



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

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संदर्भ सं./Ref. No. DCAC/Quotation/BooksStall/2019/1213

दिनांक/Date January 15, 2019

Tender Notice Inviting Quotation for Stationery/Books and Photocopy Machines Stall

Sealed quotations are invited from the experienced contractors of Government Offices/Colleges' Delhi University etc. for running 'Stationery/Books and Photocopy Machine 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 Stationery/Books and Photocopy Machines Stall!" upto 4:00 p.m. by February 07, 2019.

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. Rajiv Chopra)
OSD-Principal

Name of Contractor: _____

Address: _____

Phone No. _____



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

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

QUOTATION FORM

S.No	Name of Items		Rate or Discount on print Rate
1.	Ball Pen	-	_____
2.	Gell Pen	-	_____
3.	Pilot Pen	-	_____
4.	Punched Sheet (Delta)	-	_____
5.	Palstic Folder for above	-	_____
6.	A4 size (Century)	-	_____
7.	Stapler (Kangaroo Max)	-	_____
8.	Stapler Pin (Kangaroo Max)	-	_____
9.	Note Book (soft Bound) all size (Lotus/Telco)	-	_____
10.	Cello Tape	-	_____
11.	Fevistick (Kores)	-	_____
12.	Graph Pads (Delta)	-	_____
13.	Practical Note Books (Classmate)	-	_____
14.	Books/Text Books (prescribed by DU)	-	_____
15.	Other Items required by the students	-	_____
16.	Rate for Photo state A-4 & A-3 size (black)	-	_____
17.	Rate for Photo state A-4 & A-3 size (colour)	-	_____

TERMS AND CONDITIONS OF THE STATIONERY/BOOKS AND PHOTOCOPY MACHINES CONTRACT:

1. The contract for STATIONERY/BOOKS AND PHOTOCOPY MACHINES 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. Rent/Licence Fee of Rs. 5,200/- per month + 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 prupose. No worker or person will be allowed to stay 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.

(Dr. Rajiv Chopra)
OSD-Principal

Name of Contractor: _____

Address: _____

Phone No. _____