

**Maharashtra National Law University Mumbai**  
**Invitation for Expression of Interest (EOI) for Rental**  
**Photocopier Machine with Operator**

Annual Rate Contract Period: 1 Year  
Application Fees: 1000/- (Non-Refundable)

**EOI Opening Date: 26.04.2023**  
**EOI Closing Date: 10.05.2023**

Interested suppliers may visit the Website [www.mnlumumbai.edu.in](http://www.mnlumumbai.edu.in) and download the RESPONSE FORM [*Annexure A*]. Filled in form complete in all respects may be forwarded by Email: [eoimnlumumbai.edu.in](mailto:eoimnlumumbai.edu.in) and Registered Post to **The Registrar, Maharashtra National Law University Mumbai, 2<sup>nd</sup> Floor CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai - 400 076**. The envelope containing the documents should clearly mention sender's name and address, telephone number and e-mail address, along with website if any, and superscribed **EOI FOR RENTAL PHOTOCOPIER MACHINE WITH OPERATOR**. Please read General Instructions carefully. Documents must reach on or before 17:00 hours of **Wednesday, 10<sup>th</sup> May 2023**. No hand delivery.

**REGISTRAR,**  
**MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI**

# **Maharashtra National Law University Mumbai**

2<sup>nd</sup> Floor, CETTM MTNL, Hiranandani Gardens, Technology Street,  
Powai, Mumbai - 400 076.

## **INVITATION FOR EXPRESSION OF INTEREST FOR ANNUAL RATE CONTRACT FOR RENTAL PHOTOCOPIER MACHINE WITH OPERATOR**

The University invites expression of interest (EOI) from eligible agencies for hiring of  
**1- Photocopier Machines (with 1 Operator).**

### **1. INTRODUCTION**

**Maharashtra National Law University Mumbai was established under Maharashtra National Law University Mumbai Act (VI of 2014) of the Government of Maharashtra. It is a teaching and research University of National character with deep regional ethos. Professor (Dr.) Dilip Ukey is the Vice-Chancellor.**

Currently, Maharashtra National Law University Mumbai is operating from 2<sup>nd</sup>Floor, CETTM-MTNL, Building, Hiranandani Gardens, Technology Street, Powai, Mumbai - 400 076.

Agencies, which are located in Mumbai and regularly supply such items for Government offices, Public Sector Units (PSUs), banks and higher educational institutions etc. are requested to respond.

### **2. HOW TO APPLY**

Interested suppliers may visit the Website [www.mnlumumbai.edu.in](http://www.mnlumumbai.edu.in) and download the RESPONSE FORM [Annexure A]. Filled in form complete in all respects may be forwarded by Email: [eoimnlumumbai.edu.in](mailto:eoimnlumumbai.edu.in) and registered Speed post/Courier to the Registrar, Maharashtra National Law University Mumbai, 2<sup>nd</sup> Floor, CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai - 400 076 . The envelope containing the documents will

clearly mention sender's name and address, telephone number and e-mail address, along with website if any, and superscribed RESPONSE TO EOI FOR ANNUAL RATE CONTRACT FOR RENTAL PHOTOCOPIER MACHINE WITH OPERATOR. Please read General Instructions below carefully. Documents must reach on or before 17:00 hours of **Wednesday, 10<sup>th</sup> of May 2023**. **HAND DELIVERY IS NOT ACCEPTABLE AND WILL BE LIABLE TO BE REJECTED.**

### **3. ELIGIBILITY**

The agency should satisfy the following eligibility conditions:

- a. The applicant agency should be a bonafide supplier / vendor of Items. Applicant should submit proof in support of the same.
- b. Agency shall have following statutory valid registration certificates and licenses:
  - i. GST(Goods and Services Tax) Registration
  - ii. Shop Establishment License
  - iii. Permanent Account Number (PAN)
  - iv. Any other registration that is required as per statutory / local norms for supply of stationery items.

### **4. GENERAL INSTRUCTIONS**

1. Agencies shall be prequalified and shortlisted based on the criteria laid hereinabove, (Ref.3 Eligibility)
2. Maharashtra National Law University Mumbai reserves the right to visit, inspect or contact some of the offices to whom supplies are made by the agency prior to selection.
3. The decision of Maharashtra National Law University Mumbai regarding the selection of the Agency shall be final and binding on all concerned.

