

DESHBANDHU COLLEGE
(University of Delhi)
Kalkaji, New Delhi – 110019

July 4, 2023

Sealed tenders in two bid system i.e. TECHNICAL BID & FINANCIAL BID are invited to run Photocopy Centre in Deshbandhu College, University of Delhi, Kalkaji, New Delhi – 110019.

Kindly send the Demand Draft of Rs. 500/- (Tender cost) along with Technical Bid & Security deposit of Rs. 5000/- (Earnest Money) in favour of PRINCIPAL, DESHBANDHU COLLEGE. The offers submitted in two sealed envelopes one super-scribed with "TECHNICAL BID" and other with "FINANCIAL BID". Both the envelopes shall be put in another sealed envelope super-scribing the envelope with "TENDER FOR PHOTOCOPY CENTRE" on or before 18/07/2023. The Bids shall be evaluated on two stage evaluation process. The Bidder who successfully completes the requirements will be eligible for opening of the Financial Bid.

TECHNICAL BID

1. VAT/SALES TAX/GST Registration Number
2. Copy of Last Three Years ITR
3. An Agency/ Firm having an experience of at least 2 year of running Photocopying & Students Facility Centre is eligible to apply. The firm shall have requisite registration certificate for dealing in stationery items.

FINANCIAL BID

S.NO.	DESCRIPTION	RATES (in INR)	
		Single Side	Double Side
1.	A4 Size, 70 gsm paper of any brand for mono/color (print copy)		
2.	A3 size, 70 gsm paper of any brand for mono/colour (print/copy)		
3.	A4 size, Executive Bond paper of any brand for mono/colour (print/copy)		
4.	A4 size, 100 gsm colour paper (print/copy)		
5.	A4 size, 100 gsm mono colour paper (print/copy)		
6.	A3 size. 100 gsm colour paper (print/copy)		
7.	A3 size, 100 gsm mono colour paper (print/copy)		
8.	A4 size, 75 gsm colour print (super quality/brand)		
9.	A4 size, 75 gsm white paper (super quality/brand)		
10.	Transparency (Colour Print)		
11.	Transparency (Black Print)		
12.	Spiral Binding		
13.	Lamination A4		
14.	Lamination ID Card		
15.	Lamination A3/Certificate		
16.	Maintenance Charges		
17.	No. of complimentary photocopies to office/teachers staff		

Kamran
04/07/2023
ACTING PRINCIPAL

Tender Document to Run Photocopy Centre at Deshbandhu College Campus

TERMS AND CONDITIONS

1. The contract will be awarded on the basis of highest maintenance charges [L-1 MINIMUM RATES IN MAX POINTS IN FINANCIAL BID (1-15)]. However, the minimum maintenance charges should not be less than Rs. 5,000/- per month, and will have to give 3000 photocopy free of cost to office/teachers staff in addition to the payment of electricity charges as per actual electricity consumption.
2. College/Committee can bargain for the quoted rates.
3. Principal, Deshbandhu College reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.
4. EMD of tendering parties, whose tenders are not accepted shall be refunded (without interest) within 30 days of opening of tenders.
5. Tenders received without prescribed Earnest Money Deposit (EMD) shall not be considered.
6. The employees of the Contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should preferably wear uniform while on duty.
7. The contractor will, prior to the commencement of the operation of contract, make available to Deshbandhu College to the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth, permanent address and the police verification report for the employees, should be enclosed.
8. The Contractor shall be further responsible for proper discipline for the employees engaged by him and their work besides observing other obligations. No child laborers shall be permitted by the College under this contract. Further the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligations regarding the personnel / labor, the contractor shall be responsible and liable for the same. Further, in the event any claim, action or suit is imposed against Daulat Ram College, the contractor shall be required to reimburse to Deshbandhu College any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. The College shall also have the right to deduct these amounts from the payment due to the contractor while settling the payments.
9. The contract shall remain valid up to one year from the date of contract and it may be renewed on mutually acceptable terms and conditions. The contract once awarded can be terminated by either party, after giving one month notice to the other party. Nevertheless, the College may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. College's decision that a breach has occurred will be final and shall be accepted without demur by the contractor.
10. The contractor shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labor laws or any other laws both Central & State in force. An attested copy of all such statutory registrations shall be enclosed to the tender. The contractor shall comply with all the statutory regulations on control and regulation of piracy issues as revised from time to time.
11. College shall in no way be responsible for any default with regard to statutory obligation and the contractor will indemnify Deshbandhu College in case of any damage, which may arise on account of action of contractor.
12. Tender shall be accompanied by the relevant documents including the following :-
 - (i) Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing / has provided Students Facility items.
 - (ii) Deployment pattern of staff proposed and other details for the efficient satisfactory performance of the contract.
 - (iii) Certificates in support of all statutory registrations.
13. The contractor has to deploy adequate number of staff who has to work during holidays, late hours and Sundays as well according to the requirement and convenience of the College and the occupants, while ensuring weekly offs of his / her employees as per statutory requirements.
14. The contractor shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the students, residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the person concerned and engage a new one within (48) hours of intimation. The division of the Designated Officer in this regards shall be final and binding on the contractor.
15. The contractor shall deposit **Rs.25,000/- (Rupees twenty five thousand Only)** as **Security Deposit** with Deshbandhu College. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the contractor to the College.

UNDERTAKING BY THE TENDERER

I/We have carefully gone through all above various terms and conditions for provision of photocopying & students facility centre at Deshbandhu College. I/We agree to all these conditions and offer to provide Services at Deshbandhu College. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the Institute premises, and have acquainted ourselves with the tasks for providing of photocopying & stationery, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.