

Auction Notice

General Detail

Office/Zone

: GUJARAT
-Education Department Gujarat
-University Library Veer Narmad South Gujarat University

Seller/Auctioneer Name

: Patel Maulik Mangubhai-Auctioneer

Reference No.

: 10/2026

Category

: Others

Auction Brief

: Lease of designated campus space for providing Xerox/photocopying, printing, scanning and related document reproduction facilities for students of the University

Auction Detail

: AS PER ATC

Project Location - Pin Code

#	Pin Code	City	District	State
1	395007	Surat	Surat	GUJARAT

Bid Submission Rule

Bidding Access	: Open	Item wise Time	: No
Reserve Price	: Not Applicable	Set PQ Validation	: Yes
PQ Submission Start Date and Time	: 05/10/2026 10:00	PQ Submission End Date and Time	: 20/10/2026 16:00
PQ Assessment End Date and Time	: 28/10/2026 16:00		

EMD/Post Event Deposit

Allow EMD	: Yes	EMD Mode	: Offline
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EMD : 10000.00

EMD Payment Start Date} : 29/10/2026 10:00

EMD Payment End Date : 02/11/2026 16:00

Auction Timing rule

Auction Start Date & Time : 03/11/2026 10:00

Auction End Date & Time : 05/11/2026 16:00

Auto Extension : Not Applicable

Bidding Template : Others

Business Rules

Auction Start Date & Time	Auction End Date & Time
03/11/2026 10:00	05/11/2026 16:00

Sr.No.	Item Name	Opening Price (Rs)	Increment Price (Rs)
1	ADMINISTRATIVE BUILDING	50.00	5.00
2	EXAM BUILDING	50.00	5.00

Download Document

Auction Document(s) : [Download](#)

Selection of Agency for Xerox/Photocopy Service (Own Machine, Paper & Operator) on Rent Basis**VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT**

Udhna–Magdalla Road, Surat – 395007

*Purchase Section / Estate Section***GeM FORWARD AUCTION BID DOCUMENT**

Selection of Agency to Set Up and Operate a Xerox/Photocopy Centre — Bringing its Own Machine, Paper & Operator — on a Combined Monthly Rent Basis, at Vahivati Bhavan (Administrative Building) and Pariksha Bhavan (Examination Building), VNSGU Campus, Surat

Auction Title	Selection of Agency for Xerox/Photocopy Service on Rent Basis at Vahivati Bhavan & Pariksha Bhavan, VNSGU Campus, Surat
Auction Mode	Forward Auction (Highest Combined Rent / H1 wins)
Contract Type	Annual Rate Contract (ARC) — Rent Contract, 12 months, extendable by up to 5 months at the SAME rate (no escalation)
Locations Covered (Single Combined Lot)	(a) Vahivati Bhavan — approx. 87.45 sq ft; (b) Pariksha Bhavan — approx. 66.12 sq ft. Bid on GeM covers BOTH locations together as one combined monthly rent figure.
EMD	₹ 10,000/- — payable ONLY through the GeM portal payment gateway (online). No offline/DD/manual EMD accepted.
Minimum (Reserve) Combined Monthly Rent	₹ 10,000/- (₹5,000/location × 2 locations) + GST, set internally, not visible to bidders
Security Deposit	3 (three) months' combined rent, paid in advance — SEPARATE from EMD (EMD does NOT convert into Security Deposit for this bid)
Photocopy Rate to Students/Staff	Proposed by the bidder in the bid (A4/A3/Legal, GSM 70+, single-side & double-side rates); reviewed and approved by VNSGU before award; frozen for the entire Contract Period thereafter

This document follows here for a Xerox/photocopy service space covering two locations under one combined Annual Rate Contract (ARC). All communication, EMD, and bidding for this auction are conducted solely through the GeM portal.

I. Bid Identity & Configuration (GeM Settings)

1. Auction Type

1. Auction Mode: Forward Auction
2. Evaluation Method: Highest Price (H1), on the Combined Monthly Rent
3. Bidding Access: Open
4. Auction Philosophy: English Auction (No Tie)

Reason: This is a revenue-generating lease of University space → Forward Auction is mandatory.

2. Contract Type

1. Contract Type: Annual Rate Contract (ARC) — Rent Contract for Xerox Service Space
2. Initial Contract Period: 12 (Twelve) Months from the date of the Letter of Award / Work Order.
3. Extension Clause: Extendable for a further period of up to 5 (five) months, at the University's sole discretion, at the SAME rent and SAME photocopy rates already fixed — no escalation of any kind during the extension.

3. Buyer / Auctioning Authority Details

Buyer Organisation	Veer Narmad South Gujarat University (VNSGU)
Buyer Type	State Public University
Office Inviting Auction	Purchase Section / Estate Section, VNSGU
Places of Performance	(a) Vahivati Bhavan (Administrative Building), approx. 87.45 sq ft; (b) Pariksha Bhavan (Examination Building), approx. 66.12 sq ft — both at Udhna–Magdalla Road, Surat – 395007

4. Auction Category (GeM Selection)

Primary Category	Lease / Rental of Immovable Property (Commercial Space)
Sub-Category	Photocopy / Xerox Service Space on Campus
Item Type	Right-to-Use / Lease (Non-transferable), single combined lot across two locations

5. Auction Item Configuration

Number of Items (Lots)	ONE (1) combined lot covering both locations
Item Description	Lease for Xerox/Photocopy Service Space at (a) Vahivati Bhavan (~87.45 sq ft) and (b) Pariksha Bhavan (~66.12 sq ft), VNSGU Campus, Surat
Unit of Measurement	Per Month (Combined Rent for both locations)
Bidding Basis	Combined Monthly Rent (₹ / month)

Both locations are bid, awarded, and invoiced together as a single combined rent figure — the bidder does not split the rent by location on GeM. Internal apportionment for accounting purposes (if the University needs it) can be handled administratively after award, in proportion to area (87.45 : 66.12).

6. University's Right to Add Further Locations

The University reserves the right to expand this arrangement to up to 4 (four) locations in total during the Contract Period, as per its operational requirements (per the original tender's Clause 15). Any such addition shall be by mutual written endorsement to the same Agreement, at an additional rent mutually agreed (proportionate to the area added), without requiring a fresh auction, provided the Licensee remains willing and compliant.

