



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

संदर्भ संख्या
Ref. No. CVS/2025/101

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 - TECHNICAL/FINANCIAL BID	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

**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

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

Tender Notice

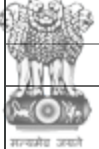

E- Tenders are invited for providing photocopy/ Printing machine kiosk at the **College of Vocational Studies** from the experienced contractors of Government Officers/Colleges' Delhi University etc. in the College premises.

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.

 Government eProcurement System		eProcurement System Government of India					
Tender Details							
					Date : 17-Apr-2025 05:28 PM		
 Print							
Basic Details							
Organisation Chain	Delhi University College of Vocational Studies - DU						
Tender Reference Number	CVS/2025/101						
Tender ID	2025_DU_857009_1	Withdrawal Allowed	Yes				
Tender Type	Open Tender	Form of contract	Fixed-rate				
Tender Category	Services	No. of Covers	2				
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No				
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No				
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No				
Payment Instruments		Cover Details, No. Of Covers - 2					
Offline	S.No	Instrument Type	Cover No	Cover	Document Type	Description	
	1	Demand Draft	1	Fee/PreQual/Technical	.pdf	TECHNICAL BID/ TENDER DOUCMENT	
			2	Finance	.xls	FINANCIAL BID	
Tender Fee Details, [Total Fee in ₹ * - 0.00]			EMD Fee Details				
Tender Fee in ₹	0.00		EMD Amount in ₹	5,000	EMD Exemption Allowed	Yes	
Fee Payable To	Nil	Fee Payable At	Nil	EMD Fee Type	fixed	EMD Percentage	NA
Tender Fee Exemption Allowed	No		EMD Payable To	Principal, CVS	EMD Payable At	New Delhi	
Click to view modification history							
Work /Item(s)							
Title	tender for providing photocopy and printout service at college premises						
Work Description	e tenders are invited for providing photocopy and printout service at college premises						
Pre Qualification Details	Please refer Tender documents.						
Independent External Monitor/Remarks	NA						
Show Tender Value in Public Domain	Yes						
Tender Value in ₹	2,00,000	Product Category	Photostat Services	Sub category	NA		
Contract Type	Tender	Bid Validity(Days)	60	Period Of Work(Days)	730		
Location	college of vocational studies, university of delhi	Pincode	110017	Pre Bid Meeting Place	NA		

Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	college of vocational studies, university of delhi
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	17-Apr-2025 05:00 PM	Bid Opening Date	13-May-2025 11:00 AM
Document Download / Sale Start Date	17-Apr-2025 05:00 PM	Document Download / Sale End Date	12-May-2025 11:00 AM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	17-Apr-2025 05:00 PM	Bid Submission End Date	12-May-2025 11:00 AM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	TECHNICAL BID / TENDER DOCUMENT	836.36	
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

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
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

GeMARPTS ID	DVLVSTAMEABO
Description	photocopy and printing services at college
Report Initiated On	17-Apr-2025
Valid Until	17-May-2025

Tender Properties

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

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority

Name	Principal, college of vocational studies
Address	college of vocational studies, university of delhi, delhi-110017
<u>Tender Creator Details</u>	
Created By	MANISH YADAV
Designation	JUNIOR ASSISTANT
Created Date	17-Apr-2025 03:54 PM