



INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA
(An autonomous Institute established by Ministry of Human Resource Development , Government of India)
Mohanpur - 741 246, West Bengal, India

Ref No.: IISER K/QT/SHOP/2017-18/963

Date: 15.09.2017

NOTICE FOR INVITING QUOTATION

Indian Institute of Science Education and Research Kolkata, a premier education and research institute is contemplating to provide space for commercial activities in its permanent campus at Mohanpur, Nadia. Expression of Interest (Quotation) is invited from professional agencies for running and operation of the following commercial establishment. The intending firms with proven track record of running and maintaining similar type of services in a large reputed institution are preferred.

Description of the commercial establishment to be opened at the designated space on the basement of Hostel canteen cum dining block:

- **One outlet for Xerox, printing, binding, lamination etc. (Area ~ 130sqft. approx.)**

General Terms and Conditions:

1. The IISER Kolkata will give the scheduled space on contract for 1 year. The agreement will be made and executed for 01 year only.
2. The firm/agency will have to pay the fixed monthly rent @ ₹10 /- per sqft. with a yearly 10 percent enhancement (GST/other taxes are applicable) for the establishment to the Institute. The firm/agency shall pay the agreed monthly rent/lease charges by fifth day of every month by means of bank transfer (Bank details is given below).

Bank Account Details:

Name of the account holder: IISER Kolkata
Account No.: 325001000000001
IFS Code: IOBA0003250
Bank Name: Indian Overseas Bank, Mohanpur Branch

3. The successful firm will be required to deposit ₹5,000/- (Rupees Five Thousand only) as interest free security deposit in the Institute bank account (As mentioned in Sl. No. 2), within 15 days of the award of the service contract.
4. The firm/agency shall obtain all required licenses from all concerned departments for running the commercial establishment to carry out its business at its own cost and risk and the IISER Kolkata is not at all responsible for such expenses.
5. The firm/agency shall pay electricity charges and all other statutory charges.
6. Housekeeping of the common area will be done by the agencies at their own cost.
7. The timings of operation of the establishment shall be as per directions of the Institute.
8. The IISER Kolkata reserves the right to cancel the contract after giving one month written notice to the firm/agency and also the right to inspect the quality and control the development and operational work undertaken by the firm/agency at all times and the firm/agency shall obey the orders and directions issued by the IISER Kolkata.

9. Complete hygiene and cleanliness have to be maintained in the premises. Any litter thrown anywhere in the area due to activities of the firm/agency has to be cleared/collected by the firm/agency only.
10. Selling & use of alcohol, tobacco products is completely banned in the premises.
11. Any other conditions found necessary by the Institute management shall be included in the agreement thereafter.
12. The above Terms and Conditions are to be included in the agreement.

The quotation in the prescribed proforma (Annexure-I) complete in all respects should be submitted in a sealed cover by super scribing the envelope with "Quotation of outlet for photocopy, printing, binding, lamination, etc (Area 130sqft.) at IISER Kolkata" along with Trade License, Tax returns and other relevant enclosures as applicable to such service.

Firm/Agency agreeing the above terms and conditions, satisfying the above eligibility conditions and interested in running the above activities should submit the quotation on or before **21.09.2017** A/N, to the following address:

The Registrar
Indian Institute Of Science Education and Research Kolkata
Mohanpur - 741 246, West Bengal, India
Kind attention: Assistant Registrar (Estt.)

Note:

- All papers of the Quotation should be signed and stamped by the authorized signatory of the company/firm.
- The Quotation received after the last date and time shall not be entertained. IISER Kolkata shall not be responsible for postal delay/loss.
- IISER Kolkata reserves the right to accept or reject any Quotation without assigning any reason, and any liability or obligation to inform the effected firms is not binding.
- The other detailed terms and conditions for running the commercial establishment will be provided at the time of interview/award of work which may also be based on the proposals.

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA

Sl. No.	Particulars	Unit	Rate/Amt. (Rs.)
1	Photocopy(A4) Black/White	Per page	
2	Photocopy(A3) Black/White	Per page	
3	Photocopy(A3) Color	Per page	
4	Photocopy(A4) Color	Per page	
5	Printing(A4) Black/white	Per page	
6	Printing(A3) Black/white	Per page	
7	Printing(A3) color	Per page	
8	Printing(A3) Color	Per page	
9	Hard Binding		
	Up to 100pages	Per Book	
	From 101 to 250pages	Per Book	
	From 251 to 500pages	Per Book	
	Above 500pages	Per Book	
10	Spiral Binding		
	Up to 100pages	Per Book	
	From 101 to 250pages	Per Book	
	From 251 to 500pages	Per Book	
11	Above 500pages	Per Book	
12	Lamination	Per Piece	
Others (if any as applicable in this respect :)			
13			
14			
15			
16			
17			

Date:

Signature with seal