7. Periodicity of Rent & Rate Payment

1. Rent Payment Frequency: Monthly, in advance, on or before the 5th of each month.
2. Photocopy rates charged to students/staff are collected directly by the Licensee as its own revenue and are not routed through the University.

8. Auction Timeline (Typical GeM Setting)

Auction Start Date & Time	As per GeM calendar — [●]
Auction End Date & Time	As per GeM calendar — [●]
Auto-Extension	Enabled — extension if a valid bid is received in the last few minutes (15 min window / 15 min extension)
Bid Validity	As per GeM default (ARC)

9. Reserve Price

1. Reserve Price: Set internally — Rs.10,000/month combined (Rs.5,000/location × 2 locations, minimum combined rent)
2. Visibility to Bidders: Not visible to bidders
3. Award Condition: Auction awarded to the H1 bidder on Combined Monthly Rent, subject to eligibility & compliance under Section VII, and subject to University approval of the proposed photocopy rate card.

10. EMD & Security Deposit Configuration

1. Earnest Money Deposit (EMD): Mandatory, ₹10,000/-, as configured on GeM.
2. EMD shall be submitted only through the GeM portal payment gateway (online). No offline, manual, or DD submission of EMD is accepted.
3. Security Deposit: EMD does NOT convert into the Security Deposit here. The successful bidder (H1) shall separately pay a Security Deposit equal to 3 (three) months' Combined Monthly Rent, in advance, before commencement of operations (per the original tender's Clause 15).

This mirrors the original manual tender exactly: EMD (Rs.10,000) is a bid-participation deposit; Security Deposit (3 months' rent) is a separate, larger, operational deposit collected only from the winning bidder.

11. Payment Configuration (GeM Setting)

1. Payment Mode: Online through GeM only, for EMD; Security Deposit and monthly rent may be collected via the University's prescribed online/bank transfer mode.
2. Payment Timing: Combined monthly rent to be paid in advance, on or before the 5th of each month.
3. Continued Occupation: Continued use of the xerox service space(s) is conditional upon timely rent payment; default may lead to notice, penalty, and eventual termination as per Section IX.

12. Governing Rules (Display Note)

"This auction shall be governed by GeM Forward Auction Terms & Conditions, GFR-2017, the Gujarat State Procurement Policy 2024, and the Additional Terms & Conditions issued by Veer Narmad South Gujarat University."

II. Auction Title & Brief

1. Auction Title (GeM "Bid Title" Field)

"Selection of Agency for Xerox/Photocopy Service (Own Machine, Paper & Operator) on Rent Basis at Vahivati Bhavan & Pariksha Bhavan, VNSGU Campus, Surat"

2. Brief Description (GeM "Brief Description" Field)

Bids are invited online through the Government e-Marketplace (GeM) from eligible and registered bidders to set up and operate a Xerox/photocopy centre — bringing their own machine, paper, and operator — at two locations within Veer Narmad South Gujarat University (VNSGU), Surat: Vahivati Bhavan (Administrative Building) and Pariksha Bhavan (Examination Building), on a combined monthly rent basis.

The auction shall be conducted as a Forward Auction (Highest Bidder — H1, on Combined Monthly Rent) under an Annual Rate Contract (ARC) for a period of twelve (12) months, extendable by up to 5 months at the same fixed rate, with the successful bidder responsible for machine supply, consumables, staffing, and confidentiality of all copying work.

This auction shall be governed by GeM Auction Terms & Conditions, General Financial Rules (GFR)-2017, and the Additional Terms & Conditions (ATC) issued by Veer Narmad South Gujarat University.

3. Important Clarification Note (GeM Description Box)

1. This auction is only for the right to operate a xerox/photocopy service on rent; it is not a goods/services procurement contract.
2. The combined rent quoted is exclusive of GST and of all electricity charges; power supply is provided free by the University, but any other utility arranged by the Licensee is at its own cost.
3. The photocopy rate charged to students/staff must be as proposed by the bidder and approved by VNSGU before award, and shall remain fixed for the entire Contract Period, including any extension.
4. No minimum footfall or copy-volume is guaranteed by the University; no claim shall be entertained for variation in business volume.

III. Scope of Work (ATC-Aligned)

1. Objective

The objective of this auction is to engage an eligible bidder under an Annual Rate Contract (ARC) to set up and operate a Xerox/photocopy service — with its own machine, paper, consumables, and operator — at Vahivati Bhavan and Pariksha Bhavan, VNSGU, Surat, providing photocopy service to students, staff, and visitors.

2. Scope of Activities

1. **Machine & Consumables:** The Licensee shall bring its own xerox/photocopy machine(s), paper (of the size and GSM proposed in its bid), toner, and all other consumables required for the service.
2. **Manpower:** The Licensee shall deploy its own trained operator(s) to run the machine(s) at both locations during University working hours.
3. **Power Supply:** The University shall provide power supply to the designated space; all other infrastructure (machine, furniture beyond what is provided, etc.) shall be arranged by the Licensee.
4. **Machine Quality & Brand Matching:** The Licensee shall use toner/consumables of the same brand as the xerox machine, and shall ensure consistently good-quality printing throughout the Contract Period.
5. **Breakdown Response:** In case of machine breakdown or unavailability of good-quality copies, the Licensee shall arrange for repair or replacement of the machine within 6 (six) hours.
6. **Confidentiality:** Given the proximity to the Examination Building (Pariksha Bhavan), the Licensee shall maintain strict confidentiality for any University-related confidential or private printing/copying work assigned to it (see Section VIII).

3. Exclusions

1. This is not a service contract involving deployment of University-supervised manpower; all operators are the Licensee's own employees.
2. No sub-letting, sub-contracting, or transfer of this contract, in whole or in part, shall be permitted under any circumstances.
3. The Licensee shall not undertake work or orders for anyone other than University staff and students from the said location(s).

4. Responsibility & Risk

The entire responsibility for machine quality, print quality, confidentiality, and statutory compliance during xerox operations shall lie solely with the Licensee. Any damage caused to University property shall be made good by the Licensee at its own cost.

5. No Revenue / Volume Guarantee

The footfall and copy-volume potential mentioned (if any) in this bid document are indicative only. VNSGU does not guarantee any minimum footfall, copy volume, or revenue during the Contract Period. No claim whatsoever shall be entertained on account of variation in business volume.

