



**DR. BHIM RAO AMBEDKAR COLLEGE**

(University of Delhi)

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Ref. No.: BRAC/Photocopy/2016-17/ 1658

Date: 20.03.2017

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------(College Website)-----  
------(Pub. Notice Board)-----  
------(D.U. Website)-----

**Sub: - Quotation to run P.C.O.-Cum Photocopier Cum Stationary shop of size 15'x9 ¼' in the College.**

Sir/Madam,


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 empaneled with appropriate agencies to run P.C.O.-Cum Photocopier Cum Stationary shop of size 15'x9 ¼' in the College.

2. Agency should not have been blacklisted by any agency etc. Its Rates/Prices should be valid for at least one year after the date of awarding the tender. Service Tax/VAT 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 contract may result in rejection of the bidder's bid.
3. Please ensure (A) Quotations; (B) Demand Draft; (C) Firm/ Proprietor's Profile are also enclosed. Any Prospective bidder requiring any clarification on the bid should notify through e-mail at the mailing address [info@drbramedkarcollege.ac.in](mailto:info@drbramedkarcollege.ac.in). However, the quotations which are not complete in all respects shall be ignored and no correspondence or enquiry will be entertained.
4. Your quotations must enclose: (i) supporting documents as required in Annexure I (ii) list of clients for work done during the last three years (iii) demand draft for the earnest money deposit ( EMD) of Rs. 5,000/- should be drawn in favour of Principal, Dr. Bhim Rao Ambedkar College, payable at New Delhi. A bid received without Bid Security (EMD) shall be rejected. The same will be kept as performance security of the successful bidder and the draft of the unsuccessful bidders will be returned.
5. Both the Technical (Annexure I) and Financial (Annexure II) bids are to be separately sealed and put in a duly sealed bigger envelope with a mark "Quotation for P.C.O.-Cum Photocopier Cum Stationary shop in the College" and should reach the college by 11.04.2017 upto 1:00 p.m. Bids received after the specified date and time shall not be considered. Technical Bids will be opened on 11.04.2017 at 4:00 p.m. in the presence of the bidders or their representatives, who may wish to be present. The financial bid will be opened only of those bidders, who are qualified in Technical Bid and the date will be notified on the college website.
6. The other terms and conditions of the tender is as per Annexure III
7. Please note: The College reserves the right (i) to shortlist parties after examining the product for their technical specifications/ product supplies feedback/ standardization etc. (ii) to select more than one firm for the purpose (iii) to accept or reject a particular tender and is not bound to accept the highest bidder. The College will not be responsible in any manner for the delayed delivery of deposits of EMDs. (iv) to exclude the party not 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 vendor/ proprietor/ person is canvassing in any manner or can go against the college interests at any stage; (v) 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 up to the mark; (vi) to amend/modify discontinue/terminate the current process at any stage without being liable to any one and assigning any reason; (vii) Change the quantity/ number of items depending upon the situation if circumstances so warrant and; (viii) to amend/ withdraw/relax/modify any of the terms and conditions contained in the Tender Documents or reject any or all bids without giving any notice or assigning any reason thereof. You are advised to see the College website for all such matters/changes in Terms and Conditions.
8. The decision of the Competent Authority will be final and binding and shall be put up on the college website and public notice board accordingly.

  
Principal  
Conyenor  
PCO-Sum-Photocopier Comm.  
22/3/17

  
A.O.  
20/3/17

  
Consultant  
20/3/17

  
S.O.(A/cs) So (A/c)

## Technical Bid

**Please Note:** Organization has to Furnish Information/Attach all self-attested documents (with in complete information and documents, Tender will be rejected)/Clarification, may be sought through Email: [info@drbramedkarcollege.ac.in](mailto:info@drbramedkarcollege.ac.in)

1.	(1) Name of the Proprietor:..... (2) Mobile No. (i) .....; (ii).....; Email..... (3) Address.....
2.	Name of the responsible Person/Manager of the office:..... Telephone No.: (Office).....; (Residential):.....
3.	Office Address of the Firm:..... Telephone No:.....; Email:..... Empanelment with GNCTD No:..... Empanelment with Central Govt. No:.....
4.	Number of Clients served during the last 2 years:..... Telephone No of Clients 1:.....; Client 2.....; Client 3..... Client Address for which presently working:.....
5.	PAN No..... Registration Certificate:..... (Attach all copies)
6.	CST/VAT/ Excise Duty/TIN/Sales Tax/ Service Tax Registration No:..... (Attach a copy)
7.	Audited accounts statements for last three years are attached: Yes.....; No.....
8.	Details of Demand Draft (EMD) Please enclose DD:- D.D. No.:.....; Date:.....; Amount:..... Name of the Bank:.....; Branch:.....
9.	Details of the bankers: Name of the A/c Holder:.....; Bank Name:.....; Account No..... IFSC Code:.....; MICR No.....; Branch Name..... Address..... Attach a copy of cancelled cheque
10.	Copies of last three IT returns:.....
11.	No. of days to be taken in completing work:.....
12.	We have examined Terms and Conditions of Tender and have understood the contents. We accept all terms and further undertake to abide by those. I/We further promise to provide services as required and will supply items as per the samples examined (in terms of quality, colour, shade, size,/dimension and weight etc. by us. Our firm is not blacklisted/ banned /suspended from business for dealing with any institution/agency. The information provided above is true authentic, correct and is self-attested and further confirm it.

