



काँलेज ऑफ वोकेशनल स्टडीज  
**College of Vocational Studies**  
(दिल्ली विश्वविद्यालय) (University of Delhi)

संदर्भ संख्या  
Ref. No. CVS / 2025 / 3080

दिनांक  
Dated

**E-TENDER**

**FOR**

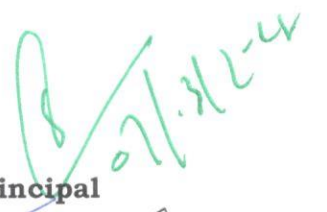

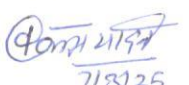
**PROVIDING PHOTOCOPY MACHINE KIOSK AND PRINOUT SERVICES AT  
COLLEGE PREMISES**

DATE & TIME OF ISSUE OF TENDER DOCUMENT	As Mentioned on Portal
LAST DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT	As Mentioned on Portal
DATE & TIME FOR OPENING OF TENDER DOCUMENT - <b>TECHNICAL/FINANCIAL BID</b>	As Mentioned on Portal

- The e-Tender Form can be filled up from the e-procurement portal.

The tender shall be accepted under Two Bid System. The interested Service Providers are advised to submit Technical & Financial bids **through e-portal of e-procurement website (<https://www.eprocure.gov.in>)**

Principal

  
  
  
7/8/25

**College of Vocational Studies  
(University of Delhi)  
Sheikh Sarai, Phase-II  
New Delhi-110017**

**CONTENTS OF TENDER DOCUMENT**

SL. NO.	DESCRIPTION OF CONTENTS
01	Tender Notice
02	General Terms & Conditions
03	Technical Bid
04	Performa for Financial Bid

E-tenders are invited for awarding contract FOR PROVIDING PHOTOCOPY MACHINE KIOSK AT COLLEGE PREMISES in CVS. The tender form/ document can also be obtained through website (<https://www.eprocure.gov.in>)

Note: 1. Tender document can also be downloaded from the website [www.cvs.edu.in](http://www.cvs.edu.in)

2. Earnest Money Deposit : Rs. 5,000 in form of DD favoring "Principal, CVS".

### Tender Notice

E- Tenders are invited for providing photocopy/ *Printout Service* at the **College of Vocational Studies** from the experienced contractors of Government Officers/Colleges' Delhi University etc. in the College premises.

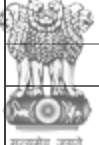
#### TERMS AND CONDITIONS OF THE CONTRACT:

1. The contract for Photocopy Machine Kiosk and Printout service will be valid for a period of Two year which may be extended at the sole discretion of the College.
2. The College will provide space for installation of Heavy-Duty Photocopy/ Printing machine 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 of Rs. 20,000/- (Refundable). After Completion of the Contract the security amount will be refunded without any interest.
4. Rent/License fee of Rs. 2000 /- per month +Electricity Charges as per actual consumption will be payable.
5. The Contractor shall be responsible for the maintenance of kiosk 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 Admin. or other Civic Body.
6. 3000 Photocopies per month will be given free of cost for office use.
7. 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.
8. The Contractor will be responsible for the behavior and conduct of the Staff engaged by him.
9. The Contractor will ensure photocopies of good quality in terms of paper and in terms of legibility evenness and durability of the impression.
10. The working hours will be from 9.00 A.M. TO 5.30 P.M. on all working days i.e. from Monday to Saturday.
11. The Contract between the contractor and the College can be terminated at any time by the Either Party by giving one month's notice.
12. The Contractor will be responsible for clearing all dues to the concerned agencies in time.
13. The College has right to reject any tender or not to accept the lowest bid.
14. Upload only relevant documents (strict compliance is mandatory).
15. Any corrigendum will be posted on the College website only.
16. The Technical bid if not qualified will be summarily rejected.
17. The Photocopy Machine should not be more than six months old.
18. If there is problem in photocopy machine, service provider has to short out the problem in 24 hours. If the problem is not short out in 24 hours , service provider has to arrange another machine.

### **TECHNICAL BID**

1. Average Annual turnover should not be less than one lakh.
2. The Contractor/Bidder should not be blacklisted.
3. The Contractor/Bidder should have at least three-year experience.



