



# लक्ष्मीबाई महाविद्यालय LAKSHMIBAI COLLEGE

(दिल्ली विश्वविद्यालय University of Delhi)

अशोक विहार Ashok Vihar-III

दिल्ली Delhi-110052

कार्यालय Office : 011-27308598, 27304076 टेलीफैक्स Telefax : 27304076

01.01.2021

## TENDER NOTICE FOR PHOTOSTAT SHOP IN THE COLLEGE

Sealed tender are invited for running the Photostat shop in the college on contract basis for a period of one year which may be extended for further period/s subject to satisfactory services & as per discretion of competent authority. The college has fixed the rates of Photocopy, Lamination and Spiral Binding for which the vendors are required to submit their acceptance on their letterhead. The vendors are required to quote the rates of rent per month to be given to the college.

S.No.	Description of Item	Rate (in Rs.)
1.	Rent (Per Month)	
2.	Rate per copy (Single Sided)	0.50 /- (Fixed)
3.	Rate per copy (Both sided)	1.00 /- (Fixed)
4.	Lamination (A-4)	8.00 /- (Fixed)
5.	Spiral Binding (A-4)	13.00 /- (Fixed)

The tender must be submitted in the college in a sealed envelope superscribing on the top of the envelope "TENDER FOR PHOTOSTAT SHOP IN LAKSHMIBAI COLLEGE" latest by **25 JAN 2021 1:00 P.M.**

Date and time of opening of tender: - **27 JAN 2021 at 11 A.M.**

### Note:-

1. The vendors are requested to kindly submit an earnest money of Rs.10,000/- alongwith tender document in the form of Demand Draft in favour of "Principal, Lakshmbai College" payable at New Delhi.
2. Cost of tender i.e. Rs. 500/- in the form of DD.
3. PAN No. must be quoted as per Govt. Policy.
4. The vendor is required install Electricity Sub-meter on his own expense and will have to pay the bill accordingly.
5. The vendor will have to provide 2600 free photocopies per month to the college.
6. The vendor can inspect the site on all working days for any query.
7. The Principal reserves the right to reject some or all the tenders, without assigning any reason thereof.
8. Complete COVID guidelines must be followed.
9. The terms and conditions can be relaxed only during COVID period or till the college will reopen for faculty and students with mutual consent.

  
PRINCIPAL