



# DR. BHIM RAO AMBEDKAR COLLEGE

(University of Delhi)

Main Wazirabad Road, Yamuna Vihar, Delhi-110094, Phones: 22814126, Telefax: 22814747

Email: [info@drbrambedkarcollege.ac.in](mailto:info@drbrambedkarcollege.ac.in), [brambedkarcollege.du@gmail.com](mailto:brambedkarcollege.du@gmail.com)

[principal@drbrambedkarcollege.ac.in](mailto:principal@drbrambedkarcollege.ac.in); [www.drbrambedkarcollege.ac.in](http://www.drbrambedkarcollege.ac.in)

drbrac

@bhim\_ambedkar

brambedkarcollege

DrBRAC DU

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Ref: BRAC/2025-26/ 136

Dated: 02.05.2025

05

## NOTICE

Subject:- For inviting fresh quotation for photocopier cum stationary shop of size 15' x 9' 4" in Dr. Bhim Rao Ambedkar College (University of Delhi), Yamuna Vihar, Delhi- 110094.

In continuation to earlier notice No. BRAC/2024-25/1321 dated 11.03.2025, the tender process could not extended due to some reason.

a fresh sealed tender are invited from reputed and experienced companies/firms to provide photocopier services in the college.

The sealed tender superscribed as tender for Photocopier cum stationary shop alongwith technical and financial bids envelops. (Both separately) must reach in the office of the Principal office, Dr. Bhim Rao Ambedkar College latest by 20.05.2025 upto 05:00 P.M.


The tender will be opened on 21.05.2025 at 11:00 A.M. Technical Bids) and 02:00 P.M. (financial Bids)

The college has the right to reject or accept the tender submitted.

  
PRINCIPAL, O.S.D.

SMA

1. Please upload on the College website.
2. Please send to the Director. office for uploading the memo on the website.
3. Display on the College notice board

  
1/05/2025



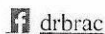
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## (University of Delhi)

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drbrac



@bhim\_ambedkar



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DrBRAC DU



DrBRAC DU



YEARS  
1922-2022

Ref: BRAC/2025-26/

Dated: 05.05.2025

College Website

Pub. Notice Board

Delhi University Website

Subject: - A fresh Quotation to run Photocopier Cum Stationary Shop of size 15<sup>1</sup> × 9 in the College.

Sir/Madam,

1. Sealed quotations (Technical & Financial to be put in 2 sealed envelopes separately) addressed to the Principal as applicable are invited from experienced and established agencies/service providers empanelled with appropriate agencies to run Photocopier Cum Stationary Shop at size 15<sup>1</sup> × 9 in the College.

2. Agency should not have been blacklisted by any etc. Its rates/prices should be valid for at least two year after the date of awarding the tender. Service Tax/VAT/GST etc. as applicable should be mentioned separately. Any effort by the bidder to influence the college in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of correct may result in rejection of the bidder's bid.

3. Please ensure \*(A) quotations (B) Demand Draft (C) Firm/Proprietors profile are also enclosed. Any prospective bidder requiring any clarification on the bid should notify through e-mail at the mailing address at [info@drbrambedkarcollege.ac.in](mailto:info@drbrambedkarcollege.ac.in) . However, the quotations which are not complete in all respects shall be ignore and no correspondence or inquiry will be entertained.

your quotations must enclose: (1) Supporting documents as required in Annexure-I (2) list of clients for work done during the last 03 years, (3) Demand Draft for the earnest money deposit (EMD) of Rs.5200/- should be drawn in favour of Principal, Dr. Bhim Rao Ambedkar College, payable at New Delhi. A bid received without bid security (EMD) will be rejected. The same will be kept as performance security of the successful bidder and the demand draft of the unsuccessful bidders will be returned.

5. Both the Technical (Annexure-I) and the Financial (Annexure-II) bids are to be separately sealed and put in a duly sealed bigger envelop with a mark "quotation for Photocopier Cum Stationary Shop in the College" and should reach the college by 20.05.2025 upto 05:00 P.M. Bids received after the specify date and time shall not be consider. Technical bids will be opened on 21.05.2025 at 11:00 A.M in the presence of the bidders or their representatives, who may wish to be present. The financial bids will be opened on 21.05.2025 at 02:00 P.M. only those bidders, who are qualified in technical bid.