(Signature)..... Full Name ..... Full Name of the firm .....

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

*[Handwritten Signature]*  
20/5/17

**Financial Bid**

**For run P.C.O.-Cum Photocopier Cum Stationary shop of size 15'x9 1/4' in Dr. Bhim Rao Ambedkar College (University of Delhi), Yamuna Vihar Delhi-94**

1) Name of tendering Company/Firm/Agency \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) Details of Earnest Money Deposit (EMD):                      Rs. 5000/-  
   DD/PO No. & Date.....  
   .....  
   Name of the Bank & Branch.....  
   .....

Sr. No.	Description	Rs. ( per month)
1.	License Fee (per month) Electrical charges will be extra. A copy of paid bill will be submitted to the College every month.	

(Signature)..... Full Name ..... Full Name of the firm .....

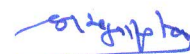
Firm's Address..... Organization's & Stamp.....

*Handwritten signature and date*

## Terms and Conditions

1. The size of P.C.O.-Cum Photocopier Cum Stationary shop Room is 15' × 9 ¼' (length × Width).
2. Minimum reserve rent will be Rs. 3000/- (Rs. three Thousands) per month. Bid less than this amount will not be considered.
3. The tender, whose offer is accepted, shall be granted a permission to have space for P.C.O.-Cum Photocopier Cum Stationary shop in the College only to facilitate services to the students, employees and offices of this College.
4. The contractor should ensure to install good quality photocopier Machines, B/W and colour Printer and the rates will be charged as given below or less. The tenderer has to agree the rates as follow:
 

i)	Black & White Photocopy, A4 size paper	-	Rs.0.50	each
ii)	Black & White Photocopy, A3 size paper	-	Rs.1.50	each
iii)	Black & White Photocopy, Legal size paper	-	Rs.0.60	each
iv)	Black and White Printing A-4 size paper	-	Rs.3.00	each
v)	Black and white Printing legal size paper	-	Rs.4.00	each
vi)	Colour Printing A-4 size paper	-	Rs.10.00	each
vii)	Colour Printing Legal size paper	-	Rs.12.00	each
5. The tenderer who is awarded the contract shall be required to:
  - i) Pay license fee as given by the bidder per month in the Financial Bid (Annexure II) in advance by 7<sup>th</sup> of each month. No portion of the license fee will be refunded.
  - ii) The successful bidder shall furnish a Security Deposit equivalent to Rs.25,000/- (Rupees Twenty five thousands only) in the form of an account payee demand draft drawn in favour of the "The Principal, BRAC payable at New Delhi/Fixed Deposit Receipt from a commercial bank/Bank Guarantee from a commercial bank, in an acceptable form, safeguarding the interest of the College in all respects. The security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited for non-compliance of the terms of agreement by the bidder.
  - iii) Pay Rs.50/- per month as water charges.
6. 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 one year and further renewable subject to mutually agreed terms.
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/organizational matters as all these matters are of confidential/secret nature.
8. The tenderer personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will 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. The tender has to provide Photo Identity Cards to the persons deployed by them through the College with prior consultation for carrying out the work. These cards are to be constantly displayed by their persons & their loss reported immediately.
10. The College will allow to run the P.C.O.-Cum Photocopier Cum Stationary shop only to that person in whose name contract is awarded and signed. However, the tender may employ the requisite persons in service, if required, but the contractor is bound to check his credentials with complete details, police verification, and will submit those details to the college in advance failing which college will disallow.
11. That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund Act, ESI Act, etc. and the College shall not incur any liability of the service provider for any expenditure whatsoever on the persons employed by the agency on account of any such statutory obligation.
12. The tenderer shall be liable to pay all the actual bills pertaining to electricity and water charges and other municipality and state taxes in respect of premises of P.C.O.-Cum Photocopier Cum Stationary shop.
13. The tenderer shall keep the premises neat & clean and shall be responsible for complying with the relevant acts and regulations in force in G.N.C.T. of Delhi.
14. The tenderer shall obtain the necessary license/permission for running the P.C.O.-Cum Photocopier Cum Stationary shop from civic authorities, if required.
15. The tender shall make own arrangement of furniture such as tables & chairs Photocopy machine, telephone etc. required for this purpose and shall be responsible for its maintenance loss, damage, theft, etc. occurring in that premises.

