

Maharshi Valmiki College of Education  
(University of Delhi)  
Geeta Colony, Delhi 110 031

MVCOE/Photocopier/2016/

Dated: 08.1.2016

**Invitation of Quotations/ Proposals from vendors/ parties for providing Photocopying Facility for Students/ Faculty at the College Premises**

Sealed quotations/ proposals are invited from interested vendors/parties for providing photocopying facilities for students/ faculty at the premises of Maharshi Valmiki College of Education (University of Delhi), Geeta Colony Delhi- 110031.

The College is a teacher education college with the present strength of 100 students to grow to 200 students in the year 2016-17. Besides, there are nearly 50 members of the teaching/non-teaching staff. The terms and conditions for providing the photocopying facility on the college premises are enclosed.

Quotations/ proposals in the prescribed format addressed to the **Principal, Maharshi Valmiki College of Education (University of Delhi) Geeta Colony, Delhi 110 031** should reach the Office of Maharshi Valmiki College of Education **latest by 18/1/2016 (1 p.m)**. The College reserves the right to accept/reject any/ all the quotations/ proposals without assigning any reason.

Dr. Satveer Singh Barwal  
Convener  
Photocopy Facility Committee

Dr. PK Sharma  
Offg. Principal

Maharshi Valmiki College of Education  
(University of Delhi)  
Geeta Colony, Delhi 110 031

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**Terms and Conditions**

1. The contract/ agreement for providing photocopying facility for students/ faculty at the college premises shall be initially for a period of one year and shall automatically expire on the completion of one year. The vender/party will have to vacate the space allotted by the college on the college premises for the purpose immediately on the expiry of the contract.
2. The vender/ party shall sign a contract/ agreement with the college and shall deposit a security amount of Rs. 5,000/- with the college at the time of signing of the contract/ agreement which will be refunded to the vendor/ party without interest at the time of the expiry of the contract.
3. Timing of providing photocopy facility to the students/ staff shall be between 9.00 a.m. to 5.30 p.m. on every working day. To operate the machine beyond the specified hours a prior permission from the college will have to be obtained.
4. The College will provide only the place and electricity connection for providing the photocopying facility on its campus. All other arrangements including furniture and equipment will be made by the vender/ party.
5. In case of breach of any of the terms and conditions the college authorities shall be at liberty to terminate the contract and in the event of that the vender/party shall have to vacate the premises allotted to him within the time frame specified by the college. The college may cancel the agreement /contact at any point of time without assigning any reason.
6. Proposal from the vendors/ parties received after the due date will not be accepted.
7. Non-compliance of the quotations/ proposal requirements may lead to rejection of the quotations/ proposal document.
8. The College reserves the right to accept or reject any tender quotation without assigning any reason thereof.

**Documents required to be annexed with the quotation/ proposal/ tender**

1. Self attested copy of the Identity Proof (Voter I-Card/Passport) of the vendor/ party.
2. Self attested copy of the PAN card of the vendor/ party.
3. Details of the photocopying facility services provided to any institution earlier.

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**Quotation/ Proposal Form**

1. Name of the Vendor/ Party -----
2. Photo I - card No. -----
3. PAN Card No. -----
4. Address -----  
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5. Earlier Experience of providing photocopying facility, if any -----  
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6. Details of the photocopying facility rate proposed per copy A4 size -----
7. Numbers of photocopies proposed by the vendor/party to be provided to the College for office work in lieu of electricity/space facilities provided by the College -----
8. Other information, if any -----

Signature of the vendor/ party -----

Date -----