

Kalyan Singh Super Specialty Cancer Institute

कल्याण सिंह अति विशिष्ट कैंसर संस्थान

C.G. City, Sultanpur Road, Lucknow-226002

सीजीसिटी, सुल्तानपुर रोड, लखनऊ. 226002

(An Autonomous Institute of the Govt. of Uttar Pradesh)

(उत्तर प्रदेश सरकार का स्वायत्तशासी संस्थान)

Email: office.sscih@gmail.com

Ref. No. KSSSCI/Purchase/Services/2024-25/174

Date:- 11.09.2025

NOTICE INVITING EXPRESSION OF INTEREST (EoI)

Kalyan Singh Super Specialty Cancer Institute, Lucknow, invite Service Provider for technical specification and financial rates of **Photocopying, Printing and Spiral Binding Services** in the Institute OPD area.

For more details like scope of work services provider are requested to please visit our website www.cancerinstitute.edu.in. The interested services providers to send the offer of technical specification and financial rates with details as asked of

Important dates:

Sr. No.	Particulars	Date	Time
1.	Start Date	11.09.2025	9:00 AM
2.	Last Date & time of submission	02.10.2025	4:00 PM
3.	Place of submission	The will be received upto 4:00 P.M till 02.10.2025.....in the Office of Chief Medical Superintendent, OPD Building Ground Floor Room No. 02 of the Institute through by hand/speed post/courier etc. in the hard copy.	

Note:- Any amendment will be uploaded only on the institute's website i.e. www.cancerinstitute.edu.in

FIC (P) Services

Deputy Medical Superintendent

Medical Superintendent

Chief Medical Superintendent

Finance Officer

Chairperson

Kalyan Singh Super Specialty Cancer Institute

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Director


FIC (P) Services


Deputy Medical Superintendent


Medical Superintendent


Chief Medical Superintendent


Finance Officer


Chairperson

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Nature of Work: - Photocopying Work Specification: -

Sr. No.	Specification	Values
1.	Name of the Service	Photocopying Service-Onsite
2.	Contract Period	01 Year, extendable to 3 years renewable annually based on satisfactory performance.
3.	Number of Working Days in Week	06 Days
4.	Photocopier Machine	Good quality photocopier machine to be provided by the service provider.
5.	Shift for Operator	8:00 AM to 6:00 PM (6 days)
6.	Manpower	To be Provided by Service provider
7.	Paper	To be provided by Service provider
8.	Cartridge or drum and other accessories	To be provided by Service Provider
9.	Size of Paper (In CM)	A4 (21.0 × 29.7), A3 and Legal size
10.	Paper Thickness in GSM	75
11.	Brand of Paper	Good Quality Photocopier Papers like Trident, JK Copier, Century etc.
12.	Capacity of the machine for dispensing the pages per day	Upto 1000 Pages
13.	Photocopying Resolution (DPI)	600 dpi
14.	Age of Machine	As per latest technology
15.	Electricity Bill & Space	<ul style="list-style-type: none"> • Electricity would be provided by the Institute. * • No rent for space will be taken from service provider
16.	Insurance of the machine required by service provider	Yes
17.	Contact No. of Escalation matrix to be provided by Service Provider.	

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Scope of Work:

The selected service provider shall be responsible for providing Photocopying Services at the premises of KSSSCI as per the following scope:

a. Services Required:

- Photocopying (Color and B/W) – A4, A3, Legal, and custom sizes
- Spiral binding and stapling
- Document scanning and digital printing
- Lamination
- Passport Size Photo (Size- 35x45 mm)

b. Service Hours:

- Services to be provided from 8:00 AM to 6:00 PM (6 days)
- Emergency/urgent print requests may be handled beyond normal hours on call basis.

c. Equipment and Consumables:


- Regular maintenance and uptime of machines is the responsibility of the service provider
- The service provider shall provide their own whatever used for the maintenance Service like toner, paper, binding items, etc.

d. Quality Control:

- The print/photocopy outputs must be of high quality (clear, smudge-free, properly aligned)
- Rejected or poor-quality outputs must be reprinted at no extra cost.

