

REGIONAL INSTITUTE OF MEDICAL SCIENCES,
IMPHAL.

Tender Notice No. LIB/XEL/RIMS-2005:

Date: 23rd Feb, 2017
Due date: 25th March, 2017
Opening date: 29th March, 2017

TERMS AND CONDITIONS FOR SUPPLY

1. The outer cover of the tender should be subscribed "TENDER FOR PROVIDING PHOTOCOPYING/XEROXING SERVICES, RIMS IMPHAL" and the inner cover be sealed.
2. The tender must reach this office not later than the date time specified in the tender notice as mentioned above. The tenders through Registered post/courier only will be accepted. Late tenders including postal/courier delays may not be considered at the discretion of this office.
3. The tender should be accompanied by an Earnest Money of Rs.5,000/- (Rupees five thousand) only in the form of Bank Draft from any Nationalised Bank drawn in favour of the Director, RIMS, Imphal. The Earnest Money of successful tender will be converted into Security Deposit refundable after satisfactory completion of the lease period and the interest thereon will not be borne by this office. The Earnest Money of the unsuccessful tenderers will be refunded on demand.
4. The tenderer must have a registered license to run a shop having minimum 3 (three) years experience of providing photocopying/Xeroxing services. The lessee shall procure the necessary equipment and instruments on his own.
5. The lessee shall make the Xeroxing work in the space provided by the RIMS authority in an aesthetic way, not hampering or destructing any of the Library structures. The Sr. Librarian shall provide the space in the Library Department. The lessee will not use the space provided to him for any purpose other than installation of Xeroxing equipments and use of the same.
6. He shall not use the accommodation provided by RIMS, Imphal for any purpose of business other than providing Xeroxing services. If the accommodation provided under Licensee is found to be used for some other goods or services, the Licensee is liable to be cancelled immediately.
7. He shall provide the service to the students, employees, patients and bonafide visitors of RIMS exclusively in the aforesaid premises and charge only such rate as offered/quoted in your/his tender as specified/approved by the Authority of RIMS, Imphal. He shall provide himself all the materials required of standard quality for use in the Xeroxing.
8. He shall run the services on all working days of the week from 8:30 am to 4:30 pm. He shall display the approved rate of Xeroxing at a prominent visible place and shall charge only such rates as approved and displayed. In any instance of overcharging, a penalty of Rs.100/- (Rupees one hundred) only shall be levied by RIMS on each occasion. He shall be responsible for removal/disposal of garbage generated from the services provided.
9. The tenderer shall also bear all the expenses for running the said office and that RIMS, Imphal shall not in any manner be liable or reimburse the expenses so incurred.
10. Rent fee of Rs.1,000/- (Rupees one thousand) only per month including electricity charge will be paid by the successful tenderer. All amounts have to be deposited before 10th of every month to RIMS administration in advance.



11. The undersigned reserves the right to terminate the lease with one month's notice in case –
 - a. The lessee does not comply with aforesaid conditions or violates any of the conditions.
 - b. The authority cannot be held responsible for any damage caused to the equipment or property of the lessee.
 - c. He shall confirm the same in writing to the authority after which he shall be allowed to establish the Xeroxing service.
 - d. The lessee, too, can terminate the license, if he so desired, by giving 30 days notice.
12. The period of contract/lease shall be for 3 (three) years only which may be extended by mutual consent of both parties on the existing terms & conditions from the date of the acceptance. The awarded tenderer will execute an indemnity Bond on the non-judicial stamp paper for signing the contract agreement and the expenses will be borne by him.
13. The tenderer will vacate and handover the possession of the premises on the expiry of the term of contract or on termination of the contract. If the tenderer fails to vacate the room allotted on the stipulated date or on direction then damage charges for the overstay at the rate of Rs.100/- (Rupees one hundred) only per day will be recovered out of the Security Deposit.
14. The Terms as above will be implied/taken as terms of contract when the rates are accepted. All the above terms & conditions are subject to the jurisdiction of court at Imphal only.



(Prof. Ch. Arun Kumar Singh)

Director,
Regional Institute of Medical Sciences,
Imphal

Signature of Tenderer

With firm's seal