

# EXPRESSION OF INTEREST

FOR  
REPROGRAPHIC CENTRE  
AT  
SPA, BHOPAL



**School of Planning and Architecture**  
(An Institution of National Importance, Ministry of Education, Govt. of India)  
Neelbad Road, Bhauri, Bhopal – 462 030 (MP)



# School of Planning and Architecture

(An Institution of National Importance, Ministry of Education, Govt. of India)

Neelbad Road, Bhauri, Bhopal – 462 030 (MP)

Ph: 0755-2526800 Ext. 429 Website: spahopal.ac.in

No.: SPAB/S&P/F-240/2024-25/

Date 07.03.2025

## **EXPRESSION OF INTEREST FOR REPROGRAPHIC CENTRE**

This Institute intends to run a Reprographic Centre at its Bhauri campus on outsource basis for the facility and convenience of the students. The Centre should have machines such as Plotter, Printer, Multi Function Printer, Scanner, Copier for A0 size sheets, binding machine etc., to cater the requirement of architecture and planning students. **Interested Firm must provide the Services at the Centre at the proposed rates attached herewith as Annexure- 'C' along with an undertaking as per Annexure 'D'.** The bidder should furnish check list as Annexure-A duly signed and sealed.

For details please visit our Website [spahopal.ac.in](http://spahopal.ac.in). Interested bidders may submit their comprehensive proposal on or before **27.03.2025** to The Registrar, School of Planning and Architecture, Bhopal, Neelbad Road, Bhauri, Bhopal- 462 030.

The institute will provide space, electricity for running Reprographic Centre on monthly chargeable basic.

The Bidders are encouraged to conduct their own independent survey, and check the reliability, feasibility before submission of their EoI.

The Competent Authority of the Institute reserves the right to reject any or all the EoI without assigning any reason and the decision of the Competent Authority shall be final and binding.

**Registrar  
SPA, Bhopal**

## BRIEF INFORMATION

<b>Eol No. &amp; Dt.</b>	<b>Eol No. SPAB/S&amp;P/F-240/2024-25/ dt. 07.03.2025</b>
<b>1. Name of work :</b>	Establishing Reprographic Centre at its Bhauri campus on outsource basis
<b>2. Duration of Contract</b>	The initial duration of the contract is for a period of One Year extendable by more 04 years on yearly basis depending upon satisfactory performance and as per the recommendation of the Institute committee on the same terms & conditions.
<b>3. Download EOI Document</b>	The Eol document can be downloaded from the Institute's Website: spabhopal.ac.in upto <b>27.03.2025 till 03:00 pm.</b>
<b>4. Processing Fee</b>	Processing Fee of Rs. 5000/- to be deposited through online NEFT or in the Accounts <b>RTGS/NEFT</b> Account Name: SPA-BHOPAL Internal Receipts Account No.: 2073201002565 IFSC Code: CNRB0004725 Bank Name: Canara Bank Branch Name: Bhauri, Bhopal
<b>5. Pre-Bid Meeting</b>	<b>17.03.2025; 03:00 pm at Conference Room, Senate Block, SPA Campus, Bhauri, Bhopal, Madhya Pradesh- 462030</b>  (All interested representative of Firm/Agency/ Company/Shop may participate in the Pre-Bid Meeting)
<b>6. Last date &amp; time for Receipt of Eol</b>	<b>27.03.2025 up to 03:00 pm.</b> The Eol received after the due date/time will not be considered under any circumstances, they stand summarily rejected, and they will be discarded.
<b>7. Date and time of Opening of Eol</b>	<b>27.03.2025 at Conference Room, Senate Block, SPA Campus, Bhauri, Bhopal, Madhya Pradesh-462030; Time: 04:00 pm</b>  (Interested Firm/Representative may participate)
<b>8. To whom the Eol documents to be submitted</b>	<b>Eol proposals should prescribed from duly complete and signed be submitted in a sealed cover superscripting "Eol for Reprographic Centre"</b>  <b>Address to:</b>  <b>The Registrar, School of Planning and Architecture, Bhopal, Neelbad Road, Bhauri, Bhopal, PIN-462 030 (M.P.) by <u>speed post/ by-hand OR should be put in a Eol Box kept in at Senate Block, SPA Campus, Bhauri, Bhopal</u></b>