6. Mandatory Site Inspection

Inspection of BOTH locations (Vahivati Bhavan and Pariksha Bhavan) is mandatory before bidding. Inspection shall be allowed on working days during office hours with prior intimation to the Purchase/Estate Section. After submission of the bid, no request citing lack of inspection or unfamiliarity with either site shall be entertained.

IV. Contract Period, Rate Freeze & Extension Schedule

1. Contract Period

The contract shall run for an initial period of 12 (twelve) months under an Annual Rate Contract (ARC), commencing from the date of the Letter of Award / Work Order.

2. Rate Freeze — No Escalation

Both the Combined Monthly Rent (payable by the Licensee to VNSGU) and the University-approved Photocopy Rate Card (chargeable by the Licensee to students/staff) shall remain FIXED for the entire 12-month Contract Period. No request for revision or escalation of either figure shall be entertained during this period, irrespective of market fluctuations.

3. Extension

The contract may be extended for a further period of up to 5 (five) months, at the sole discretion of the University, at the SAME Combined Monthly Rent and the SAME Photocopy Rate Card already fixed — with no escalation of any kind. Extension is not a right of the bidder.

4. Payment Schedule

Combined monthly rent shall be paid in advance, on or before the 5th of each month.

5. Delay & Non-Compliance

Failure to pay rent within the stipulated period may result in: levy of penalty as specified in Section IX; forfeiture of EMD/Security Deposit; and cancellation of the ARC, at the discretion of VNSGU.

6. Risk & Possession

Possession of the xerox service space(s) shall pass to the Licensee only after payment of the Security Deposit (3 months' combined rent) and execution of the Agreement. The Licensee shall be solely responsible for the safety, security, and proper use of the premises and all Licensee-owned equipment therein.

V. Financial Terms & Payment Conditions (ARC-Specific)

1. Rent Quotation

Bidders shall quote their Combined Monthly Rent (₹/month, for both locations together) on the GeM portal. The quoted rent is exclusive of GST; GST as applicable shall be paid by the Licensee in addition. **Electricity is provided free by the University at the designated space; any other utility cost is borne by the Licensee.**

2. Photocopy Rate Card Quotation

Bidders shall additionally propose, as part of their technical bid, a Photocopy Rate Card specifying rates per page for A4/A3/Legal paper sizes (GSM 70 and above), for both single-sided and double-sided copies, in the format below (mirroring the Price Bid format used in the original manual tender). This rate card shall be reviewed by VNSGU and, if found reasonable, approved prior to issue of the Letter of Award. VNSGU may negotiate the proposed rate card with the H1 bidder before final approval, in the interest of affordability for students and staff.

Sr. No.	Location & Area	Xerox Machine Company/ Brand	Rate per Page A4 70 GSM Paper — Single-Side (₹)	Rate per Page A4 70 GSM Paper — Double-Side (₹)	A4 Colour Print	A4 Photo Paper colour Print	A4 size Lamination	Spiral Binding A4 (upto 300 page)	Stationary
1	Vahivati Bhavan (~87.45 sq ft), Admin., VNSGU		Rs.1/-	Rs.1.5/-	Rs.5/-	Rs.20/-	Rs.20/-	Rs.20/-	10 % Discount on MRP
2	Pariksha Bhavan (~66.12 sq ft), Examination Building, VNSGU		Rs.1/-	Rs.1.5/-	Rs.5/-	Rs.20/-	Rs.20/-	Rs.20/-	10 % Discount on MRP

The Combined Monthly Rent (see point 1 above) is quoted and bid LIVE on the GeM Forward Auction screen and is NOT filled into this table. This table is only for the per-page photocopy rate proposal and machine details, to be submitted along with the technical bid, in the same manner as the Price Bid table used in the original manual tender.

3. Rate Validity

Both the rent quoted by the Highest Bidder (H1) and the approved Photocopy Rate Card shall remain firm and fixed for the entire initial 12-month Contract Period, and for any extension thereof under Section IV(3). No escalation shall apply.

4. Payment Mode

EMD shall be paid only through the Government e-Marketplace (GeM) in the manner prescribed under GeM Auction provisions. Combined monthly rent and Security Deposit shall be paid through the online/bank mode prescribed by VNSGU. Offline/cash payments of EMD shall not be permitted.

5. Advance Payment

The Licensee shall pay the combined monthly rent in advance, on or before the 5th of each month.

6. Basis of Payment

Payment to the University is a fixed combined monthly rent — not usage-based or copy-volume-based. Payment from students/staff to the Licensee is per-copy, as per the approved Photocopy Rate Card, and is the Licensee's own revenue.

7. Taxes & Statutory Compliance

The Licensee shall be solely responsible for payment of GST and other applicable statutory taxes, and for filing statutory returns wherever applicable. VNSGU shall not be liable for any statutory non-compliance on the part of the Licensee.

8. Delay in Payment

Failure to pay the combined monthly rent within the stipulated time shall result in: a penalty as specified in Section IX; forfeiture of EMD/Security Deposit; and other actions as deemed fit by VNSGU, including termination of the ARC.

9. No Credit / Deferred Payment

No credit facility, deferred payment, or instalment-based payment of rent shall be allowed under any circumstances.

10. No Claim Clause

No claim whatsoever shall be entertained by VNSGU on account of footfall, seasonal variation, University holidays/vacation, machine downtime caused by factors outside VNSGU's control, or any other reason affecting the Licensee's business.

VI. EMD & Security Deposit

1. Earnest Money Deposit (EMD)

1. Bidders shall submit Earnest Money Deposit (EMD) of ₹10,000/- as specified and configured on the GeM portal for this auction.
2. EMD shall be submitted only through the GeM portal payment gateway (online), in the mode permitted under GeM Auction provisions.
3. No offline or manual submission of EMD (including Demand Draft) shall be accepted.

2. Refund of EMD (Unsuccessful Bidders)

EMD of unsuccessful bidders shall be refunded automatically through the GeM system after completion of the auction process, as per GeM rules.

