

CENTRE FOR DEVELOPMENT STUDIES
Thiruvananthapuram

Photocopying Service at K. N. Raj Library

Terms & Conditions

1. The Centre shall provide a suitable space in the premises of the K. N. Raj Library to the contractor, free of rent to locate the photocopier. The photocopier to be located for the purpose shall be new and it will be the responsibility of contractor for the safety, upkeep and maintenance of the machine. In case of breakdown, the contractor shall replace with another machine and provide reprographic services without any interruption.
2. The Contractor should ensure that the reprographic service is provided on all working days of the library and on holidays, if required by the Centre.
3. The photocopying will be done neatly and clearly based on the request of the user. The contractor / operator will deal with the users in dignified manner; and will treat the users with respect while satisfying their photocopying requests.
5. The Centre shall provide electric connection and shall levy Rs. 200/- (Rupees two hundred only) as monthly electricity charges. The contractor shall take all steps to save energy by switching off photocopier, lights and fans when the machine is not in use and after office hours.
6. The contractor should ensure that only good quality paper and toner is used for photocopying. The contractor should bear maintenance charges, cost of paper, toner, developer, and all other consumables required to operate the photocopier. The Centre will not be liable for any payment other than the charges payable to photocopying of official documents of the Centre.
7. The contractor shall employ an operator (if required), bill and collect the agreed reprographic charges and provide receipts for the official work of the Centre as well as other users if they desire. The operator will be assigned on duty on all working days of the Library and beyond office hours and on holidays if required by the Centre.
8. It should be specifically understood that the operator (if any) employed by contractor is an employee of the contractor. Any statutory benefits such as PF, ESI, etc. will be paid by the contractor. The operator assigned by you shall wear uniform and badges as prescribed by you.
9. The contractor will be responsible for the recovery of all dues from the users and should not entertain credit to the users except the official documents of the Centre.
10. The contractor will ensure that the library documents are photocopied with utmost care and no harm should be done to them. The contractor also will ensure that there is no violation of Copyright Law while photocopying the library documents.
11. The contractor shall remit a refundable deposit of Rs.5000/- (Rupees Five thousand only) as security for the said purpose. It is refundable without interest; upon production of the original receipt; when the contract ceases to operate.
12. The contractor shall sign an agreement executed on Stamp Paper

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13. The agreement thus entered will be valid for a period of one year extendable on review by mutual consent. The Centre will have the right to terminate the contract by issuing thirty days notice, if the performance of the contractor is found unsatisfactory.
14. The final decision regarding awarding the contract will be that of CDS.
15. The bidder should quote the lowest possible rates for the reprographic services in the following format:

	Paper size	Rate (per exposure)	
		In Digits	In Words
Students and Staff of CDS	A4 Size		
	A3 Size		
Others	A4 Size		
	A3 Size		

I have read and understood the terms and conditions given above. I hereby agree that; if granted the contract, I will abide by the same.

Name: _____

Signature with date: _____

Address: _____ Phone: _____

_____ Mobile: _____

_____ Pin Code _____

(SEAL)