## EVALUATION OF THE EoI

The evaluation shall be done on marks scored in above criteria. The technical bid evaluation shall be done based on the following criteria:-

### Criteria for Evaluation for Reprographics Centre :

S. No.	Particulars	Evaluation Criteria	Document Required	Maximum Marks
1.	Firm/Agency/Company/Shop should have minimum 03 years experience in providing these services.	15 Marks for fulfill the criteria	Attach establishment document of Firm/Agency/Company/ Shop for providing these services in the city.	<b>15</b>
2.	Firm/Agency/Company/Shop should have GSTN Registration	5 Marks for fulfill the criteria	Attach signed copy of GSTN	<b>5</b>
3.	Firm/Agency/Company/Shop who have an experience in running activities of similar nature in the Educational Institute like IITs, IISER, NITs etc. and other Educational Institutions/ State/Central Universities.	5 Marks for fulfill the criteria	Attach experience documents in relevant field.	<b>5</b>
4.	Turnover: Average minimum Annual Turnover of Rs.6.00 lakh in last 3 Financial year (FY: 2021-22; 2022-23; 2023-24)	Turnover 6 Lakh to 8 lakhs = <b>5 Marks</b> Above 8 lakhs to 10 lakhs= <b>7 Marks</b> Above 10 lakhs= <b>10 Marks</b>	Attach CA Certificate.	<b>10</b>
5.	Infrastructure details as per <b><u>Annexure- "B"</u></b>	35 Marks for fulfill the criteria	Please fill the relevant field data in <b><u>Annexure-"B"</u></b>	<b>35</b>
<b>Total Maximum Marks</b>				<b>70</b>

**Note:** [Supporting documents for all above (1) to (5) should be enclosed in proposal; otherwise marks will be awarded zero. The checklist in Annexure-A is mandatory to be submitted by the bidder for technical evaluation].

**Total Marks secured by the Firm will be the base of award of the contract. Highest One (H-1) Scored Firm may consider for the award of contract.** In case of tie condition in Highest One (H-1) score, Institute has right to award one firm on the basis of past experience, performance, infrastructure & services. This decision shall be final and binding to the firms.

If Highest One (H-1) score fails/refused to provide services after award of Contract, Institute have right to award the contract to next eligible firm.

**Technical Requirement for Reprographics Centre**

<b>S. No.</b>	<b>Particulars</b>	<b>Details/Document Provided</b>	<b>Check List (Please Write Yes/No)</b>
1.	Firm/Agency/Company/Shop should have minimum 03 years experience in providing these services.	Attach establishment document of Firm/Agency/Company/Shop for providing these services in the city. (Attach relevant valid documents)	Establishment document attached (Yes/No)
2.	Firm/Agency/Company/Shop should have GSTN Registration	GSTN Number:	Photocopy of GSTN attached (Yes/No)
3.	Firm/Agency/Company/Shop who have an experience in running activities of similar nature in the educational institute like IITs, IISER, NITs etc. and other Educational Institutions/ State/Central Universities.	Organization From To	Copies of the Work Order Attached (Yes/No)
4.	Turnover: Average minimum Annual Turnover of Rs.6.00 lakh in last 3 Financial year (FY: 2021-22; 2022-23; 2023-24)	Attach CA Certificate.	Copy of the CA Certificate Attached (Yes/No)
5.	Infrastructure details as per <b><u>Annexure- 'B'</u></b>	Please fill the relevant field data in <b><u>Annexure- 'B'</u></b>	<b><u>Annexure-'B' Filled</u></b> Yes/No