To run Photocopier Cum Stationary Shop of Size 15'  $\times$  9' 4 in Dr. Bhim Rao Ambedkar College (University of Delhi), Yamuna Vihar, Delhi- 110094.

1. Name of tendering Company/Firm/Agency along with complete address & Tel.No  
 .....  
 .....

S.No	Item of Work	Rates Fixed by the College	Rates quoted by the Contractor
1.	Photocopy (One Side) on A4 size 75 gsm J.K Cpier/Modi Xerox/other branded photocopier paper.	Rs.0.50	
2.	Photocopy (back to back) on A4 size 75 gsm J.K Cpier/Modi Xerox/other branded photocopier paper.	Rs.0.60	
3.	Photocopy (One Side) on full scape/Legal size 75 gsm J.K Cpier/Modi Xerox/other branded photocopier paper.	Rs.0.75	
4.	Photocopy (back to back) on full scape/Legal size 75 gsm J.K Cpier/Modi Xerox/other branded photocopier paper.	Rs.1.00	
5.	Photocopy (One Side) on A3 size 75 gsm J.K Cpier/Modi Xerox/other branded photocopier paper.	Rs.1.50	
6.	Photocopy (back to back) on A3 size 75 gsm J.K Cpier/Modi Xerox/other branded photocopier paper.	Rs.2.00	
7.	Laminations (i) I. Card Size (ii) A4 Size	Rs.7.00 Rs.15.00	
8.	Spiral Binding upto 100 pg.	Rs.15.00	

Tax	Rate in %
GST	
SGST	

(Signature)..... Full Name..... Full Name of Firm .....

Firm's Address ..... Organization's & Stamp .....

**DR. BHIM RAO AMBEDKAR COLLEGE**  
**(UNIVERSITY OF DELHI)**  
**DELHI- 110094**

**Name of the work: To run Dr. BHIM RAO AMBEDKAR COLLEGE  
Photocopying & Students Facility Centre.**

**TECHNICAL BID**

**(Keep this technical bid in separate sealed envelope and super scribing "Technical Bid" on it)**

- 1. Name of Tendered and Agency. :** .....
- 2. Details E.M.D (Rs.5200/-) ..... Draft No. ....**  
**Date ..... Issuing Bank .....**
- 3. Details of Experience in the similar field (attach copies from the Agency)**  
.....  
.....  
.....
- 4. Infrastructure available with the Agency (Yes/No)**
  - 1. Photocopy Machine (B/W & Colour) :** .....
  - 2. Computer (with latest Hardware & Software) :** .....
  - 3. Laser Print (B/W & Colour) :** .....
  - 4. All Academic and students facility items :** .....
  - 5. Binding Machine (with all Binding Materials) :** .....
  - 6. Any other Information :** .....
- 5. PAN/GST No. of Tenderer :** .....
- 6. Registration No. :** .....

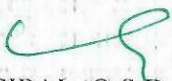


Agreement Performa

(on Rs. 100/- Non-judicial stamp paper)

1. The photocopy –cum-stationary shop will be located in the College only to facilitate services to the students, employees and offices of this College. The period of contract shall be for two years from the date of commencement of the contract/signing of agreement; which may be extended for further period on the discretion of the Principal. The contract can also be terminated at any time during the period of contract after giving notice of one month without assigning any reason. The rate quoted will remain in force for the full period of the contract. No demand to increase approved rates on any account shall be entertained during the contract period.
2. Minimum License Fee will be Rs. 8700/- Rupees Eight thousand and seven hundred only) per month in advance by 7<sup>th</sup> of each month. In addition, the contractor will provide 3000 (three thousand) no's of copies free of cost per month against the requisition.
3. The cost of equipment as well as the maintenance on ancillaries and furniture etc. and all other operational expenses will be borne by the Contractor.
4. The College will not bear any responsibility for any loss or damage to the machine of the Contractor.
5. The tenderer shall enter into a contract to be executed on a non-judicial stamp paper of Rs.100/- The contract shall be for a period of two and further renewable subject to mutually agreed terms and conditions.
6. The successful bidder shall furnish a Security Deposit equivalent to Rs. 5200/- ( Rupees Five thousand and two hundred only) in the form of an account payee Demand Draft drawn in favour of the "The Principal , Dr. Bhim Rao Ambedkar College payable at New Delhi .
7. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative/organisational matters as all these matters are of confidential/secret nature. If found guilty the Tender shall be cancelled.
8. The tenderers personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill and enhance the image of this College. The tenderer shall be responsible for any act of indiscipline on the part persons deployed by the Agency.  
9 That the contractor will provide the services only to bonafied students, teachers, and other staff of the College and will not undertake any outside job.
9. The Photocopy machine must be latest technology available in the market and in good running condition. This includes superior quality of paper not less than 75 GSM of reputed brand.
10. Photocopy Machine, related consumables, arrangement of operators to operate the machines, on all working days/and on Holidays (whenever required) will be the responsibility of the Contractor. The operator should report for the job from 9.00 a.m. to 5.30 p.m.
11. The College reserves its right to carry out a technical inspection and performance evaluation at any time during the contract. In case of any deficiency, the contract may be immediately terminated without any notice along with forfeiture of security money.
12. It shall be the onus of the contractor to ensure that he should have equipped with mobile phone so as to enable this office to contact him immediately.
13. The contractors will use the print material/paper/ink/cartridge of acceptable standard and quality.
14. The contractor or his employees will not reside in the campus after the stipulated working hours.

