DESHABNDHU COLLEGE
KALKAJI, NEW DELHI -110019

F.10/DBC/OS/PHOTOCOPY/03

DATED : 09.05.2019

Sealed tenders in two bid system i.e. Technical Bid & Financial Bid are invited to run Photocopy Centre in Deshbandhu College, University of Delhi, Delhi-110007 for the students and staff. The period of proposed contract will be of one year.

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 are to be 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 20.05.2019. 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.
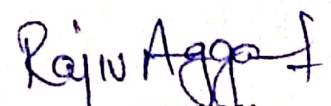
Technical Bid:

1. GST Registration Number
2. Copy of Last Three Years ITR
3. Working Experience at least 02 Organizations/Institutes for a minimum period of 01 year each.

Financial Bid:

S.No.	Description	Rates	
		Single Side	Double Side
1.	A4 size, 70 gsm paper of any brand for mono/colour		
2.	A3 size, 70 gsm, paper of any brand for mono-colour		
3.	A4 Executive Bond Paper for mono colour		
4.	A4 size, 100 gsm coloured paper		
5.	A4 size, 100 gsm mono colour		
6.	A3 size, 100 gsm coloured paper		
7.	A3 size, 100 gsm mono colour		
8.	A4, 75 gsm coloured print (super quality/brand)		
9.	A4, 75 gsm, white paper (super quality/brand)		
10.	Transparency (Colour Print)		
11.	Transparency (Black Print)		
12.	Spiral Binding		
13.	PVC Identity Card (ID) CR-80- Credit Card Size (8.6 CM X 5.4 CM) Thickness – 950 Microns		

Terms & Conditions :-

1. The Photocopy machine should be well maintained and either new or less than one year old.
2. The vendor should comply with the quality and specification as detailed above.
3. The College reserves the right to reject any quotation without assigning any reasons thereof.

Rajiv Aggarwal

PRINCIPAL