Amravati University.

Annexure-B.

GENERAL TERMS & CONDITIONS

Quotation Notice No. SGBAU/1/137/4 -599 /2025, dated : 01 /10 /2025

Due date: 15 /10/2025

1. Sealed quotations are invited from Registered firms for the purpose of contract of the Photo-copy Centre, DTP and other online service pertaining to students, for a period of two years as per terms and conditions mentioned in the attached agreement and Annexure "A".
2. Completed quotations should be compulsorily submitted in Central Inward Section (Administrative Building) at Sant Gadge Baba Amravati University.
3. Quotations duly filled will be **opened on / / 2025 at 16.00 hours** in the presence of bidders and tender opening committee if possible.
4. The University will not accept any quotation after 13.00 hours on / /2025. Sant Gadge Baba Amravati University will not be responsible for postal delay, non-receipt/non delivery of documents in transit.
5. The bidder should submit the quotation in single bid envelopes system, while submitting the quotation, bidder shall submit the following documents in sealed envelope as under, with term and conditions mentioned in Annexure-A
 - a) Registration Certificate of Societies or Registration Certificate of Shop Act
 - b) Experience Certificate
6. If the tender is accepted by the University, the Contractor has to deposit Rs. 10,000/- (Rs. Ten thousand only) till the completion of Agreement as Security deposit without any interest. and execute an Agreement Bond on General Stamp Paper of Rs. 500/-. Bidder has to submit Demand Draft/Banker Cheque in favour of Finance & Accounts Officer, Sant Gadge Baba Amravati University towards Security Deposit at the time of execution of Agreement.
7. Incomplete quotations not in conformity with terms and conditions will be rejected.
8. Right to reject/accept quotation partially or fully is reserved by the University.

Date : 01/10/2025

स्वा/-
Dy.Registrar (Admn)
Sant Gadge Baba Amravati University

I/We have read carefully above terms and conditions and have understood the same in vernacular known to me/us about all terms and conditions .and I hereby agree to the same and shall be abide by them hence this verification.

Seal & Signature of Vender

SANT GADGE BABA AMRAVATI UNIVERSITY

STATEMENT SHOWING THE RATES FIXED BY THE UNIVERSITY

Sr. No.	Particulars	Rates
1.	Photocopy (a) A-3 size (One side) (b) A-3 size Both side	5.00 10.00
2.	Photocopy (a) A-4 size (One side) (b) A-4 size (Both side)	1.00 2.00
3.	Photocopy (a) (Legal Size) One side (b) (Legal Size) Both side	1.00 2.00
4.	Lamination Typing paper size (a) Half Sheet (b) Full sheet	10.00 15.00
5.	Online Services rate should be applicable as per Govt. Setu kendras, CSC centres.	

Date : / /2025

Signature of Applicant.

**AGREEMENT FOR PHOTO-COPY CENTRE AND OTHER ALLIED SERVICES
AT THE UNIVERSITY CAMPUS**

Party No. 1 _____

Party No. 2 The Registrar, Sant Gadge Baba Amravati University, Amravati.

Shri ----- resident of -----
Amravati, hereinafter called "Contractor" on the other part, which expression shall include the legal heirs and successors.

1) That the University shall provide accommodation ad-measuring East-West 10 feet (3.00 mtr.), North-South 13 feet (3.97 mtr.) bounded on

(a) East – West - (North side) Cycle Stand Of Exam Department
 - (South side) Car parking / open space

(b) North-South - (East side) Womens Facility centre
 - (West side) Road and Exam Department

Within these boundaries, for establishment of Photo-copy Centre, DTP and other online services to the party of second part near University Employees Credit co-op.Society, University Campus for the benefit of Students, visitors, Teachers, and Employees.

2) The period of the contract shall be ----- to ----- i.e. (Two years)

3) The contractor has agreed to keep the services opened from 10.00 a.m. to 7.00 p.m. during the contract period including holidays.

4) The Contractor shall deposit the amount of Rs. 10,000/- (Rs.Ten Thousand only) at the time of execution of the agreement as a security deposit, without any interest. The University shall have unfettered right to deduct from this amount if any damages caused to the university, the amount due by way of licence fee at the time of termination of the licence period and dues outstanding against the contract.

5) The Contractor shall pay rent at Rs. 4223/- and contract money of Rs. -----/- per month, before the 5 th day of every month. The amount shall be paid in the name Finance & Accounts Officer, Sant Gadge Baba Amravati University, Amravati.

6) The Contractor shall have to pay electric charges to the University as per meter reading.

7) The Contractor has agreed to make his own arrangements to provide necessary furniture, equipments etc. required for the establishment of the services.

8) If required, Necessary permission shall be obtained by the Contractor from Municipal Corporation or Govt. Agency and it should be displayed at the appropriate visible place in the Centre.

9) Neither the Contractor nor his servants shall cause any nuisance or annoyance to the office or its establishment, occupying the building nor shall interfere in any way with their peace and comforts, by any means i.e. playing Radio, Tape Recorder, T.V. etc..

10) In case the contractor commits any breach of the condition of the agreement, the Registrar of the University shall have the liberty to revoke the contract before the contract period of two years, by giving

15 days notice in writing to the contractor and in that event, the amount of the security deposit shall be forfeited to the university. The decision of the Registrar of the University shall be final and conclusive and shall be binding on the contractor.

11) The Contractor shall not sub-let the accomodation to any other person nor allow any other person to run the Centre.

12) The rates for Photo Copy and other services will be charged as approved by the University as per Annexure-I

13) The University shall in no way be responsible or liable to collect the charges due from any persons. It shall be the liability of the contractor to recover the dues or the outstanding bill of any person or institutions. It is also agreed that the contractor shall have no right to claim any amount due from any person or organisation or institution from the licence fee or other amount payable to the University.

14) Any dispute or difference between the parties shall be subject to the jurisdiction of the Court at Amravati.

This agreement made on this ----- day of -----2025 between Sant Gadge Baba Amravati University, Amravati through the Registrar, hereinafter called the University on the one part.

Dated : This day : -----
valid up to : -----

Witnesses :

- 1) -----
2) -----

Party No. 1
(Contractor)

Party No.2
(Registrar)
Sant Gadge Baba Amravati University

Xerox contract 21/msword/3

Annexure-B.