3. Security Deposit (Successful Bidder Only) — Separate from EMD

1. The successful bidder (H1) shall pay a Security Deposit equal to 3 (three) months' Combined Monthly Rent, in advance, before commencement of operations.
2. The Security Deposit shall remain interest-free — no interest of any kind is payable by VNSGU on this amount.
3. Unlike the EMD, the Security Deposit is NOT sourced from or converted out of the EMD; it is an additional, separate payment.
4. The Security Deposit shall be refunded, without interest, on satisfactory completion of the Contract Period, after the Licensee hands over the physical facility in good condition and settles any dues/damages.

4. Forfeiture of EMD / Security Deposit

The EMD and/or Security Deposit shall be liable to forfeiture, wholly or partly, in the event of any of the following:

1. Failure to take possession and commence xerox operations within the stipulated time after the Letter of Award.
2. Failure to pay combined monthly rent for two consecutive months.
3. Breach of confidentiality obligations under Section VIII.
4. Withdrawal or modification of the bid after participation in the auction.
5. Unauthorised sub-letting, sub-contracting, or transfer of the contract.
6. Any violation of GeM Auction Terms, ATC, or applicable rules.

5. Right of Recovery

In case the EMD/Security Deposit is insufficient to cover losses, penalties, or damages caused to VNSGU, the University shall have the right to recover the balance amount from the Licensee through appropriate legal or administrative means.

6. Additional Rights of VNSGU

VNSGU reserves the right to: cancel the ARC at any time without assigning any reason and without any liability to the Licensee; forfeit the EMD/Security Deposit; get the work done through other means at the defaulting Licensee's cost; and take any other action permissible under GeM and GFR-2017.

VII. Minimum Eligibility Criteria (Annexure-Linked, for Technical Qualification)

Technical qualification for this auction shall be carried out solely on the basis of the Annexures listed against each criterion below. Bidders must submit every applicable Annexure, fully filled, signed, and stamped, along with the supporting documents specified in each Annexure. Failure to submit a mandatory Annexure shall render the bid non-responsive at the technical qualification stage.

Sr. No.	Eligibility Criterion	Mandatory Requirement (Summary)	Annexure to be Submitted
1	Financial Capability / Turnover	Average Annual Turnover for the last 3 financial years, CA-certified	Annexure I
2	Past Experience	Minimum 2 years' xerox/photocopy/printing service experience in the last 5 years, max. 3 work orders, only completed contracts	Annexure II
3	Earnest Money Deposit & Security Deposit	EMD of ₹10,000/- paid online through GeM; Security Deposit of 3 months' combined rent (H1 only, paid separately, before commencement)	Annexure III
4	GeM Registration, PAN & GST	Valid, active GeM Seller ID; valid PAN and GST Registration Certificate	Annexure IV
5	Non-Blacklisting / Land Border / Class of Supplier	Not blacklisted; GFR-2017 Rule 144(xi) compliance; true Class of Supplier status	Annexure V
6	Rate Reasonability (Rent + Photocopy Rate Card)	Confirmation that the quoted rent AND proposed photocopy rate card are competitive, uncollusive, and reasonable	Annexure VI
7	Bid-Specific Requirements — Site Inspection, OEM/Toner Compliance, Machine Uptime SLA, Confidentiality	Proof of site inspection (both locations); brand-matched toner undertaking; 6-hour breakdown SLA; confidentiality undertaking (Examination Building)	Annexure VII

Additional Conditions (Not Separately Annexed)

1. Legal & Regulatory Compliance: The bidder shall comply with all applicable Central and State laws and municipal norms applicable to xerox/photocopy service operations, and shall be solely responsible for any statutory non-compliance. (Covered under the acceptance clause in Annexure IV.)
2. No Sub-Contracting or Transfer: This contract shall not be transferred to anyone, and no sub-contract shall be given, under any circumstances. (Covered under the acceptance clause in Annexure IV.)
3. Conditional Bids: Conditional bids shall not be accepted and shall be liable for rejection.
4. Authorised Dealer Preference: Where a bidder is an authorised dealer of a xerox machine manufacturer, preference shall be given upon submission of a valid, certified authorisation certificate from the company (see Annexure VII).

VIII. Confidentiality & Secure Handling

1. Nature of Sensitivity

One of the two locations under this ARC — Pariksha Bhavan (Examination Building) — is used for examination-related administrative work. The Licensee's xerox/photocopy operations at and near this location may involve exposure to confidential or private University documents from time to time.

2. Obligation of Confidentiality

The Licensee shall ensure that any confidential or private (Confidential) copying/printing work assigned by the University is carried out with complete secrecy and due care, and shall not disclose, copy for personal use, photograph, retain, or share any such content with any third party.

3. Consequence of Breach

If confidentiality is not maintained and the University's reputation, examination integrity, or interests are harmed as a result, the entire responsibility shall lie with the Licensee, and the University may, at its discretion, pursue criminal proceedings in addition to administrative action (forfeiture of EMD/Security Deposit, termination of ARC, and blacklisting).

4. Mandatory Undertaking

The Licensee shall submit a separate Confidentiality & Secure Handling Undertaking in the prescribed format (Annexure XII).

5. Data & Document Handling

The Licensee shall not retain copies (physical or digital/scanned) of any confidential document beyond what is strictly necessary to complete the assigned job, and shall securely dispose of any waste/reject sheets containing confidential content (e.g., via shredding), rather than discarding them as ordinary waste.

6. Indemnity

The Licensee shall indemnify and keep indemnified VNSGU against any loss, damage, claim, legal proceedings, or reputational harm arising out of a breach of confidentiality by the Licensee or its staff.

7. Survival Clause

The confidentiality and indemnity obligations under this section shall survive the expiry or termination of the contract.

IX. Penalties, Termination & Risk Allocation

1. Delay in Rent Payment — Penalty

1. The Licensee shall pay the combined monthly rent on or before the 5th of each month.
2. In case of delay, VNSGU may levy a penalty of 1% of the combined monthly rent per day of delay, subject to a maximum of 10 (ten) days.
3. Delay beyond the maximum permissible period may result in forfeiture of EMD/Security Deposit, and cancellation/termination of the ARC.

2. Machine Downtime / Service Failure

If the xerox machine breaks down or good-quality copies are not available, and the Licensee fails to arrange repair or replacement within 6 (six) hours (per Section III(2), point 5), VNSGU may treat this as a service failure. Repeated service failures may result in immediate cancellation of the contract with forfeiture of Security Deposit, per the original tender's Clause 10.