Instruction to Service Provider

1. The services provider shall use only the space ear-marked to operate the facility and shall not use any other open or enclosed area.
2. The services provider is responsible for maintaining cleanliness in the area at all times. All waste generated should be collected in separate bins (to be kept by service provider)
3. All rates shall be displayed in front of shop.
4. He / She should bring all machines /equipment's necessary for work installation and running of machine.
5. The service provider will not carry or preserve copy of any paper provided for photo copy for own use and will not handover any paper/ book to other than who have given the requisition.
6. The scope of work, covers Photocopy, Printing, Spiral binding Document scanning and digital printing, Lamination and Passport Size Photo (Size- 35x45 mm), services on chargeable basis. It shall not be treated as office requirement The Institute will provide a dedicated space for the Photocopy and Printing services preferably in OPD block with necessary electricity requirements. The service provider has to arrange all machines, computers, printers and furniture for the Photocopy and Printing services by their own.
7. The Institute reserves the right to accept or reject the EoI (Expression of Interest) without assigning any reason whatsoever.
8. The service provider is required to submit sealed envelope of duly filled in documents for Technical


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Evaluation (given as Annexure-1)

9. All EoI (Expression of Interest) shall be evaluated by the evaluation committee of the Institute.
10. The Financial rates shall be evaluated on the basis of BOQ for the services, the lowest quoted will be awarded.
11. Only those Financial rates shall be considered and opened for evaluation, whose EoI are found eligible by the technical evaluation committee.
12. The KSSSCI reserves the right NOT to award the contract to the service provider without assigning any reason.
13. The service provider shall execute an agreement as per the draft of the Institute within seven days of the receipt of the 'Letter of Award' of the Contract.
14. While quoting the rate, the service provider is advised to consider all applicable taxes such as GST and duties on purchases and any other applicable taxes and duties levied by the State and Central Government or local authority.
15. The Institute reserves the right to amend the EoI (Expression of Interest) in full or any part thereof. Corrigendum to the EoI (Expression of Interest) if any, shall be uploaded on the website of the Institute and it shall be the sole responsibility of the service provider to verify the amendments carried on, if any, and submit the amended documents on or before the submission date.
16. The service provider seeking any clarification on the EoI (Expression of Interest) may reach out to the Office of the Kalyan Singh Super Specialty Cancer Institute or Email: procurementservices.ksssci@gmail.com

Note: Technical Specification and Financial quotation should be submitted in separate sealed envelope to be submitted together.

• **Prominent Terms and Conditions**

17. Initially the contract shall be awarded for a period of One (01) year from the date of signing the agreement and extendable up to three (03) years, based on the quality of the services.
18. Subject to other conditions of the contract, the minimum period for the running of the contract is 1 (one) year, during which the successful service provider cannot withdraw from its obligations under the contract.
19. The contract may be terminated by the Institute after giving one month's notice to the Service Provider. If desired, the Service Provider may terminate the contract by giving a minimum of three months' prior notice to the Institute only after 01 year of service.
20. If at any stage, the involvement of the Service Provider or his employee is found in violation of any provision of code of conduct or regulations of the Institute, inside or outside the premises of the Institute, which may adversely affect the interest of the patients and staff or Institute, the contract is liable to be terminated by the Competent Authority by giving one (1) month's prior notice.
21. The agreement is prepared in two copies and both copies shall be duly signed by both the parties, and each party shall retain one original copy of the agreement. The cost of the registration of the agreement and other incidental expenses shall be fully borne by the Service Provider.
22. The premises and precincts for operating Photocopy and Printing Services shall be used only for the purpose, for which the allotment would be made and not for any other purpose.
23. No person shall be employed or hired by the Service Provider in the Photocopy services at the Institute, who has any criminal antecedents.
24. The Service Provider shall be solely responsible for any failure to fulfil any statutory obligation(s) and shall indemnify the Institute against all such liability, which is likely to arise out of the Service Provider's failure to fulfil such statutory obligation(s)


