

Dated: 12.02.2021

PUBLIC NOTICE

**Subject:-** Quotation for providing Xeroxing facility to students in the main Library premises.

The H.P. University intends to provide Xeroxing facility to the students of H.P.University in the Central Library premises through a private party. The Machine, operator and consumables etc.) has to manage itself by the approved firm. For this purpose, quotations are invited latest by 25 February, 2021 in the office of Incharge Library, H.P.University, Shimla-5.

1. The Make/ Model of the Xeroxing machine having state-of -the art facilities be mentioned by the party.
2. The type/quality of paper to be used and a sample of the paper should be enclosed with the quotation. A sample in respect of the quality of Xeroxing be also enclosed.
3. The firm should mention the rate for "A 4" size of the paper and the same will remain applicable for subsequent copies, enlargement and reduction.
4. The quotation must be submitted in sealed cover on which written as "Quotation for Installation of Photostat machine for providing Xeroxing facilities in the Library" in the name of Incharge Library, H.P. University, Summer-Hill, Shimla-5. Documents showing the credibility of the firm should be submitted along with the quotation.
5. The quotation will be received from 10.00 A.M. to 4.30 P.M. in all working days and will be opened on 1<sup>st</sup> March, 2021 at 2.30 P.M. in the Office of Incharge Library, H.P. University, Shimla-5

The successful firm will have to abide by through a contract to be entered into by the firm as per terms and conditions set by the Himachal Pradesh University and pledge a security of Rs. 25,000/- in the form of F.D.R. drawn in favour of the Finance Officer, H.P. University, Shimla-5 drawn on any Nationalized Bank.

NOTICE BOARD

Professor Incharge Library