

Notice Ref. No.: 2023-24

Dated: 17/2/2023

DOE/2023/S167
17/02/2023

PUBLIC NOTICE
DEPARTMENT OF EDUCATION
UNIVERSITY OF DELHI, DELHI



PHOTOCOPY SERVICES

33, CHHATRA MARG, NORTH CAMPUS,
, DELHI - 110007



Provision of Photocopy services in the Department Of Education
University of Delhi

Public Notice are invited from reputed contractors/photocopy service providers for providing photocopy services in the Department of Education, University of Delhi. The photocopy facility is provided for the benefit of University's students, faculty members and administrative staff.

Date of issue of Notice	17/02/2023
Bid Submission (sealed cover) Start Date	18/02/2023
Last date and time for submission of bidding	24/ 02/2023
Address of communication	Section officer/ Admin. Department of Education University of Delhi 33, CHHATRA MARG, NORTH CAMPUS DELHI 110007
Contact Official	Shri Guljar Mohammad Section officer

Notice are liable to be rejected if any of the conditions contained in tender document are not complied with. Amendment/corrigendum, if any in the tender document shall appear only in the website of Department of Education University of Delhi i.e <http://www.doe.du.ac.in>

Department of Education, University of Delhi reserves the right to cancel any or all notice without assigning any reason thereof.


Assistant of Registrar

Neera Narang
17/02/23
CONVENER/ COMMERCIAL COMMITTEE

Photocopying Arrangements

The contractor shall provide, inter-alia, the following services of photocopying in the Department of Education on an on-going basis: -

1. The Department of Education, University of Delhi, shall be the Licensor.
2. Whoever gets the license shall be the Licensee.
3. The photocopying facility will, for the present, be located within the premises of the Department of Education, unless instructions to the contrary are issued by the Licensor.
4. The Capital as well as the maintenance costs of equipments, ancillaries and furniture and all other operational expenses will be borne by the Licensee.
5. Rate List of the facilities provided by the contractor will be displayed in the notice board at the place provided for the purpose. The Department would constantly monitor quality and price of the services provided.
6. The Licensor will not bear a responsibility for any loss or damage to the Licensee's property.
7. The working hours for the photocopying facility will be the same as the working hours (Mon to Sat) of the Department of Education (9.30 am to 5.30 pm) and the facility should not be operated outside these timings.
8. The contractor will use the print material/paper/ink/cartridge of acceptable standard and quality.
9. The Licensee will provide the service only to the bonafide students, teachers, and staff and authorized users of the Department of Education Library and will not undertake and will not undertake any outside job.
10. The Licensee will maintain proper standard of cleanliness in and around the photocopy units and the Licensor will have the right of free access to the room where the photocopying facility is located, for inspection and examination.
11. The Licensee shall keep adequate number of machines/equipments to bear the routine burden of the work at the photocopy units. He would be responsible for their proper maintenance and upkeep.
12. The Licensee is not authorized to install a telephone in the photocopying room.
13. The Licensee shall photocopy six thousand pages of the official material, free of cost, of the Department of Education, per month, for which the licensee shall maintain proper record which will be inspected by the competent authority. A security of Rs. 5000/- for one photocopying machine will also have to be deposited by the licensee with the department
14. The Licensee will charge for photocopying the rates approved by the Licensor.
15. The Licensee shall engage sufficient numbers of manpower required for smooth functioning of the photocopy facility unit and if any kind of misbehavior by the personnel deputed in the department comes to notice, then the Department is free to take all kinds of legal action against the licensee or the concerned immediately .
16. Payment of electricity and water charges as per the usages at official rates. License fee on a monthly basis will have to be paid at the rate decided by the University from time to time.
17. The Licensee will be responsible for the damage caused to the Department of education property due to negligence on the part of the Licensee.
18. The Licensee will be responsible for maintenance and proper upkeep of the property under his use.
19. Officers of the Department of Education will not be responsible for nonpayment of any dues for the services rendered by the Licensee to any department or any other cases.
20. The licensee will ensure that the rates being charged are promptly and prominently displayed on the door of the Xerox room. The display should always be legible.
21. The Licensee or his employees will not reside in the Department after the stipulated working hours.
22. The License would be given for one year to begin with. It may be renewed on a yearly basis , subject to the satisfaction of the Licensor.
23. Loss and damage to the Department of Education documents issued to the Licensee is the responsibility of the Licensee and borrowing and returning of documents is to be the responsibility of the Licensee.
24. It will be mandatory to do police verification of all the personnel Deputed by Licensor for photocopy work in the Department and a copy of the same should be made available to the department immediately.
25. Licensee will neither sublet the facility/space provided by the department nor allow any unauthorized person to enter on his behalf.
26. Licensee should not have defaulted on any bank/financial institute loans in the past. There should not be any statutory dues and disputed liability.

Neera Narang
17/02/23


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