



# SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

**NAAC Accredited B++**

DEV NAGAR, NEW DELHI-110 005

Celebrating 550<sup>th</sup> Birth Anniversary of Sri Guru Nanak Dev Ji

Ref. No.: SUND/ADMN/20/8246

Dated: 18/03/2020

## Quotation Invitation Notice

For running a Kiosk (for sale of stationery items) cum Photocopy facility

Sealed quotations are invited by the Principal, Sri Guru Nanak Dev Khalsa College, for running a Kiosk (for sale of Stationery items) cum Photocopy facility on hire basis at Sri Guru Nanak Dev Khalsa College, University of Delhi, as per the terms and conditions mentioned below.

The sealed quotations addressed to the Principal, Sri Guru Nanak Dev Khalsa College, Dev Nagar, New Delhi-110005 must reach the college latest by on 31<sup>st</sup> March 2020 upto 3:00 pm. Bids/quotations received after the due date and time will not be accepted. The College reserves the rights to reject any or all the quotations without assigning any reason thereof.

Dr. Gurmohinder Singh  
(Oftg. Principal)

## GENERAL TERMS AND CONDITIONS

1. Sealed quotation should contain the following documents
  - a. Duly filled Financial bid (given in Annexure-I)
  - 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-I). The rates quoted by bidder 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 Sri Guru Nanak Dev Khalsa College (hereafter SGNDKC) authority subject to satisfactory performance.
4. Bidders can visit the college before submitting the quotation to get acquainted with the premises and the work. No claim whatsoever will be entertained for any alleged ignorance thereof.
5. The licensee will have to pay electricity charges as per actual consumption and water charges (if and as per consumption) of Rs. 250/- per month.
6. 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 to the licensee subject to furnishing of a "No dues certificate" from the Accounts Section, SGNDKC, in respect of license fee, water charges, electricity charges and any other such relevant charges.
7. In case of photocopy service, the licensee will be accountable for the machine, operator, paper, ink, any other related accessories as well as for the maintenance of the same.
8. The quality of work, paper and stationery items should be excellent.
9. The licensee will have to prominently display the approved rate of photocopy and stationery items near the counter/ Kiosk. If the licensee desires to add any item to the list of items already quoted, he must seek the permission of the college for all such items and rates.
10. The licensee should charge the same rate from the students and SGNDKC staff for photocopy work and stationery items.
11. 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.
12. The licensee is required to provide uniforms and photo I-cards to his employees.

13. The licensee will keep the premises that they are allotted clean 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 recovered from the licensee.
14. 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.
15. The timing of the stationery kiosk and for 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.
16. The licensee will not keep the counter closed without prior permission of the competent authority. If it is necessary to take leave, the licensee has to make alternative arrangement with the permission of the competent authority.
17. The decision of the Licensor relating to the premises, quality of photocopier work & stationery items shall be final and binding on the Licensee.
18. 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.
19. The advance rent deposited by the contractor may be forfeited, if the contract is terminated/ cancelled due to irregularities like quality, service, behaviour, not adhering to the specified timing etc.
20. The college authority will have the right to enter upon the premises at any time during working hours to inspect the premises and quality of stationery items.
21. The allotted premises will not be used for residential purpose. No worker/ person will be allowed to stay overnight in the premises. Use of electric heater or any other heavy duty electric appliances within the allotted premises is prohibited without the written permission of the principal. The licensee shall have no right on the open space adjoining the shop.
22. 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 Principal.
23. The licensee will have to give two months' prior notice before leaving the Contract.
24. 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.

## FINANCIAL BID

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

**A. For Running Photocopier machine on Hire basis**

S. No	Item/ service description	Rate
1.	License fee per month to SGNDKC	
2.	Number of free copies per month to SGNDKC and for any other facility to be provided to the college	

**B. Commitment rates chart for Photostat and Stationery items**

S. No	Item/ service description	Rate (inclusive of any discounts)
1.	Rate for photocopy of A4 Size Paper(Black)	
2.	Rate for photocopy of A3 Size Paper(Black)	
3.	Pencil ( <i>Brand NATRAJ/ APSARA</i> )	
4.	Eraser ( <i>Brand NATRAJ/ APSARA</i> )	
5.	Sharpener ( <i>Brand NATRAJ/ APSARA</i> )	
6.	Ball Pen ( <i>Brand REYNOLDS</i> )	
7.	Gel Pen ( <i>Brand REYNOLDS</i> )	
8.	Scale ( <i>Brand APSARA/ CAMLIN</i> )	
9.	Punched Sheet ( <i>Brand DELTA</i> )	
10.	Plastic Folder (for A4 size paper)	
11.	A4 Size Paper ( <i>Brand CENTURY</i> )	
12.	Stapler ( <i>Brand KANGAROO MAX</i> )	
13.	Stapler Pin ( <i>Brand KANGAROO MAX</i> )	
14.	Note Book ( <i>Brand LOTUS ELCO</i> )	
15.	Cello tape	
16.	Fevi stik ( <i>Brand KORES</i> )	