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25. The workers employed/engaged/hired by the Service Provider shall not have any claims whatsoever against the Institute.
26. The workers employed/engaged/hired by the Service Provider shall not act against the interest of the Institute
27. No Sub-contract shall be allowed for the services rendered by the Service Provider under the said Contract.
28. The service provider shall be solely responsible for any injury, damage, or accident to any staff employed by him, or for any loss or damage to the equipment or property belonging to the Institute.
29. The Service Provider shall make his own arrangement and transportation of the workers deployed by him for the services.
30. The Service Provider shall vacate the premises immediately after the termination of the contract.
31. The Service provider shall operate the Photocopy and Printing services with terms and conditions of the EoI Document. The Competent Authority has right to see the quality.
32. In case the Service provider is found charging more than the approved rates, the Institute shall be empowered to terminate the contract with immediate effect.
33. The Officers of the Institute shall have the right to visit periodically, or have surprise visits to check. If required feedback from the users can be obtained anytime.
34. Any addition to the scope of work shall be included only with the prior approval of the Competent Authority of the Institute.
35. The Service provider shall ensure to install all-in-One Photocopy Machine, lamination, digital photo machine & Spiral Binding Machine, One Computer for the above-mentioned services.
36. Timings for operating the services subject to approval by the Competent Authority of the Institute 8 AM to 6 PM (Excluding Sunday and Gazetted Holiday).
37. For any matter relating to direction(s), issue(s) and arrangement(s) relating to services, the Service provider shall coordinate and CMS/MS of the Institute.
38. Store, supply, sale and consumption of drugs, alcoholic drinks, tobacco and cigarettes or any other items of intoxication are strictly prohibited on the Institute campus
39. The Institute provides around total 110 sq. ft. area for Photocopy and printing services.
40. The Institute will not provide any equipment. The Service provider has to arrange all the necessary equipment on his own for the smooth operation.
41. The Service provider shall manage and control the stocks and inventories according to the requirements.
42. The Service provider or his representative must remain present/ attend the meetings called by Institute authorities/ respective committees to decide the matters relating to the services.
43. The Institute reserves the right to increase or decrease the scope of work
44. The Service provider shall arrange to obtain security passes from the Security Section of Institute for all their employees and issue the same to them.
45. No employee shall stay in the premises of the Institute after working hours. The Service provider must obtain the necessary written permission from the competent authority to enable overnight stay of their employees in the campus at times of exigencies.
46. Non-adherence to the competent authority's instructions in the above clauses shall be considered a violation of the terms and conditions of the contract and shall invite penalty for the same in the form of imposition of a fine and even termination of the contract unilaterally.

Terms and conditions

1. The L1 quotation of service provider with lowest rate as per financial quotation will be qualified.
2. The rate should be quoted for as per the performa in the financial quotation sealed Annexure.
3. The printers should be new ones and branded /toners should be original and branded one.


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4. Rate quotes is inclusive of maintenance of machine and replacement of Toner, Spares and Drum
5. The quote should be made in terms of rupees and paisa in words.
6. The quote should be in absolute terms without any alteration/overwriting and should be specific for each item.
7. Quote should be submitted in a sealed envelope in the stipulated times and place as mentioned on Page No.....
8. Breakdown calls should be rectified within 24 hours from the time of intimation and standby/replacement to be arranged in 24 hours of failure.
9. Maintenance and uptime of photocopier machines is the sole responsibility of the services provider.
10. The scheduled properties shall remain in absolute possession of KSSSCI and the present agreement only allows the services provider to use the premises for agreed purposes and for the period of contract.
11. The services provider shall start operating the work/ services within 06 working days from the date of contract and shall not carry its business in any other part of the premises.
12. If the service provider does not vacate the allotted space / building after the expiry of the contract period or after one month of notice period of termination of agreement, the agency is liable to pay a daily penal rent of Rs. 1000/- in addition to the other charges as applicable.
13. The service provider shall hand over the allotted space / buildings back along with infrastructure in original condition to KSSSCI.
14. The service provider shall maintain and develop the allotted space without causing any damages to its surroundings and the environment during the period of contract.
15. Acceptance of application / Expression of Interest will be intimated to the successful service provider through a letter of intent (LOI) duly signed by the authorized signatory of the KSSSCI.
16. KSSSCI does not give any guarantee of work or quantity of work in this regard.

