



दिल्ली कॉलेज ऑफ आर्ट्स एण्ड कॉमर्स Delhi College of Arts & Commerce

(दिल्ली विश्वविद्यालय)
(University of Delhi)

नेताजी नगर, नई दिल्ली-११००२३

Netaji Nagar, New Delhi-110 023

दूरभाष/ Tel.: 011-24109821, 26116333

फैक्स/ Fax: 011-26882923

ई-मेल/E-mail: principaldcac@gmail.com

URL : <http://dcac.du.ac.in>

संदर्भ स./Ref. No. DCAC/Quotation/Photocopy Stall/2020-2021/705

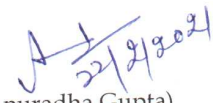
February 22, 2021

दिनांक/ Date

Tender Notice - Inviting Quotation for 'Photocopy Stall'

Sealed quotations are invited from the experienced contractors of Government Offices/Colleges' Delhi University etc. for running 'Photocopy Stall' in the College premises. The Sealed Quotations should reach the Principal, Delhi College of Arts & Commerce, Netaji Nagar, New Delhi - 110023, in a sealed Envelop cover duly marked "Quotation for "Photocopy Stall" either registered post or by hand upto 4:00 p.m. by 15th March, 2021.

Prescribed quotation form containing Terms & Conditions follows as under. You may also submit copies of G.S.T Registration Number, PAN number and Work Experience certificate.


(Dr. Anuradha Gupta)
Officiating Principal

Name of Contractor: _____

Address: _____

Phone No. _____

Contd.....2/-



**Delhi College of Arts & Commerce(University of Delhi)
Netaji Nagar, New Delhi-110023**

Email: principalcac@gmail.com Phone No. 011-24109821, 26116333

QUOTATION FORM

S.No.	Item	Rate(Rs.)
1.	Rate for Photo state A-4 & A-3 size (black) -	_____
2.	Rate for Photo state A-4 & A-3 size (colour) -	_____

TERMS AND CONDITIONS OF 'PHOTOCOPY STALL' CONTRACT:

1. The contract for 'PHOTOCOPY Stall' will be valid for a period of one year.
2. The College will provide space for installation of Heavy Duty Photocopy and Contractor will bear all expenditure like fittings, fixture and installation charges etc. The College shall not provide any furniture, paper or infrastructural facility to the Contractor.
3. Security Rs. 15,000/- (Refundable). After Completion of the Contract the security amount will be refunded without any interest.
4. Electricity Charges as per actual consumption will be payable.
5. The Contractor shall be responsible for the maintenance of shop in an absolute clean and hygienic condition at all times and will be responsible for any/all the Challans etc. imposed by the MCD or the Delhi Admn. Or other Civic Body.
6. The shop will not be used for residential purpose. No worker or person will be allowed to stay/work in the night in the Shop.
7. 5000 Photocopies per month will be given free of cost for office use.
8. The contractor would sign an agreement on a non-judicial stamp paper of Rs.100/- only in regard to the terms and conditions agreed upon.
9. The contractor will be responsible for the behavior and conduct of the staff engaged by him.
10. The work order placed by any Teaching or Non-Teaching staff of the College will be given priority over any other work.
11. The Contractor will ensure photocopies of good quality in terms of paper and in terms of legibility evenness and durability of the impression.
12. The working hours will be from 9.00 A.M. to 5.30 P.M. on all working days i.e. from **Monday to Friday**.
13. The Contract between the contractor and the College can be terminated any time by either party by giving one month's notice.
14. The Contractor will be responsible for clearing all dues to the concerned agencies in time through the College.

A. M.
27/7/2021
(Dr. Anuradha Gupta)
Officiating Principal

Name of Contractor: _____

Address : _____

Phone No.: _____