4. Agency should submit the Application Fees of Rs. 1000/- (Rupees One Thousand Only) (non-refundable) in the form of demand draft in favour of Maharashtra National Law University Mumbai.
5. Rates per unit are to be quoted both in figures and words. The quotations should be sealed in a separate smaller envelope and superscribed PRICE BID. This envelope will be kept in the main large envelope containing other documents and Response form.
6. Accepted rates shall be valid for One year from the date of Order letter. No interim change of rate will be permitted.
7. The Agency shall undertake to supply items not included in the schedule of rates on emergency at competitive market rate.
8. Selected agency shall enter into a Rate Contract valid for One year and furnish security deposit of Rs. 10,000 (Rupees Ten Thousand Only) in the form of DD in favour of Maharashtra National Law University Mumbai.
11. Strictly no CC/BCC to be marked to any other mail Id. Violation will lead to disqualification and cancellation.
12. Canvassing in any manner at any stage will be a disqualification and may lead to Black listing of the Vendor.

For further details, **Please contact (022) 25703187**

## 5. SCOPE OF WORK

**For installing the Photocopier Machine Terms & Conditions are as follows:**

- 1) Minimum Contract period is 1-Year for 1-Photocopier Machine (minimum speed 35ppm) with 1 well-trained operator and Papers. Additional machine can be requested with operator on the same terms as per the requirement.
  - 2) Extendable for another 1-year depending on performance and service quality.
  - 3) **Payment of Rs. 20000/- (all inclusive) per month will be paid by the University. In return, unlimited free photocopies (b & w) for office use has to be provided by the agency.**
  - 4) **The University does not guarantee any lower limit or upper limit for the no. of photocopy work to the vendor.**
  - 5) A4, A3, Legal, Ledger etc. size papers are required for photocopy & printouts.
  - 6) Spiral binding, hard binding lamination facilities may also be offered.
  - 7) 1 Computers Installation (with antivirus) & 1 Machines with maintenance will born by you (the Vendor).
  - 8) **Rates should be subsidized as the large user is the students. The vendor shall charge the student directly as per the rate card.**
  - 9) **No charges for blurred, distorted printing etc.**
  - 10) Timing of the operator will be 9 am to 6 pm. (including lunch break time: 1pm to 1.30pm) Time will also exceed as per students requirements.
  - 11) A small colour printer with photocopying machine has to be installed by you at MNLU Mumbai.
  - 12) The paper quality should be the best which will be provided by you.
  - 13) In case any discrepancy/ non-working of machines support may be provided within 3 hrs.
  - 14) If discrepancy still arise and not resolved then the contract may be terminated with notice period of 30 days.
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**APPLICATION TO BID FOR ANNUAL RATE CONTRACT FOR PHOTOCOPIER  
MACHINE**

Name of the Firm \_\_\_\_\_

The Registrar,  
Maharashtra National Law University Mumbai,  
2<sup>nd</sup> Floor, CETTM MTNL Building,  
Hiranandani Gardens, Technology Street,  
Powai, Mumbai - 400 076

Dear Sir,

I/We have read and understood the instructions and the terms and conditions contained in the Invitation for Expression of Interest for Annual Rate Contract for Supply of Stationery Items and hereby declare that the information furnished in the application and in the supplementary sheets from pages \_\_\_\_\_ to \_\_\_\_\_ are correct to the best of my/our knowledge and belief. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he / she represents.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

Seal of the Agency.

**RESPONSE SHEET**

**Information to be furnished by the Agency**

1	Name of the Agency	
2	Address	
3	Contact details: Mobile E-Mail and website	
4	Type of the Organization (Whether Sole/Proprietorship / Partnership / Private Ltd/ Ltd. or Co-operative body etc.)	
5	Whether registered with the Registrar of Companies / Registrar of firms. If so, furnish full details and copies of valid  <b>I.</b> GST Number <b>II.</b> Permanent Account Number (PAN) of the Firm <b>III.</b> Any other registration that is required as per statutory/local norms for supply of stationery items	

6	Name and PAN of Proprietor/ Partners / Directors of the Organization/ Firm a) b) c) d) e) f)	
7	Year of Establishment	
8	Length of business in the relevant field	_____ Years
9	Similar supplies carried out during last 3 years by the firm	Details to be furnished in the prescribed Proforma (Statement I)
10	Details of similar supplies on which the firm is engaged at present.	Details to be furnished in the prescribed Proforma (statement II)
11	The average annual turnover of the Agency for the last three years.	
12	Yearly turnover of the firm during last 3 years. Please attach certified copies of accounts statements.	A) 2020  B) 2021  C) 2022
13	Details of Earnest Money Deposit (DD in the favour of Maharashtra National Law University Mumbai)	Draft No. _____ Date_____ Bank Name. _____ Rs.10000/-
14	<ul style="list-style-type: none"> <li>• Whether any civil suit / litigation in the contracts executed during the last 3 years has arisen and pending in any court of law. If so, please furnish full details.</li> <li>• Have you been disqualified by you any Entity/ Institution?</li> </ul>	

Place

Date

**AUTHORISED SIGNATORY**