3. Dissatisfaction with Work/Service

If, during the Contract Period, dissatisfaction is found in the work or service provided, the contract shall be liable to be cancelled with immediate effect, and the Security Deposit shall be forfeited.

4. Failure to Complete Work / Unsatisfactory Performance

If work is not completed on time, or VNSGU is not satisfied with the work, VNSGU may get the work done through other means, and the additional expenditure incurred shall be recovered from the Licensee, along with such other legal action as may be warranted.

5. Breach of Confidentiality

Any breach of confidentiality obligations under Section VIII shall be treated as a material breach, entitling VNSGU to immediate termination of the ARC, forfeiture of EMD/Security Deposit, legal proceedings (including criminal action, at the University's discretion), and debarment/blacklisting.

6. Damage to University Property

Any damage caused to VNSGU property during xerox operations shall be repaired or compensated by the Licensee at its own cost. VNSGU's assessment of damage shall be final and binding.

7. Termination for Convenience

VNSGU reserves the unrestricted right to cancel this contract at any time, and the Licensee shall not be entitled to demand any compensation or raise any dispute in that regard, per the original tender's Clause 12.

8. Consequence of Termination

1. The Security Deposit may be forfeited, wholly or partly.
2. VNSGU shall be free to re-auction the xerox service space(s) or dispose of the arrangement at the risk and cost of the defaulting Licensee.
3. No claim for loss of profit or compensation shall be admissible.

X. Damage, Safety & Statutory Compliance

1. Safety Obligations

1. The Licensee shall ensure that all xerox/photocopy activities are carried out in a safe and orderly manner.
2. The Licensee shall deploy adequately trained personnel and use appropriate, well-maintained machines and electrical fittings.
3. The Licensee shall comply with applicable fire-safety and electrical-safety norms for the equipment installed.

2. Responsibility for Personnel

1. All personnel deployed by the Licensee shall be properly supervised and conduct themselves in a disciplined manner within University premises.
2. The Licensee shall be fully responsible for the acts, omissions, and conduct of its personnel.

3. Damage to University Property

Any damage caused to buildings, fittings, furniture, or other University property during xerox operations shall be made good by the Licensee at its own cost. On completion of the contract, the Licensee shall hand over the physical facility to VNSGU, and any damage shall be made good as per University instructions.

4. Handover on Completion

At the end of the Contract Period, the Licensee shall hand over the space(s), including the aluminium partition, power board, and any other University-provided fixtures, in good condition, ordinary wear and tear excepted.

5. Legal & Statutory Compliance

The Licensee shall comply with all applicable Central and State laws, including those relating to labour, electrical safety, and taxation. Any statutory liability arising out of execution of this contract shall be solely borne by the Licensee.

6. Indemnity

The Licensee shall indemnify and keep indemnified VNSGU against any loss, damage, claim, penalty, legal proceedings, or liability arising out of accident/injury to personnel, damage to property, or violation of statutory provisions.

7. No Liability of University

VNSGU shall not be liable for any accident, injury, loss, or damage suffered by the Licensee or its personnel during xerox operations.

XI. Dispute Resolution & Jurisdiction

1. Amicable Settlement

The parties shall make every effort to resolve amicably, by mutual discussion and consultation, any dispute or difference arising out of or in connection with this auction or the resulting contract.

2. Arbitration

In case the dispute is not resolved amicably within a reasonable time, the matter shall be referred to arbitration under the Arbitration and Conciliation Act, 1996, as amended, by a Sole Arbitrator appointed by VNSGU. The Arbitrator's decision shall be final and binding on both parties.

3. Venue & Language of Arbitration

The venue of arbitration shall be Surat, Gujarat, India. The language of arbitration proceedings shall be English.

4. Continuation of Obligations

Pending resolution of any dispute, the Licensee shall continue to perform its obligations under the contract, unless otherwise agreed.

5. Jurisdiction

Subject to the arbitration clause above, the Courts at Surat, Gujarat shall have exclusive jurisdiction over all matters arising out of or relating to this auction and the resulting contract.

6. Final Authority

The decision of the Hon'ble Vice-Chancellor, VNSGU, shall be final, and no dispute or argument shall be entertained thereafter.

XII. Miscellaneous, Acceptance & Final Conditions

1. Right to Accept or Reject

VNSGU reserves the unrestricted right to accept or reject any or all bids, cancel or annul the auction at any stage, or modify the terms of this bid, without assigning any reason and without incurring any liability to the bidders.

2. No Assignment / Sub-Contracting / Transfer

This contract shall not be transferred to anyone, and the successful bidder shall not sub-contract the xerox operation, in whole or in part, under any circumstances.

3. Communication & Clarifications

All communication related to this auction shall be made only through the GeM portal, or through the Purchase/Estate Section for site-inspection coordination under Section III(6). No email, personal visit, or offline communication outside these channels shall be entertained for bid clarifications.

4. Force Majeure

Neither party shall be held responsible for failure to perform its obligations due to events beyond reasonable control, including but not limited to natural calamities, acts of government, war, riots, epidemics, or strikes.

5. Governing Rules

This auction and the resulting contract shall be governed by GeM Auction Terms & Conditions, General Financial Rules (GFR), 2017, the Gujarat State Procurement Policy 2024, and applicable Government of India and Government of Gujarat rules. In case of any conflict, GeM provisions shall prevail.

6. Entire Agreement

The auction document, including the Auction Notice, Additional Terms & Conditions (ATC), Annexures and Undertakings, and GeM Terms & Conditions, shall constitute the entire agreement between VNSGU and the successful bidder.

7. Acceptance of Terms

Participation in the auction shall be deemed as unconditional acceptance of all terms, conditions, ATC, and annexures, including confidentiality, penalty, and compliance obligations.

8. Survival of Clauses

Clauses relating to confidentiality, indemnity, dispute resolution, and jurisdiction shall survive the expiry or termination of the contract.

9. Finality

The decision of Veer Narmad South Gujarat University regarding interpretation and implementation of these terms shall be final and binding, subject to applicable law.

Annexure I — Declaration of Average Annual Turnover & Exemption Eligibility

(To be submitted on the Bidder's Letterhead, duly signed and stamped, along with CA certificate / audited financial statements. Fill this even if claiming MSME/Startup exemption.)