6. The other terms & conditions of the tender is as per (Annexure III)
7. Please Note: the college reserves the rights (1) to shortlist parties after examining the product for their technical specification/product supplies feedback/standardization etc. (2) to select more than one firm for the purpose. (3) To accept or reject a particular tender and is not bound to accept the lowest bidders. The college will not be responsible in any manner for the delayed delivery of deposits of EMD's & bids. (4) to exclude the party no consideration if the documents/information is not provided as required or incomplete or hypothetical or lacking in any form or the college had come to know that such a vendors proprietor person is canvassing in any manner or can go against the college interest at any stage. (5) to take the appropriate action as warranted from time to time if not satisfied with the work and delivery of services and penalty per day averaged amount of total consideration will be imposed if service/ supply is time barred and /or not upto the mark. (6) to amend/modifications/discontinue/terminate the current process at any stage without being liable to anyone and assigning any reason (7) change the quantity/No. of items depending upon the situation if circumstances so warrant any reason/ amend /withdrawn/relax/modify any of the terms & conditions contained in the tender documents or reject and or all bids without giving any notice or assigning any reason thereof. You are advised to see the college/University of Delhi website for all such matters/changes in terms & Conditions.
8. The decision of the Competent Authority will be final and binding and shall be put up on the college website and the public notice board accordingly.



PRINCIPAL, O.S.D.  
Dr. Bhim Rao Ambedkar College  
(University of Delhi)

15. The Contractor will have to display the rates/charges of all services in the different locations of College premises as well as on the photocopier counter.
16. lay the rates/charges of all services in the different locations of College premises as well as on the photocopier counter.
17. The contractor shall have no right to sub-let, assign or authorise any other person to run the photocopy services on his behalf. The Contractor shall not be allowed for any other activity other than photocopy and other related work in the allotted premises.
18. The security Money deposited by the contractor shall be refundable without interest on satisfactory completion/termination of the agreement. The security money will be forfeited, if the contract is terminated/cancelled due to irregularities like quality, service, behaviour, not adhering the specified timing for operating the machine, not giving preference to office work etc.
19. The contractor will engage decent and honest staff under this contract and shall be solely responsible for their conduct and character. The persons deployed by the contractor should be medically fit.
20. The contractor will charge the same rates from the students as well as college staff for all services
21. All day today minor repairs such as leakage, fuses of electricity and water etc. has to be done by the contractor at his cost and expenses.
22. Premise shall not be used directly or indirectly by the contractor for any purpose of money advances, seeking loan, credit card, pledging, borrowing etc. to any individual, bank financial institution, company whatsoever. .
23. The contractor will not erect/make any permanent structure, addition or alteration without the prior written consent of the college.
24. The contractor shall not sale any Tobacco, Drugs, Alcohol or intoxicants at any point of time. If he is found /caught for selling such materials, a heavy penalty shall be levied.
25. The agreement will automatically stand terminated simultaneously in the event of death of the Contractor.
26. On expiration of the contract period or earlier termination thereof, the contractor shall peacefully vacate and handover the possession within a week time to the college.
27. All disputes shall be subject to the jurisdiction of Courts of Delhi only.

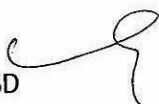
The above terms and conditions are acceptable to me

Signature

Full Name

Full name of the Firm with address

Principal OSD



Dr. Bhim Rao Amebedkar College.