13. Penalty Clause:

1. Failure to provide service may attract penalty amounting to termination.
2. In case of breach of any of the condition of the contract, the Institute shall have the right to repudiate the contract unilaterally or impose appropriate penalty.
3. In case, the repeated instances of default are reported, and even after written warning and imposing penalty or non-payment of amount as per the above-mentioned clause, the Institute Administration may cancel the contract unilaterally without notice.


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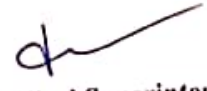

Finance Officer


Chairperson


Checklist for Technical Evaluation


Sr. No.	Particulars	Details	Page no.
1.	Name of Company		
2.	Self-Attested Copy of PAN		
3.	Address of Proprietor		
4.	Telephone No. / Mobile Nos.		
5.	Email		
6.	Name of Proprietor Telephone No..... Email.....		
7.	Name of Contact Person Telephone No..... Email.....		
8.	Affidavit of Acceptance Certificate		
9.	Affidavit of Non-Legal proceeding		


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Financial Details (BOQ)

Format for submission of Quotation

Sr. No.	Name of Services Photocopy Shop with following services		Rate (Per page/ unit)
1.	B/W Photo Copy (A4 Size) (75 GSM)	Single side	
		Double side	
2.	B/W Photo Copy (A3 Size) (75 GSM)	Single side	
		Double side	
3.	Colour Photo Copy (A4 Size)	Single side	
		Double side	
4.	Colour Photo Copy (A3 Size)	Single side	
		Double side	
5.	Scanning		
6.	Spiral Binding (A4 Size)		
7.	Lamination (ID Card Size, (A4 Size)		
8.	Passport Size Photo (Size- 35x45 mm)		

Basis on L1

Black & White (A4 Size)



Colour (A4 Size)



Spiral Binding



Lamination



**Passport Size Photo
(Size- 35x45 mm)**



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(Affidavit Section)

Affidavit –I

Acceptance Certificate

(Notarized on Rs. 100.00 non-judicial stamp paper)

I -----resident of----- who is
Owner/Proprietor/Authorized Signatory/Director of M/s ----- have read
and understood the contents of the foregoing sections with sound mind and without any pressure from any
quarter. I/We accept all terms and conditions of this document. If any document or information furnished
with this document found forged or fabricated at any time, the Institute has full right to cancel the agreement.

I am putting my signature and seal of the organization, as a token of acceptance to the above.

Signature.....


Name.....

Designation.....

Seal.....

Date.....

Place.....


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Affidavit-II

For legal proceeding

(Notarized on Rs. 100.00 Non-judicial stamp paper)

I----- resident of----- who is
Owner/Proprietor/Authorized Signatory/Director of M/s -----
----- having its registered office at-----do
hereby solemnly affirm and declare that neither Owner/ proprietor has never been convicted or
punished by any Hon'ble Court of Law nor any criminal prosecution, involving moral turpitude, in
which a charge sheet is issued, is pending against any of them.


Deponent

Verification:

Verified that the contents of the above affidavit of mine are true and correct to the best of my knowledge
and no part of it is false and nothing has been concealed therein.

Verified at (Place), on this (Date) day of (Month) 2025.

Deponent


FIC (P) Services
Deputy Medical Superintendent
Medical Superintendent
Chief Medical Superintendent
Finance Officer
Chairperson