I/We, _____ (Name of Firm / Company / Individual)

having registered office at _____

GeM Seller ID: _____ GSTIN: _____ PAN: _____

A. Annual Turnover — Last 3 Financial Years

Financial Year	Annual Turnover (₹)
FY [2022-23]	
FY [2023-24]	
FY [2024-25]	
Average Annual Turnover (last 3 FYs)	

B. Exemption Claim (if applicable)

☐ We do NOT claim any exemption; the turnover figures above shall be evaluated as furnished.

☐ We claim exemption from turnover/EMD requirements as a registered MSME / NSIC / DPIIT-recognised Startup. Valid, GeM-verified (Active status) registration certificate enclosed.

C. Certification

This is to certify that the above turnover figures pertain to _____ (Name of Bidder) and are true and correct, as per the audited financial statements / books of account of the firm for the respective financial years.

D. Declaration by Bidder

1. We confirm that the turnover figures declared above are true, correct, and complete, and are supported by CA-certified statements / audited financial statements enclosed with this bid.
2. We understand that these figures are used by VNSGU to assess our financial capability to set up and operate the xerox service and pay combined monthly rent regularly.
3. We understand that any false declaration of turnover, or false claim of exemption, may lead to rejection of our bid, cancellation of award, and forfeiture of EMD/Security Deposit.

CA CERTIFICATION (to be completed by the Bidder's Chartered Accountant, where exemption is not claimed)

I, _____ (Name of Chartered Accountant), Membership No. _____, of M/s _____ (Name of CA Firm, FRN _____), hereby certify that the turnover figures stated above are extracted from the audited books of account of the bidder and are true and correct to the best of my knowledge and belief.

UDIN: _____

Place: _____ Date: _____

Signature & Seal of Chartered Accountant

DECLARATION BY BIDDER

I/We hereby certify that the above information is true and correct to the best of my/our knowledge and belief.

Place: _____ Date: _____

Authorized Signatory Name & Designation:

Signature & Seal of Bidder

Annexure II — Declaration of Past Work Experience & Eligibility

(To be submitted on the Bidder's Letterhead, duly signed and stamped, along with supporting work orders / completion certificates)

Important Instructions to Bidders (Mandatory):

- Fill this even if you claim exemption from experience criteria.
- Maximum Three (03) Work Orders only shall be listed. Submission of more than three orders will result in evaluation of only the first three listed.
- Only completed works shall be considered. Ongoing, partial, trial, or AMC-only contracts shall not be treated as completed works.
- Eligible Clients: Government / PSU / Autonomous Bodies / Universities — all completed xerox/photocopy/printing works are acceptable. Private Limited / Public Limited Companies — only completed works for such companies are considered. Works executed for proprietorships, partnership firms, individuals, societies, or NGOs shall NOT be considered.
- Do not attach unnecessary documents — only those specifically required below.
- Mismatch or false information between this Annexure and the uploaded documents may lead to bid rejection.

A. Work Experience Details (Maximum 3 Work Orders)

Sr. No.	Client Name & Address	Organisation Type (Govt/PSU/Autonomous/ University/Pvt Ltd/Public Ltd)	Work Order No. & Date	Nature of Service	Contract Value (₹)	Period (From–To)	Completion Certificate Enclosed (Y/N)

B. Eligibility Confirmation

1. We confirm that we have a minimum of 2 (two) years' experience in providing Xerox /photocopy/printing services, during the last 5 (five) years, evidenced by the completed contract(s) listed above.
2. We confirm that all works listed above are COMPLETED works with eligible clients as defined in the instructions, and that copies of relevant work orders and completion certificates / self-certified invoices are enclosed.
3. We understand that VNSGU reserves the right to verify the above details directly with the clients named, and that any false or exaggerated claim may lead to rejection of our bid and forfeiture of EMD.

Acceptable Proof of Past Experience (any one, per work order listed)

- Contract copy along with invoice(s), with self-certification by the bidder that the services against the invoices have been executed.
- Execution/completion certificate issued by the client, indicating contract value.
- Any other document reasonably evidencing contract execution (e.g., purchase order plus proof of payment received).

DECLARATION

I/We hereby certify that the above information is true and correct to the best of my/our knowledge and belief, and that the enclosed documents are genuine.

Place: _____ Date: _____

Authorized Signatory Name & Designation:

Signature & Seal of Bidder

Annexure III — EMD & Security Deposit Declaration

(To be submitted on the Bidder's Letterhead, duly signed and stamped)

I/We, _____ (Name of Firm / Company / Individual)

Having registered office at _____

GeM Seller ID: _____ GSTIN: _____ PAN: _____

do hereby solemnly declare and undertake as under:

1. Earnest Money Deposit (EMD)

1. I/We confirm that the Earnest Money Deposit (EMD) of ₹10,000/- for this auction has been / shall be submitted strictly through the Government e-Marketplace (GeM) payment gateway.
2. I/We understand that no offline or manual submission of EMD (including Demand Draft) shall be accepted.

2. Refund of EMD

I/We understand that the EMD of unsuccessful bidders shall be refunded automatically through GeM as per GeM rules.

3. Security Deposit (Applicable to the Successful Bidder — H1 — Only)

1. I/We acknowledge and accept that, upon being declared the successful bidder (H1), we shall separately pay a Security Deposit equal to 3 (three) months' Combined Monthly Rent, BEFORE commencement of operations — this is IN ADDITION to, and NOT sourced from or converted out of, the EMD.
2. I/We undertake to pay this Security Deposit within the timeline communicated in the Letter of Award, failing which the Letter of Award shall stand withdrawn and our EMD shall be forfeited.
3. I/We further acknowledge that the Security Deposit shall remain interest-free throughout the Contract Period.
4. I/We understand that the Security Deposit shall be refunded, without interest, only upon satisfactory completion of the Contract Period and handover of the premises in good condition, with no pending dues or claims.

4. Forfeiture Conditions

I/We agree and accept that the EMD and/or Security Deposit shall be liable to be forfeited, wholly or partly, in the event of:

1. Withdrawal or modification of the bid after participation in the auction.
2. Failure to pay the combined monthly rent within the stipulated time, for two consecutive months.
3. Failure to take possession and commence Xerox operations within the stipulated time.
4. Breach of confidentiality obligations under Section VIII.
5. Violation of any terms and conditions of the auction, ATC, or applicable GeM rules.

