



INDRAPRASTHA COLLEGE FOR WOMEN
University of Delhi
31, Sham Nath Marg, Delhi – 110054
Website: www.ipcollege.ac.in
Email: ipc1924@gmail.com
Tel. :23954085, 23962009 FAX : 2397639

No. IPC/2017/75/07

Date: 15th July 2017

TENDER NOTICE FOR PHOTOCOPYING SHOP

Sealed tenders are invited to run Photocopying Shop in Indraprastha College for Women for the students and the staff. The period of proposed contract will be one year.

Eligibility:

An Agency/ Firm having an experience of atleast 5 years of running Photocopying Shop is eligible to apply.

The Tender Document can be viewed and downloaded from our website www.ipcollege.ac.in. The bids shall have to be submitted duly filled and signed at Indraprastha College for Women. All the bidders should also enclose a demand draft of Rs. 5000/- (Rupees five Thousand Only) drawn in favour of "Principal, Indraprastha College for Women" payable at Delhi, as the Earnest Money Deposit (EMD) along with Bid. EMD of tendering parties, whose tenders are not accepted shall be refunded (without interest) within 30 days of opening of tenders.

The last date of submission of bid is 31.07.2016 on or before 05.00 pm.

(Principal)
Indraprastha College for Women

TECHNICAL BID

1. Name & Address of Tenderer and Agency.
.....

2. Details E.M.D. (Rs.5,000/-) :Draft No. :.....Date.....

Issuing Bank :.....

3. Details of Experience in the similar Field (attach copies from the Agency)

S. No.	Period		Organization
	From	To	

4. Infrastructure available with the Agency:

i) Photocopy Machine (B/W & Colour):

ii) Binding Machine (with all Binding Materials):

iii) Others:

5. Registration No.:

6. PAN Card No. of Tenderer:

7. Contact No.:

*I accept the above conditions
(Seal and Signature of Contractor)*

Terms and Conditions For the award of 'Photocopying & Stationery Shop Contract' for Indraprastha College for Women.

1. The contract will be awarded on the **basis of highest maintenance charges (H-1)**. However, the minimum maintenance charges should not be less than Rs. 5,000/- per month, in addition to the payment of electricity charges as per actual electricity consumption.
2. The contractor should be ensured to install good quality Photocopier Machines, B/W and colour Printer and the rates will be charged as given below:

i)	Black & White Photocopy, A4 size paper	– Rs. 0.50
ii)	Black & White Photocopy, A3 size paper	– Rs. 1.00
iii)	Black & White printing, A4 size paper	– Rs. 2.00
iv)	Black & white printing, A3 size paper	- Rs. 4.00
v)	Colour Printing, A4 size paper	- Rs. 10.00
vi)	Colour Printing, A3 size paper	- Rs. 20.00
3. Tenders shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
4. Tenders received without prescribed Earnest Money Deposit (EMD) shall not be considered.
5. No paper shall be detached from the tender.
6. The name and address of the tenderer shall be clearly written in the space provided and no overwriting corrections, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instructions laid down herein otherwise the tender is liable to be ignored.
7. The tender is liable to be cancelled if complete information is not given there in or if the particulars and date (if any) asked for in the Schedule to the tender are not filled in.
8. The tender submitted in sealed envelopes mentioned "Tender For Indraprastha College for Women Photocopying Shop" addressed to the Principal, Indraprastha College for Women, 31, Sham Nath Marg, Delhi – 110054. The last of submission of tender is 31.07.2017 upto 5:00 pm.
9. A demand draft of Rs.5000/- (Rupees Five thousand only) is required to be deposited as a Earnest Money Deposit in favour of "Principal, Indraprastha College for Women " payable at Delhi.

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10. Corrections, if any, must be attested.
11. Late tenders will not be considered.
12. Principal, Indraprastha College for Women reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.
13. The contractors shall be responsible for engaging adequately trained manpower required for providing good services in the College and arrange payment to the staff engaged as per norms.
14. 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.
15. The contractor will, prior to the commencement of the operation of contract, make available to Indraprastha College for Women 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.
16. 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. The contractor shall comply with all the statutory regulations on control and regulation of piracy issues as revised from time to time.
17. The contractor shall be responsible to maintain the premises of the building, equipment and other articles supplied by the Indraprastha College for Women in good condition. In case of any damage, they shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Contractor himself. In case of theft or damage, contractor shall replace items lost, broken or damaged with items of the same quality at his own cost and expense.
18. Indraprastha College for Women shall in no way be responsible for any default with regard to statutory obligation and the contractor will indemnify Indraprastha College for Women in case of any damage, which may arise on account of action of contractor.
19. The contractor will follow the instructions of designated officers of Indraprastha College for Women and report to him every month to make checks on day to day activities of the services rendered. The contractor shall extend full co-operation to the designated officer from time to time.

I accept the above conditions

(Seal and Signature of Contractor)

20. On termination of the agreement, the contractor will hand over the building, all the equipments/ articles as supplied by the Indraprastha College for Women in good working condition back to Indraprastha College for Women.
21. Care must be taken to ensure while carrying out the work so that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the contractor, failing which the same will be got done at his risk and cost. The decision of the Designated Officer shall be final and binding on the contractor.
22. All work shall be carried out with due regard to the convenience of Indraprastha College for Women. The orders of the concerned authority shall be strictly observed.
23. The contractor will work in closed co-operation and co-ordination with other agencies working at site.
24. 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 Indraprastha College for Women and the occupants, while ensuring weekly offs of his / her employees as per statutory requirements.
25. The contractor shall be fully responsible about the conduct of his employees and shall ensure that their behaviour 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.
26. The contractor shall deposit **Rs.25,000/- (Rupees twenty five thousand Only)** as Security Deposit with Indraprastha College for Women. 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 Indraprastha College for Women. The EMD of successful tender will be converted as security deposit and the EMD of unsuccessful tenders will be refunded.
27. Subletting of contract shall not be permitted
28. Indraprastha College for Women will not be responsible to provide any residential accommodation to personnel deployed by the contractor.
29. In the event of any dispute, the legal matter shall be subjected to the jurisdiction of Delhi Court only.

I accept the above conditions

(Seal and Signature of Contractor)

FINANCIAL BID

1. Name & Address of Tenderer and Agency.
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2. Maintenance Charges for use of Indraprastha College for Women Premises

Rs. (Rupess (in words
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Note: Minimum Maintenance Charges is Rs. 5000/- per month.

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UNDERTAKING BY THE TENDERER

I/We have carefully gone through all above various terms and conditions for provision of Photocopying Shop at Indraprastha College for Women, 31, Sham Nath Marg, Delhi-110054. I/We agree to all these conditions and offer to provide Services at Indraprastha College for Women. I/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 College premises, and have acquainted ourselves with the tasks for providing of photocopying, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

*I accept the above conditions
(Seal and Signature of Contractor)*