Signature of Authorized Signatory  
and Company Seal

**List of Infrastructure to be installed at SPA Bhopal to run the Reprographic Centre**

<b>S.No.</b>	<b>Name of the Infrastructure</b>	<b>No. of Infrastructure</b>	<b>Make and Model</b>	<b>Sr. No. of the Product</b>	<b>Year Purchase</b>	<b>Remarks (Write technical details, viz. ppm etc.)</b>	<b>Maximum Marks(35)</b>
1.	Plotters						<b>8</b>
2.	Multi Function Printer Colored Machines						<b>8</b>
3.	Multi Function Printer Black and White Machines						<b>6</b>
4.	Desktop / Laptop						<b>4</b>
5.	Spiral Binding Machine						<b>2</b>
6.	Lamination Machine						<b>1</b>
7.	Photocopier						<b>6</b>
8.	Other if any						

**Note:** If required, attached separate paper.

The Evaluation will be considered on the basis of numbers of infrastructure with above details

Signature of Authorized Signatory  
and Company Seal

### **Obligations of the Firm/ Agency/Company/Shop :**

1. The Firm/Agency/Company/Shop shall use only the space earmarked for a particular shop and shall not use any other space for any other purpose.
2. The Firm/Agency/Company/Shop shall not sell any unauthorized materials inside the campus such as Tobacco products, alcohol products and any hazardous products which are harmful for the campus community.
3. The Firm/Agency/Company/Shop shall be responsible for always maintaining cleanliness in the allotted area. All waste generated should be disposed off by the Firm/Agency/ company/Shop at their own cost.
4. The Firm/Agency/Company/Shop shall maintain a high standard of hygiene during their operation and follow the instructions of the institute in this regard, issued from time to time.
5. The Firm/Agency/Company/Shop shall be responsible of all statutory compliance with respect to the business undertaken of Govt. of India and Govt. Madhya Pradesh including labor compliances.
6. The costing/rates chargeable from student must be transparent. The rate list should be displayed on Board.
7. Power backup/Fire Safety measures shall be complied with by the Firm/Agency/Company/ Shop.

### **Terms and Conditions :**

1. **Tenure & Termination Clause:** Running of Reprographic Centre at SPA-Bhopal will be for a period of **5 years extendable on yearly basis** subject to satisfaction of the Institute and shall stand automatically terminated upon the expiry of the said term. An agreement will be signed between the Institute and the Firm. In case the services are not found satisfactory upon yearly review, the agreement will be terminated by SPA. The SPA, Bhopal also reserves the right to cancel the contract at any time after giving One (01) month notice. The decision of the SPA, Bhopal in this regard shall be final and will be binding on the Firm.

If the Firm/Agency/Company/Shop indulges in carrying out any unapproved activities any violation of rules of the Institute or non-compliance of any directives issued by the Institute, the SPA Bhopal is at liberty to cancel the agreement with immediate effect.

2. Subletting of the Reprographic Centre after award of work/agreement will not be permitted. If found any such incident, the contract would be immediately terminated, and Security Deposit will be forfeited.
3. The Institute will not provide any other facility other than the space and electricity supply till the distribution point. The manpower and infrastructure to run the must establish by the Agency/Firm.
4. **Timings & Days of Opening:** The timing of operation of the Reprographic Centre would be 09:00 AM to 06:00 PM (all days) or mutual consent of the firm and Institute. The Center shall operate on all six days (Monday to Saturday) of the week and there shall be no holiday except Sunday under any circumstances unless exemption granted by the Institute Authority.