5. Right of Recovery

I/We understand and agree that, in case the EMD / Security Deposit is insufficient to cover losses, damages, or penalties, VNSGU shall have the right to recover the balance amount from us through appropriate legal or administrative means.

6. No Interest Clause

I/We acknowledge that no interest shall be payable by VNSGU on the EMD or Security Deposit at any time.

DECLARATION OF ACCEPTANCE

I/We hereby declare that the above statements are true and correct to the best of my/our knowledge and belief, and that I/We have fully understood and accepted the EMD and Security Deposit provisions of this auction.

Place: _____ Date: _____

Authorized Signatory Name & Designation:

Signature & Seal of Bidder

Annexure IV — Bidder Information & General Acceptance

(To be submitted on the Bidder's Letterhead, duly signed and stamped)

A. Bidder Information

Sr. No.	Particulars	Bidder's Response
1	Name of Firm / Company	
2	Legal Status (Proprietorship/Partnership/LLP/Pvt.Ltd/Ltd/Other)	
3	Year of Establishment	
4	Registered Office Address	
5	Communication Address (if different)	
6	Authorised Signatory – Name	
7	Designation	
8	Contact Number	
9	Email ID	
10	Website (if any)	

B. Statutory & Registration Details

Sr. No.	Registration / Document	Registration No.	Valid Up To	Copy Enclosed (Y/N)
1	PAN			
2	GST Registration			
3	MSME / NSIC / DPIIT Startup (if applicable)			
4	Any Other (specify)			

C. Bank Details (for auction payment / refund purpose)

Sr. No.	Details	Bidder's Response
1	Bank Name	
2	Branch	
3	Account Holder Name	
4	Account Number	
5	IFSC Code	

D. Contact Details for Coordination

(For site inspection at both locations, possession handover, and operational coordination only)

Level	Name	Designation	Email ID	Contact No.
Level – 1				
Level – 2				
Level – 3				

E. General Acceptance & Undertaking

We hereby declare, confirm and undertake that:

1. We have carefully read, understood, and unconditionally accepted all terms and conditions of the GeM Forward Auction for Xerox Service Space at Vahivati Bhavan & Pariksha Bhavan issued by Veer Narmad South Gujarat University (VNSGU), Surat, including the Scope of Work, Annual Rate Contract (ARC) conditions, combined monthly rent payment requirements, and the 12-month period with up to 5-month extension at the SAME rate (no escalation).
2. We confirm compliance with all applicable Central and State laws, and municipal norms, and shall be solely responsible for any statutory non-compliance.
3. We undertake not to sub-let, sub-contract, or transfer this contract, in whole or in part, to anyone, under any circumstances.
4. We accept that 100% of the combined monthly rent shall be paid in advance, and that failure to comply may result in forfeiture of EMD/Security Deposit and termination of the ARC.
5. We confirm compliance with GeM Auction Terms & Conditions and General Financial Rules (GFR) 2017.
6. We have furnished Annexure I (Turnover), Annexure II (Past Experience), Annexure III (EMD & Security Deposit), Annexure V (Consolidated Self-Declaration), Annexure VI (Rate Reasonability, with Photocopy Rate Card), and Annexure VII (Bid-Specific Requirements — Site Inspection, OEM/Toner Compliance, Machine Uptime SLA, Confidentiality), and confirm the details therein are true and correct.
7. We confirm that all information furnished by us is true, correct, and complete, and understand that submission of false or misleading information may lead to rejection of bid, cancellation of award, forfeiture of security, and legal action.

DECLARATION

I/We hereby certify that the above information is true and correct to the best of my/our knowledge and belief.

Place: _____ Date: _____

Authorized Signatory Name & Designation:

Signature & Seal of Bidder

DOCUMENTS TO BE ENCLOSED

- Self-attested copy of PAN Card
- Self-attested copy of GST Registration Certificate
- Cancelled Cheque (for bank verification)
- MSME/NSIC/Startup registration (if exemption claimed in Annexure I)
- Company registration certificate (Partnership/Ownership/Company, as applicable)

Annexure V — Consolidated Self-Declaration

(To be submitted on the Bidder's Letterhead, duly signed and stamped)

I/We, _____ (Name of Firm / Company / Individual)

having registered office at _____

GeM Seller ID: _____ GSTIN: _____ PAN: _____

do hereby solemnly declare and confirm as under:

A. Non-Blacklisting

1. Our firm/company has NOT been blacklisted, debarred, or suspended by any Central Government, State Government, PSU, Autonomous Body, Statutory Authority, or Public Sector Undertaking as on the date of submission of this bid.
2. No proceeding for blacklisting or debarment is pending against our firm/company before any such authority as on the date of submission of this bid.

B. Land Border Sharing Country (GFR-2017, Rule 144(xi))

☐ We are NOT from a country which shares a land border with India, and are therefore eligible to bid in this auction without restriction.

☐ We ARE from a country which shares a land border with India. We confirm that we are registered with the Competent Authority as required under the Order (Public Procurement No. 1) dated 23rd July 2020 issued by the Ministry of Finance, Department of Expenditure, Public Procurement Division, and enclose valid proof of such registration.

1. We undertake that, while participating in this auction, we shall comply with the above declaration, and that any false declaration or non-compliance shall be a ground for immediate termination of the contract and further legal action in accordance with the law. This declaration extends to any sub-contractor we may engage (where permitted with prior written approval).

C. Class of Supplier

☐ Micro Enterprise (Udyam Registration No.: _____)

☐ Small Enterprise (Udyam Registration No.: _____)

☐ Medium Enterprise (Udyam Registration No.: _____)

☐ Not covered under MSME — General Category

1. We confirm that the Class of Supplier declared above is true and correct and matches our current, active status on the GeM portal. Where Micro/Small/Medium status is claimed, a valid, active Udyam Registration Certificate is enclosed.

D. Consequences of False Declaration

1. We understand that any false or misleading declaration under Parts A, B, or C above shall lead to rejection of our bid, forfeiture of EMD/Security Deposit, and further action including debarment, as per applicable rules.

DECLARATION OF TRUTHFULNESS

I/We hereby declare that the statements made above are true and correct to the best of my/our knowledge and belief.