 <b>Government eProcurement System</b>	<b>eProcurement System Government of India</b>	
	<b>Tender Details</b>	
		Date : 10-Mar-2025 11:58 AM

 Print
**Basic Details**

<b>Organisation Chain</b>	Delhi University  College of Vocational Studies - DU		
<b>Tender Reference Number</b>	CVS/2025/3000		
<b>Tender ID</b>	2025_DU_852630_1	<b>Withdrawal Allowed</b>	Yes
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Multi-stage
<b>Tender Category</b>	Services	<b>No. of Covers</b>	2
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No
<b>Payment Mode</b>	Offline	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No

**Payment Instruments**

Offline	S.No	Instrument Type
	1	Demand Draft

**Cover Details, No. Of Covers - 2**

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	TENDER DOCUMENT/ TECHNICAL BID
2	Finance	.xls	FINANCIAL BID

**Tender Fee Details, [Total Fee in ₹ \* - 0.00]**

<b>Tender Fee in ₹</b>	0.00	
<b>Fee Payable To</b>	Nil	<b>Fee Payable At</b> Nil
<b>Tender Fee Exemption Allowed</b>	No	

**EMD Fee Details**

<b>EMD Amount in ₹</b>	5,000	<b>EMD Exemption Allowed</b>	Yes
<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	Principal, CVS	<b>EMD Payable At</b>	New Delhi

[Click to view modification history](#)
**Work /Item(s)**

<b>Title</b>	tender for photocopy and printout services				
<b>Work Description</b>	e tenders are invited for providing photocopy and printout services at college				
<b>Pre Qualification Details</b>	Please refer Tender documents.				
<b>Independent External Monitor/Remarks</b>	NA				
<b>Show Tender Value in Public Domain</b>	Yes				
<b>Tender Value in ₹</b>	2,00,000	<b>Product Category</b>	Photostat Services	<b>Sub category</b>	photocopy and printout
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	60	<b>Period Of Work(Days)</b>	730
<b>Location</b>	college of vocational studies, new delhi	<b>Pincode</b>	110017	<b>Pre Bid Meeting Place</b>	NA
	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	

<b>Pre Bid Meeting Address</b>				college of vocational studies, new delhi
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No	

**Critical Dates**

<b>Publish Date</b>	10-Mar-2025 12:30 PM	<b>Bid Opening Date</b>	02-Apr-2025 12:30 PM
<b>Document Download / Sale Start Date</b>	10-Mar-2025 12:30 PM	<b>Document Download / Sale End Date</b>	01-Apr-2025 12:30 PM
<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	10-Mar-2025 12:30 PM	<b>Bid Submission End Date</b>	01-Apr-2025 12:30 PM

**Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	TENDER DOCUMENT / TECHNICAL BID	836.79	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	finphotocopy.xls	financial bid	28.00

**Bid Openers List**

<b>S.No</b>	<b>Bid Opener Login Id</b>	<b>Bid Opener Name</b>	<b>Certificate Name</b>
1.	manishyadav@cvs.du.ac.in	MANISH YADAV	MANISH
2.	punitsrivastava@hotmail.com	PUNIT KUMAR	PUNIT KUMAR
3.	manojkr.sharma936@gmail.com	Manoj Kumar Sharma	MANOJ KUMAR SHARMA

**GeMARPTS Details**

<b>GeMARPTS ID</b>	04KYOXG165YZ
<b>Description</b>	photocopy and printout service at college
<b>Report Initiated On</b>	10-Mar-2025
<b>Valid Until</b>	09-Apr-2025

**Tender Properties**

<b>Auto Tendering Process allowed</b>	No	<b>Show Technical bid status</b>	Yes
<b>Show Finance bid status</b>	Yes	<b>Stage to disclose Bid Details in Public Domain</b>	Technical Bid Opening
<b>BoQ Comparative Chart model</b>	NIL	<b>BoQ Compative chart decimal places</b>	2
<b>BoQ Comparative Chart Rank Type</b>	NIL	<b>Form Based BoQ</b>	No

**TIA Undertaking**

<b>S.No</b>	<b>Undertaking to Order</b>	<b>Tender complying with Order</b>	<b>Reason for non compliance of Order</b>
1	<a href="#">PPP-MII Order 2017</a>	Agree	
2	<a href="#">MSEs Order 2012</a>	Agree	

**Tender Inviting Authority**

<b>Name</b>	Principal
<b>Address</b>	college of vocational studies, new delhi- 110017
<b><u>Tender Creator Details</u></b>	
<b>Created By</b>	MANISH YADAV
<b>Designation</b>	JUNIOR ASSISTANT
<b>Created Date</b>	10-Mar-2025 11:46 AM