



# SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

DEV NAGAR, NEW DELHI-110 005

Ref. No.: SGND/Admn/18/7553(A)

Dated: 24/10/2018

## Quotation Invitation Notice for running a Kiosk (for sale of Stationery items) cum photocopy facility

Principal, Sri Guru Nanak Dev Khalsa College, invites sealed quotations for running a Kiosk (for sale of Stationery items) cum photocopy facility on hire basis at Sri Guru Nanak Dev Khalsa College on the terms and conditions mentioned in Annexure-I.

Sealed quotations addressed to the Principal, Sri Guru Nanak Dev Khalsa College, Dev Nagar, New Delhi-110005 must reach the college latest by 3.00 pm on 08/11/2018. Bids/quotations received after the due date and time will not be accepted. The Principal, Sri Guru Nanak Dev Khalsa College reserves the rights to reject any or all the quotations without assigning any reason.

*Dr. Man Mohan Kaur*  
24/10/18

(Dr. Man Mohan Kaur)  
Principal  
Sri Guru Nanak Dev Khalsa  
College

## ANNEXURE-I

### GENERAL TERMS AND CONDITIONS

1. Sealed quotation should contain the following documents
  - a. Duly filled Annexure-II
  - b. Copy of PAN Card and Aadhar Card of the applicant.
  - c. Proof of Work Experience in any School/College/Govt. Organization
2. The bidder shall quote the rates in the prescribed proforma (Annexure-II). The rates quoted by firm will remain firm during the period of contract as well as during the extended period, if any.
3. The contract is initially for one year, which can be extended for one more year by the SGNDKC authority subject to satisfactory performance.
4. The licensee will have to pay electricity charges as per actual consumption and water charges Rs.250/- per month.
5. The licensee is required to pay three months license fee in advance at the time of taking over the possession. The advance license fee will be returned back subject to furnishing of "No dues certificate" in respect of license fee, water charges, electricity charges from Accounts Section, SGNDKC
6. In case of photocopier, the machine, operator, paper, ink etc. and all other maintenance shall be of the licensee.
7. The quality of work, paper and Stationery items should be excellent.
8. The licensee will have to prominently display the approved rate of photocopy and Stationery items near the counter/ Kiosk.
9. The licensee will charge same rate from the Students and SGNDKC Staff for photocopy work and Stationery items.
10. The contractor will have to enter a written agreement with SGNDKC on Rs.100/- stamp paper within 3 days of intimation of acceptance of approved rates.
11. The licensee is required to provide uniforms and photo I-cards to his employees.
12. The licensee will keep the premises harmless and indemnified against any damage arising on account of fire, theft or negligence on the part of the licensee or his staff to any property or staff, such loss or damage shall be made good at the cost of the licensee.
13. The licensee shall have no right to sub-let, assign or authorize any other person to run the photocopier machine and Kiosk on his behalf.

14. The timing for running the Stationery Kisok and operating the machine shall be from 9.00 a.m. to 5.00 p.m. on all working days. If SGNDKC desires, the Licensee will have to work on Sunday/ Holiday also.
15. The licensee will not keep the counter closed without prior permission of the competent authority at any condition. If it is necessary to take leave, the licensee has to make alternative arrangement with the permission of the competent authority.
16. The decision of the Licensor relating to the premises, quality of photocopier work & Stationery items shall be final and binding on the Licensee.
17. The Licensee shall be responsible for neatness, cleanliness, hygienic condition of the licensed premises and he will be responsible for any/all the challans etc. imposed by the appropriate authority.
18. The advance rent deposited by the contractor may be forfeited, if the contract is terminated/ cancelled due to irregularities like quality, service, behavior, not adhering the specified timing & not giving preference to office etc.
19. The licensor will have the right to enter upon the premises at any time during working hours to inspect the premises, quality of Stationery items.
20. The allotted premises will not be used for residential purpose. No worker/ person will be allowed to stay overnight in the premises.
21. The licensee shall not carry out any additions or alterations or structural repairs in the said premise except with the written prior approval/ permission of the licensor.
  - a. The Licensee will have to give two months' notice before leaving the Contract.
  - b. The Licensee shall not use Electric heater or any other heavy-duty electric appliances without the permission of the licensor.
  - c. The licensee shall have no right on the open space adjoining the shop.
  - d. If licensee desires to add any item to the list of item quoted, he must to seek the permission of the College for all such item and their rates.
22. On the expiry of the said term or period of license or earlier termination thereof, the licensee shall peacefully vacate and handover the possession of the licensed premises immediately to the licensor in the same condition in which the premises now exist subject to normal wear and tear. The licensee's occupation of the premises after such termination will be deemed to be that of a trespasser and he shall further be liable to pay damage.

**ANNEXURE – II**

Name: .....

Address: .....

**Financial Bid**

S.No.	Description	Rate
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**A) Running of photocopier machine on hire basis**

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|----|-------------------------------------------------------------------------------------------------------|-------|
| 1. | License Fee per month to SGNDKC                                                                       | ..... |
| 2. | Number of free copies per month to<br><br>SGNDKC and any other facility to be<br><br>provided if any. | ..... |

**B) Commitment rates chart for Stationery items & Photostate**

	Name of Item	Rate or discount on Print rate
1.	Rate for photocopy of A4 Size Paper(Black)	.....
2.	Rate for photocopy of A3 Size Paper(Black)	.....
	(Brand)	
3.	Pencil	NATRAJ/APSARA .....
4.	Eraser	NATRAJ/APSARA .....
5.	Sharpener	NATRAJ/APSARA .....
6.	Ball Pen	REYNOLDS .....
7.	Gel Pen	REYNOLDS .....
8.	Scale	JUINOR/APSARA .....
9.	Punched Sheet	DELTA .....
10.	Plastic Folder for above	.....
11.	A4 Size Paper	CENTUARY/BOND .....
12.	Stapler	KANGAROO/MAX .....
13.	Stapler Pin	KANGAROO/MAX .....
14.	Note Book	LOTUS/TELCO .....
15.	Cello tape	.....
16.	Fevi stick	KORES .....