



No.: 02/SRMUJ/Reg./RE-EOI/2026

Date: 30.06.2026

Re-Expression of Interest (Re-EOI) for Installed and Operated of Photocopy/Printing/Binding/DTP Facility

Sealed EOI (mentioning the EOI no. and date on the envelope) are invited from the reputed firms / agency for installation and operation of Photocopy / Printing / Binding / DTP Facility for University stakeholders. EOI must be submitted on or before **15/07/2026 within office hour (05.30 pm)**, only addressed to the Registrar, Sadhu Ramchand Murmu University of Jhargram, Jitusol, Jhargram – 721514 at the university drop box by Speed-post / registered Post / by hand. Incomplete applications or applications received after the last date of submission will not be considered.

IMPORTANT DATES

Sl.	Schedule	Date & Time
1	Date of uploading of EOI (Publishing Date) at Sadhu Ramchand Murmu University of Jhargram Website	30/06/2026
2	Bid submission start date	01/07/2026 (within office hour)
3	Bid Submission closing	15/07/2026 (within office hour)
4	Techno Commercial Bid opening date O/o The Registrar, SRMUJ . (The Bid Opening date and time is tentative and could be open on availability of Concerned Committee Members)	20/07/2026 (at 03.00 P.M)

ELIGIBILITY CRITERION OF PARTICIPATION IN THE EOI:

- 1) Bonafide, resourceful and reliable Vendors. (Credentials are to be submitted)
- 2) The Bidders must submit the self-attested copies of the following documents:
 - a) Valid copy of Trade license.
 - b) PAN Card.
 - c) Professional Tax (Deposit Challan).
 - d) Registration certificate of GST.
 - e) Income tax return for last 2 years.
 - f) Year wise Gross turnover for last 2 years.
 - g) Credential certificate if any.
- 3) Item wise rate (inclusive of all taxes and transport charge) is to be quote (list enclosed).
- 4) The University reserves the right to accept or reject any EOI.

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- 5) Becoming L1 will not be the criteria for awarding of work order unless the rates are reasonable & justified. L1 will be decided for the overall value of EOI and not item wise and credential of the Company.

SCHEDULE OF RATES

For Installation and Operation of Photocopy / Printing / Binding / DTP Facility for University stakeholders.

The bidder shall quote firm and inclusive rates for the following services. Rates shall include cost of consumables, manpower, electricity, maintenance, taxes, duties and all incidental charges.

A. Photocopy / Black & White Printing

Sl. No.	Description	Unit	Rate (₹)
01.	A4 size Black & White – Single Side	Per page	
02.	A4 size Black & White – Double Side	Per page	
03.	A3 size Black & White – Single Side	Per page	
04.	A3 size Black & White – Double Side	Per page	

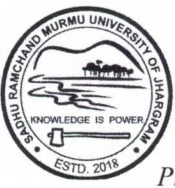
B. Colour Printing

Sl. No.	Description	Unit	Rate (₹)
01.	A4 size Colour – Single Side	Per page	
02.	A4 size Colour – Double Side	Per page	
03.	A3 size Colour – Single Side	Per page	
04.	A3 size Colour – Double Side	Per page	

C. Binding Charges

Sl. No.	Description	Unit	Rate (₹)
01.	Spiral Binding (up to 100 pages)	Per volume	
02.	Spiral Binding (101–200 pages)	Per volume	
03.	Soft Binding / Tape Binding	Per volume	
04.	Comb Binding	Per volume	
05.	Hard Binding (Project / Thesis)	Per volume	

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Sadhu Ramchand Murmu University of Jhargram

Jitusol, Jhargram, West Bengal, India – 721514

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D. DTP / Computer Services

Sl. No.	Description	Unit	Rate (₹)
01.	Typing – English	Per page	
02.	Typing – Bengali	Per page	
03.	Project / Thesis Formatting	Per job	
04.	Resume / Certificate Formatting	Per job	
05.	Scanning	Per page	

E. Lamination

Sl. No.	Description	Unit	Rate (₹)
01.	Lamination – A4 size	Per sheet	
02.	Lamination – A3 size	Per sheet	
03.	Lamination – ID Card size	Per card	

General Terms Related to Rates

- The quoted rates shall remain fixed for the entire contract period.
- Rates shall be applicable for University stakeholders.
- No additional charges shall be payable other than the quoted rates.
- The University does not guarantee any minimum volume of work.
- Decision of the University authority shall be final and binding.
- Timings of the shop shall be mentioned.

Registrar

Sadhu Ramchand Murmu University of Jhargram

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Copy forwarded for information and taking necessary action to:

1. The Finance Officer, SRMUJ
2. The Sr. PS to Vice-Chancellor for kind information to the Vice-Chancellor, SRMUJ
3. University Website
4. Guard File

Registrar

Sadhu Ramchand Murmu University of Jhargram