5. The successful bidder would have to make followings:
- (a) **Security Deposit: Security Deposit shall submit within 10 days after allotment order ₹20,000/- (one time in the form of FDR/Bank Guarantee in favour of ‘Director, SPA Bhopal or NEFT/DD in the name of “SPA Bhopal Internal Receipts”** or in the Accounts Name: SPA-BHOPAL Internal Receipts Account No.: 2073201002565 IFSC Code: CNRB0004725 Bank Name: Canara Bank Branch Name: Bhauri, Bhopal. The amount shall be returned after two months of completion of contract. If there is any damage to any property of SPA Bhopal or any payment dues to SPA Bhopal by the Firm/ Agency/Company/Shop, the SPA Bhopal shall be empowered to recover the dues from the security deposit.
  - (b) **Rent Charges: ₹ 2,435/- per month + GST as applicable.**  
(Firm shall be liable to pay monthly rent regularly by 7<sup>th</sup> of each successive month. Late submission of rent will be charged of Rs.100/- per day as late fee in addition to the rent). If the rent rate is revised, the revised rate will be applicable.
  - (c) The Institute reserves the right to increase the monthly rent by 10% every year after completion of one year contract duration.
  - (d) **Electricity Charges:** As per actual (MPMKVVCL rates as applicable to the Institute)  
*(Firm shall be liable to pay monthly Electricity Charges regularly by 7<sup>th</sup> day of each successive month after receiving the bills from Maintenance Section. Late submission of rent will be charged of ₹100/- per day as late fee in addition to the electricity bill)*  
  
A sub meter will be provided and the electricity charges on actual basis have to be paid to the Institute.
  - (e) If the Firm/ Agency/ Company/Shop do not vacate the allotted space after the expiry of the tenure or after one month of notice period of termination of tenure, the Firm shall be liable to pay a penalty as decided by the Institute in addition to the other charges as applicable.
6. The EoI does not constitute a solicitation. SPA Bhopal reserves the right to change or cancel the requirements at any time during the selection process of Expression of Interest (EoI). SPA Bhopal reserves the right to accept or reject any Expression of Interest (EoI) without assigning any reason and any liability or any obligation to inform the effected firms ground for action is not binding of SPA, Bhopal.
7. Any dispute arising under these terms and conditions shall be subject to the Bhopal jurisdiction.

**Registrar  
SPA Bhopal**

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**List of the Services with proposed rate:**

<b>S.No.</b>	<b>Type of the Service</b>	<b>Proposed Rate of services in `</b>
1.	A0-FULL PAGE COLOUR PRINT (Google image & background colour)	300.00
2.	A0- COLOUR PRINT	200.00
3.	A0-FULL PAGE B/W PRINT (Google image & background colour)	150.00
4.	A0- B/W PRINT	80.00
5.	A1-FULL PAGE COLOUR PRINT (Google image & background colour)	150.00
6.	A1- COLOUR PRINT	100.00
7.	A1-FULL PAGE B/W PRINT (Google image & background colour)	80.00
8.	A1-B/W PRINT	40.00
9.	A2-FULL PAGE COLOUR PRINT (Google image & background colour)	80.00
10.	A2- COLOUR PRINT	50.00
11.	A2-FULL PAGE B/W PRINT (Google image & background colour)	50.00
12.	A2- B/W PRINT	25.00
13.	A3-FULL PAGE COLOUR PRINT (Google image & background colour)	40.00
14.	A3- COLOUR PRINT	30.00
15.	A3 - FULL B/W PRINT (Google image & background colour)	10.00
16.	A3- B/W PRINT	5.00
17.	A4-FULL PAGE COLOUR PRINT (Google image & background colour)	20.00
18.	A4- COLOUR PRINT	10.00
19.	A4-FULL PAGE B/W PRINT (Google image & background colour)	3.00
20.	A4- B/W PRINT	1.00
21.	A0- SCANNING	50.00
22.	A1- SCANNING	30.00
23.	A2- SCANNING	15.00
24.	A3- SCANNING	5.00
25.	A4- SCANNING	2.00
26.	A3- XEROX	5.00
27.	A4- XEROX	1.00
28.	A3- SPIRAL BINDING	40.00
29.	A4- SPIRAL BINDING	25.00
30.	LAMINATION A-4	10.00

**Undertaking**

We M/S ..... do hereby agree for providing the services at the proposed rate as given in Annexure-C.

Date:

Place:

Authorised Signatory

Name of the firm  
(with address and seal)