Place: _____ Date: _____

Authorized Signatory Name & Designation:

Signature & Seal of Bidder

Annexure VI — Rate Reasonability Certificate*(To be submitted on the Bidder's Letterhead, duly signed and stamped, along with the proposed Photocopy Rate Card)*

I/We, _____ (Name of Firm / Company / Individual)

having registered office at _____

GeM Seller ID: _____ GSTIN: _____ PAN: _____

do hereby certify as under:

1. The Combined Monthly Rent that we offer / shall offer in the GeM Forward Auction for the Xerox Service Space at Vahivati Bhavan and Pariksha Bhavan, VNSGU, has been arrived at after taking into consideration all costs of operation — machine, consumables, staff, statutory dues — and a reasonable margin, and represents a fair, competitive, and uncollusive offer.
2. The Photocopy Rate Card proposed below has similarly been arrived at reasonably, keeping in mind affordability for students and staff, and is not the result of any cartelisation or anti-competitive arrangement with any other bidder.
3. We understand that the rent quoted is exclusive of GST, and that VNSGU may review and negotiate our proposed Photocopy Rate Card before final approval.

Proposed Photocopy Rate Card

Page Size	GSM	Rate per Page — Single-Side (₹)	Rate per Page — Double-Side (₹)
A4	70 and above		
A3	70 and above		
Legal	70 and above		

DECLARATION

I/We hereby certify that the above statements and proposed rate card are true and correct to the best of my/our knowledge and belief.

Place: _____ Date: _____

Authorized Signatory Name & Designation:**Signature & Seal of Bidder**

Annexure VII — Bid-Specific Requirements & Undertaking

(To be submitted on the Bidder's Letterhead, duly signed and stamped; Part A is also to be countersigned by the VNSGU Purchase/Estate Section representative at the time of inspection of EACH location)

I/We, _____ (Name of Firm / Company / Individual)

having registered office at _____

GeM Seller ID: _____ GSTIN: _____ PAN: _____

do hereby certify, declare and undertake, in respect of all bid-specific requirements applicable to this auction, as under:

PART A — Pre-Bid Meeting / Site Inspection Certificate (Both Locations)

1. We / our authorised representative have physically inspected BOTH locations — Vahivati Bhavan (Administrative Building) and Pariksha Bhavan (Examination Building), VNSGU Campus, Surat — during office hours, with prior intimation to the Purchase/Estate Section.
2. We have satisfied ourselves as to the condition of both premises, available fixtures, power supply points, and other physical aspects relevant to operating the xerox service, prior to submitting our bid.
3. We shall not raise any claim after submission of our bid, or after taking possession, citing lack of inspection or unfamiliarity with either site's condition.

A1. Vahivati Bhavan (Administrative Building) — Inspection Details

Name of Bidder's Representative	
Date & Time of Inspection	
VNSGU Representative Name & Designation	
VNSGU Representative Signature & Seal	

A2. Pariksha Bhavan (Examination Building) — Inspection Details

Name of Bidder's Representative	
Date & Time of Inspection	
VNSGU Representative Name & Designation	
VNSGU Representative Signature & Seal	

PART B — OEM / Authorised Dealer & Toner Compliance

☐ We are an authorised dealer of _____ (xerox machine company/brand). A certified, current authorisation certificate from the company is enclosed. We understand that preference shall be given to bidders submitting this certificate.

☐ We are not claiming authorised-dealer status.

1. We undertake to use toner and consumables of the SAME brand/company as the xerox machine deployed by us, throughout the Contract Period, as required under the tender.
2. We undertake to ensure consistently good-quality printing at all times; we understand that if print quality is found improper, the corresponding bill amount shall not be paid.
3. We confirm that we shall bear full responsibility for the machine's proper functioning and print quality under this contract.

PART C — Machine Uptime / 6-Hour Breakdown SLA

1. We shall provide sufficient manpower and paper/consumables to keep the xerox machine(s) at both locations operational at all times during University working hours; power supply shall be provided by the University.
2. In the event the xerox machine breaks down, or good-quality copies are not available, we shall arrange for repair or replacement of the machine within 6 (six) hours of the fault being reported.

3. We understand that repeated failure to meet this 6-hour SLA may be treated as unsatisfactory service, entitling VNSGU to cancel the contract with immediate effect and forfeit the Security Deposit, per Section IX(2)–(3).
4. We shall maintain a backup arrangement (standby machine or servicing tie-up) to the extent reasonably possible, to minimise service disruption to students and staff.

PART D — Confidentiality & Secure Handling

That we fully understand and acknowledge that our operations at Pariksha Bhavan (Examination Building) may involve exposure to confidential, private, or examination-related University documents from time to time, and we therefore undertake as under:

1. We shall carry out any confidential/private copying or printing work assigned by the University with complete secrecy and due care; not disclose, retain, photograph, or share any such content with any third party; and securely dispose of (e.g., by shredding) any waste or reject sheets containing confidential content.
2. We shall not, under any circumstances: retain copies (physical or digital) of any confidential document beyond what is strictly necessary; undertake work or orders for anyone other than University staff and students from the said location(s); or sub-let, sub-contract, or transfer this contract to any unauthorised person.
3. We agree and accept that any breach of confidentiality or secure-handling obligations shall constitute a material breach of contract, attracting forfeiture of EMD/Security Deposit, cancellation of ARC, and legal action — including criminal proceedings, at the University's discretion — as well as debarment/blacklisting as per applicable rules; and that we shall indemnify and keep indemnified VNSGU against any loss, damage, claim, legal proceedings, penalties, or reputational harm arising out of our acts or omissions.

General Undertaking (Applicable to All Parts Above)

- We accept both premises on an as-is-where-is basis after the mandatory site inspection at Part A above, and no claim shall be raised regarding the condition of the premises, fixtures, or utilities after taking possession.
- This undertaking (Parts A–D) shall be binding on us, our proprietors/partners/directors, employees, agents, successors, and assigns, and shall survive the expiry or termination of the contract for any consequences arising thereafter.
- Any dispute arising out of or in connection with this Annexure shall be subject to Surat, Gujarat jurisdiction only, without prejudice to the arbitration clause in the bid document.

DECLARATION OF TRUTHFULNESS

I/We hereby declare that the statements made above (Parts A–D) are true and correct to the best of my/our knowledge and belief and that nothing material has been concealed.

Place: _____ Date: _____

Authorized Signatory Name & Designation:

Signature & Seal of Bidder