

Ref. No. BC/Photocopy/2022/1238

Dated: 14-11-2022

**BHARATI COLLEGE
(UNIVERSITY OF DELHI)
C-4, JANAKPURI, NEW DELHI-110058**

NOTICE

Bharati College invites bids for running photocopy booth. Bids are invited from interested companies/ Individual who can run the photocopy booth as per as per College's need and requirement.

Document Download: Tender documents may be downloaded from College website www.bharaticollege.du.ac.in (for reference only) or CPPP site: <https://eprocure.gov.in/eprocure/app> as per the schedule. CRITICAL DATE SHEET given on next page.

**Prof. Rekha Sapra
Offtg. Principal**

2.

CRITICAL DATE SHEET

	<u>DATE</u>
Published Date	24-11-2022
Bid Document Download	25-11-2022
Bid Submission Start Date	25-11-2022
Bid Submission End Date	16-12-2022
Technical Bid Opening Date	19-12-2022
Financial Bid Opening date	23-12-2022

3. Bid Submission: Bids shall be submitted online only at CPPP website:

<https://eprocure.gov.in/eprocure/app>.

Bidders are advised to follow the ‘Special Instructions to the Contractors/Bidders for the e-submission of the bids online’ available through the Link:

<https://eprocure.gov.in/eprocure/app>

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

5. Tenderer who can download the tender from the college website www.bharaticollege.du.ac.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be black listed from doing business with the Bharati College/University of Delhi.

6. Intending tenderers are **advised to keep checking the college** website www.bharaticollege.du.ac.in and **CPPP website** <https://eprocure.gov.in/eprocure/app> regularly **till closing date of submission** of tender for any corrigendum / addendum/ amendment.

7. Bid Security/EMD Payment:

Earnest Money Deposit of **Rs. 5,000/- (Rupees Five Thousand Only)** in the form of Demand Draft in favour of Principal, Bharati College, University of Delhi C-4, Janakpuri, New Delhi or may transfer to the College Account. The College Bank details are (**Account Name: Bharati College Maintenance Grant A/c, Account Number: 1527000400332120 IFS Code: PUNB0495200, Bank: Punjab National Bank, Bharati College, University of Delhi, Janakpuri, New Delhi-110 058.** The bidder shall submit the EMD/ UTR No of RTGS/NEFT with the college in case of payment through Demand Draft or RTGS upload the receipt of the same with the online bid. EMD of unsuccessful bidders will be returned after expiry of the final bid validity or before the 30th day after the award of the contract.

8. Bids (Technical) will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well as Financial-Bid opening will be published on CPP Portal.

Submission of Tender

The tender shall be submitted online in two part, viz., Technical bid and Financial (Price) bid.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

Technical Bid

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document:

- i) Signed and scanned copy of **proof for payment of Earnest Money Deposit.**
- ii) Signed and Scanned copy Certificates like Company, Registration certificate, PAN No, GST No.
- iii) Signed and Scanned Copy of **Tender Acceptance Letter & Letter of authorization to submit bid.**
- iv) An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State/UT Government institution and there has been no litigation with any government department on account of similar services.
- v) Experience Certificate of previous company work done satisfactory (if, any).
- vi) Bank account details.
- vii) Fresher may also apply.

FINANCIAL BID

(a) Schedule of financial bid in the form of BOQ:

S.NO	ITEMS		PRICE/UNIT
(i)	License Fee for Running and operation of the Photocopy booth inside the College premises.		
(ii)	Per Page rate of Photocopy for students/staff.		

- *The L-1 bidder shall be decided on the basis of per page photocopy rate quoted and H-1 for the License fee of the space provided by the college.*
- *Price should be inclusive of all taxes.*
- Rate should not more than 1.00 Rupees.

Signature of Bidder & Stamp

Terms and Conditions

- i. Bharati College is proposing to run a photocopy booth located on its premises. The rates are to be submitted in Price Bid by the interested eligible parties.
- ii. The bidders may give representations (if any) against them getting technically disqualified before the date of opening of the Financial Bids. No representation after the opening of Financial Bids shall be entertained, whatsoever.
- iii. The vendor shall provide his own photocopy machine. The College shall bear no cost towards its maintenance, repair and running costs in any manner whatsoever.
- iv. The vendor shall provide minimum Rs. 6,000.00 (Rupees: Six Thousand Only) per month as Licenses fee/rent.
- v. The L-1 bidder shall be decided on the basis of per page photocopy rate quoted and H-1 for the License fee/rent of the space provided by the College.
- vi. In case of tie in financial bids, the same shall be resolved by giving preference to vender having higher work experience in providing photocopy services.
- vii. The vendor operating the photocopy booth may opt to sell stationery item through the booth as per his/her willingness to the students. However, no other items apart from stationary items are permitted to be sold through the booth. In case of violation, the contract shall be liable to be terminated without notice.
- viii. The College shall not be responsible for the safety and security of the photocopy machine and any other stock of items placed in the booth. The College bears no liability for any loss, damage or theft to any item placed inside the booth and the risk of the same shall be borne by the firm.
- ix. The rates quoted shall be all inclusive.
- x. The enhancement rate of Photocopy will be decided by the Competent Authority.
- xi. The vendor shall provide minimum 3000 pages of photocopy per month free of cost.
- xii. The electricity charges to be paid as per commercial rate on actual consumption.

Agreement

THIS AGREEMENT has been made on this ----- at Delhi **BETWEEN The Principal, Bharati College, University of Delhi** (hereinafter referred to as the College) on behalf of Governing Body AND M/s. _____, hereinafter called the Firm of the other part.

Whereas the Firm approached the Principal, through proper channel through the process of calling for tender through e-procurement on CPP Portal Tender ID: _____ for running of photocopy booth. And whereas the Principal, after following the due procedure, has agreed to provide the said Firm for running of photocopy booth on the terms and conditions hereinafter set out:

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-

1. The Contract for running of Photocopy booth of Bharati College will be valid for two years w.e.f. _____ to _____ which may be extended for further period of 01 year subject to satisfactory performance and mutual agreement of both the parties and also extended every year but not more than 05 years.
2. The Earnest Money Deposit of Rs. _____ deposited by M/s. _____ will be treated as Performance Security Deposit. Performance Security Deposit will be forfeited in case any deviation is found for violating any terms and conditions of the tender. On due performance and completion of the contract in all respects, the Security Deposit will be returned to the firm without any interest.
3. The firm shall provide and use their own photocopy machine and the College shall bear no expenses towards maintenance, repair and running costs in any manner whatsoever.
4. The firm shall be responsible for uninterrupted and smooth operation of the photocopy booth during the official working hours of the College. In case of breakdown of the machine, the firm is liable to get the same repaired and operational within 03 days of the reported breakdown, in the absence of which penal rent @ Rs.1500/- per day shall be charged.
5. The College shall not be responsible for the safety and security of the photocopy machine and any other stock of item placed in the booth. The College bears no liability for any loss, damage or theft to any item placed inside the booth and the risk of the same shall be borne by the firm.
6. Due to any reason, if Bharati College, University of Delhi or the firm wants to withdraw from the contract, they should inform to each other thirty days in advance.
7. The vendor is required to pay License/rent fees in advanced latest by 7th day of every month.
8. The vendor is required to pay Electricity Charges every month as per meter reading @ Rs. 15/- Per Unit.

Bharati College

Firm

WITNESSES

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