  
 20/6/17

16. The tenderer shall not be allowed to sub-let the premises to any other person and will also not be allowed to use the premises for any other purpose.
17. The tenderer, shall run the P.C.O.-Cum Photocopier Cum Stationary shop during vacations also.
18. The tenderer shall have Telephone connections in the name in whose favour the tender will be awarded. A copy of the application form will also be submitted to the College. Tenderer will make all payments of these telephone bills on monthly basis or as required. It will be his/her responsibility to make the payment of bills. Copy of the bill should be providing to the College before the expiry of the contract all payments should have been cleared and should submit a clearance slip from telephone department.
19. The contract shall be terminable on one month's notice on either side. The College shall have the right to revoke the contract without any notice on grounds of gross misconduct, negligence or breach of terms even if noticed in one case of contract. The terms are further subject to change at the discretion of the College.
20. The tenderer shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
21. The tender shall be accompanied with a draft of pay order of the value of Rs.5000/- in favour of the Principal, Dr. Bhim Rao Ambedkar College, as earnest money refundable after the decision of the award to all except to the one who is awarded this contract, in whose case it will be adjusted towards Security Deposit.
22. In the event, if any dispute arises touching any the clauses of the agreement, the matter will be referred to the Principal, Dr. BRAC whose decision shall be binding on both the parties.
23. The Agency shall be responsible for the faithful compliance of the terms and conditions of this agreement. Failure of it will attract forfeiture of the security deposit as well as the termination of their contract and getting the work done through some outside agency at their cost and risk, during the remaining period of contract.
24. All day to day minor repairs such as leakage, fuses of electricity and water etc. has to be done by the Tenderer at his Cost and expenses.
25. All major repairs such as structural repairs requiring changes related to the building, or any structural damage to the premises, shall be the responsibility of the College.
26. In case any dispute arises regarding the terms and conditions of this agreement and the College any loss from this transaction, the tenderer shall be liable and responsible to bear the cost, damage of suit to be filed by the College for the eviction of rented premises, and the cost of suit shall also be borne and paid by the tenderer to the College.
27. All the user charges including the electricity, maintenance, water and all other charges imposed by the authority from time to time as applicable including that of local authorities, shall be timely paid and borne by the tenderer in respect of the said property during the lease period, And the lessee shall handover in original all the paid bills/ receipts to the College and in case the lessee left any bill unpaid or pending, the College shall have right to deduct/recover the same form the security with the penal charges and additional penalty @18 per cent on the arrears so due.
28. Premise shall not be used directly or indirectly by the tenderer for any purpose of money advances, seeking loan, credit card, pledging, borrowing etc. to any individual, bank, financial institution, company whatsoever.
29. Tenderer shall abide by the laws and regulations of the Delhi Municipal Corporation/Land and Development office/DDA etc. as may be applicable to the said premises or that may be enforced respect of the said premises from time to time and to carry out and obey all lawful orders or directions issued by the aforesaid authorities or other local or government authorities from time to time.
30. Tenderer shall not create any kind of nuisance, disturbance in the premises as well as in the locality and always follows the rules and regulations of authorities as well as the locality.
31. Any charge, penalty, compounding fees etc., if any imposed in relation to non- compliance(s) on the part of the College before present tenancy of the Tenderer by any Central/State/Local statutes/Notification shall be solely borne by the College. During the period of tenancy, any of the above charges imposed in relation to the non-compliance on the part of Tenderer and any of his staff, shall be borne by the Tenderer or by his staff members during period of lease.
32. The Tenderer will not erect/make any permanent structure, addition or alteration without the prior written consent of the College.
33. The Tenderer shall keep the premises and the fittings and fixtures and furniture in good condition, with normal wear and tear exempted. The Tenderer shall not store any inflammable material in the premises and the College has the right to inspect the premise as deemed fit.
34. After the expiry of the lease period or on serving vacation notice verbal or written, the lessee failed to

*Handwritten signature and date:*  
20/8/17

College, the College shall have the right to withdrawal all facilities/amenities as given by the College to the lessee and recover all arrears due.

35. The College, at his sole discretion, on default of payment for monthly license fee may either accept the delayed payment with 18% interest or as deemed fit at its sole discretion or get the demised premise vacated.
36. In case the Tenderer does not vacate the said demise premises on the expiry of the lease or its earlier determination as per one month's notice by the College or nonpayment of license fee as above, the tenderer shall be liable to pay twice the license fee averaged @ each day for overstayed period/days pro-rata hereinafter reserved till the College is able to get the said demise premise vacated from the tenderer.
37. Tenderer shall not sale any Tabacco, Drugs, Alcohol or Intoxicants at any point of time. If he is found/caught for selling such materials, a fine upto Rs. 50,000/- (Rs. Fifty thousands) shall be imposed on him and the security deposit shall be forfeited as well as term of the lease shall be terminated by the College at its sole discretion without assigning any reason and without allowing him any time and the matter will be reported to police also.
38. The agreement will automatically stand terminated simultaneously in the event of death of the tenderer.
39. The Court at New Delhi shall have exclusive jurisdiction to entertain any dispute arising out of or in concern of this Tender.

The above terms and conditions are acceptable to me/us.

(Signature)..... Full Name ..... Full Name of the firm .....

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

*Signature*  
*20/8/17*