

कॉलेज ऑफ वोकेशनल स्टडीज  
(दिल्ली विश्वविद्यालय)

त्रिवेणी शेख सराय फेस-II, नई दिल्ली-110017  
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College of Vocational Studies  
(University of Delhi)

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New Delhi-110017, India  
Tel.: +91-11-29258544 / 29258792  
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संदर्भ संख्या

Ref. No. CVS/2018/1229

दिनांक

Dated

02.11.2018

**E-TENDER FOR PROVIDING PHOTOCOPY MACHINE KIOSK AT COLLEGE PREMISES**

DATE & TIME OF ISSUE OF TENDER DOCUMENT	02.11.2018 FROM 06.00 P.M.
LAST DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT	22.11.2018 UP TO 02.00 P.M.
DATE & TIME FOR OPENING OF TENDER DOCUMENT - <b>TECHNICAL/FINANCIAL BID</b>	26.11.2018 AT 02.00 P.M.

- The e-Tender Form can be filled up from the e-procurement portal.

The tender shall be accepted under Two Bid System. The interested Service Providers are advised to submit Technical & Financial bids through e-portal of e-procurement website (<https://www.eprocure.gov.in>)

  
Principal



College of Vocational Studies  
(University of Delhi)  
Sheikh Sarai, Phase-II  
New Delhi-110017

CVS/2018/

Date: 02.11.2018

CONTENTS OF TENDER DOCUMENT

SL. NO.	DESCRIPTION OF CONTENTS
01	Tender Notice
02	General Terms & Conditions
03	Technical Bid
04	Performa for Financial Bid

E-tenders are invited for awarding contract FOR PROVIDING PHOTOCOPY MACHINE KIOSK AT COLLEGE PREMISES in CVS. The tender form/ document can also be obtained through website (<https://www.eprocure.gov.in>)

Note: 1. Tender document can be downloaded from the website [www.cvs.edu.in](http://www.cvs.edu.in)

2. Last date for submission of tenders through online : 22.11.2018 up to 02.00 p.m.
3. Opening of bid :26.11.2018 at 02.00 p.m.
4. Earnest Money Deposit : Rs. 5,000 in form of DD favoring "Principal, CVS".

  
PRINCIPAL



## **1. Tender Notice**

E- Tenders are invited for providing photocopy machine kiosk at the **College of Vocational Studies** through **eprocure.gov.in** from the experienced contractors of Government Officers/Colleges' Delhi University etc. in the College premises. The E-Tenderer should apply through CPPP portal and details are available on the college website ([www.cvs.edu.in](http://www.cvs.edu.in)) & DU website ([www.du.ac.in](http://www.du.ac.in)).

## **2. TERMS AND CONDITIONS OF THE CONTRACT :**

1. The contract for Photocopy Machine Kiosk will be valid for a period of Two year which may be extended at the sole discretion of the College.
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 of Rs. 20,000/- (Refundable). After Completion of the Contract the security amount will be refunded without any interest.
4. Rent/License fee of Rs. 2000 /- per month +Electricity Charges as per actual consumption will be payable.
5. The Contractor shall be responsible for the maintenance of kiosk 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 Admin. or other Civic Body.
6. 2400 Photocopies per month will be given free of cost for office use.
7. 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.
8. The Contractor will be responsible for the behavior and conduct of the Staff engaged by him.
9. The Contractor will ensure photocopies of good quality in terms of paper and in terms of legibility evenness and durability of the impression.
10. The working hours will be from 9.00 A.M. TO 5.30 P.M. on all working days i.e. from Monday to Saturday.
11. The Contract between the contractor and the College can be terminated at any time by the Either Party by giving one month's notice.
12. The Contractor will be responsible for clearing all dues to the concerned agencies in time.
13. The College has right to reject any tender or not to accept the lowest bid.
14. Upload only relevant documents (strict compliance is mandatory).
15. Any corrigendum will be posted on the College website only.
16. The Technical bid if not qualified will be summarily rejected.



**3. TECHNICAL BID**

1. Average Annual turnover should not be less than one lakh.
2. The Contractor/Bidder should not be blacklisted.
3. The Contractor/Bidder should have at least three year experience.

**4. FINANCIAL BID**

Name & Address of the Bidder	Rate of Photocopy for A-4 size Paper

DATE & TIME FOR OPENING OF TECHNICAL BIDDING DOCUMENT -  
TECHNICAL/FINANCIAL BID

The e-Bidding Form can be filled up from the e-procurement portal

The tender shall be accepted under two Bid System. The interested Bidders are advised to submit - Technical & Financial - bids through e-portal of e-procurement system (<https://www.eprocure.gov.in/>)

*[Handwritten signatures]*