

Ref.No. SAC/2026/7689

Dated 17.02.2026

## TENDER NOTICE FOR PHOTOCOPYING, PRINTING & STATIONERY FACILITY

Sealed tenders under the Two-Bid System (Technical Bid & Financial/Price Bid) are invited from eligible and experienced agencies/firms for running the **PHOTOCOPYING, PRINTING & STATIONERY FACILITY** Centre at the College campus for the benefit of students and staff.

The proposed contract period shall be two years, extendable as per College norms and performance.

### Eligibility Criteria

1. The agency/firm must have a minimum of one year experience in running a **PHOTOCOPYING, PRINTING & STATIONERY FACILITY** Centre.
2. The firm must possess valid registration certificates/licenses for dealing in stationery and related items.
3. The firm must comply with all applicable statutory requirements under Central and State laws.

### Tender Document Details

- The Tender Document can be viewed and downloaded from the College website: <https://www.aurobindo.du.ac.in/>
- Hard copy of the Tender Document shall be available from 17.02.2026 to 02.03.2026 between 10:00 AM to 4:00 PM on working days.
- Cost of Tender Document: Rs. 500/- (Non-refundable)  
To be paid through Demand Draft in favour of:  
"Principal, Sri Aurobindo College", payable at Delhi.

Bidders downloading the document from the website must attach a Demand Draft of Rs. 500/- along with the tender.

### Earnest Money Deposit (EMD)

All bidders must submit an EMD of Rs. 5,000/- (Rupees Five Thousand Only) through Demand Draft drawn in favour of: "Principal, Sri Aurobindo College", payable at Delhi.

- The EMD must be enclosed with the Technical Bid.

- EMD of unsuccessful bidders shall be refunded (without interest) within 30 days of opening of tenders.

### **Submission Procedure**

1. The tender shall be submitted in two separate sealed envelopes:
  - Envelope-I: Technical Bid
  - Envelope-II: Price Bid
2. Both envelopes must be placed inside a third sealed envelope superscribed as:  
  
“Tender for **PHOTOCOPYING, PRINTING & STATIONERY FACILITY** Centre”
3. Last Date of Submission:  
02.03.2026 on or before 05:00 PM
4. Opening of Technical Bid:
  - Date: 03.03.2026
  - Time: 01:00 PM
  - Venue: Office of the Principal, Sri Aurobindo College
  - In the presence of bidders or their authorized representatives.

### **Evaluation Process**

- The bids shall be evaluated in two stages:
  1. Technical Evaluation
  2. Financial (Price) Evaluation
- Only technically qualified bidders shall be shortlisted for opening of the Financial Bids.
- The date for opening of the Price Bids shall be notified separately and opened in the presence of eligible bidders or their authorized representatives.

  
**Prof. Arun Chaudhary**  
Principal  
Sri Aurobindo College

**SRI AUROBINDO COLLEGE  
(UNIVERSITY OF DELHI)  
MALVIYA NAGAR NEW DELHI 110017**

**TECHNICAL BID**

Name of Work: To Run Sri Aurobindo College **PHOTOCOPYING, PRINTING & STATIONERY FACILITY** Centre

*(This Technical Bid must be kept in a separate sealed envelope superscribed as "Technical Bid")*

1. Name of Tenderer / Agency: \_\_\_\_\_

2. Details of Earnest Money Deposit (EMD) – Rs. 5,000/-

- Demand Draft No.: \_\_\_\_\_
- Date: \_\_\_\_\_
- Issuing Bank: \_\_\_\_\_

3. Details of Experience in Similar Field *(Attach self-attested copies of experience certificates / work orders)*

\_\_\_\_\_

4. Infrastructure Available with the Agency *(Tick Yes/No as applicable)*

S. No.	Particulars	Yes	No
i)	Photocopy Machine (B/W & Colour)	<input type="checkbox"/>	<input type="checkbox"/>
ii)	Computer (Latest Hardware & Software)	<input type="checkbox"/>	<input type="checkbox"/>
iii)	Laser Printer (B/W & Colour)	<input type="checkbox"/>	<input type="checkbox"/>
iv)	Academic & Students Facility Items	<input type="checkbox"/>	<input type="checkbox"/>
v)	Binding Machine (with all Binding Materials)	<input type="checkbox"/>	<input type="checkbox"/>
vi)	Any Other (Specify) _____		

5. PAN No. / GST No.: \_\_\_\_\_

6. Registration No.: \_\_\_\_\_

7. Contact No.: \_\_\_\_\_

8. Address of the Agency

**Declaration**

I/We hereby declare that the information furnished above is true and correct to the best of my/our knowledge and belief. In case any information is found to be false or misleading, the College reserves the right to reject the tender at any stage without assigning any reason.

Signature of Tenderer

Date & Seal

Name: \_\_\_\_\_

# TERMS & CONDITIONS

For the Award of

“PHOTOCOPYING, PRINTING & STATIONERY FACILITY Centre Contract”

at

**Sri Aurobindo College**  
**(University of Delhi)**  
Malviya Nagar, New Delhi - 110017

## **1. Award of Contract**

The contract shall be awarded on the basis of Highest Maintenance Charges (H-1).

- Minimum maintenance charges shall not be less than Rs. 5,000/- per month.
- The contractor shall provide 3,000 photocopies free of cost per month to the Office/Teaching Staff.
- Electricity charges shall be paid separately as per actual consumption.

## **2. Availability of Items**

- The contractor shall ensure availability of items listed in Annexure-I.
- Rates shall be mutually decided with College authorities.
- Rates shall not exceed prevailing Market Rate / MRP.
- All items must be of good quality and standard brands.

## **3. Approved Photocopy & Printing Rates**

<b>Service</b>	<b>Rate</b>
Black & White Photocopy - A4	Rs. 0.75
Black & White Photocopy - A3	Rs. 1.25
Black & White Printing - A4	Rs. 2.00
Black & White Printing - A3	Rs. 4.00
Colour Printing - A4	Rs. 10.00
Colour Printing - A3	Rs. 20.00

The contractor must install good quality photocopiers (B/W & Colour), printers and related equipment.

#### **4. Tender Submission Conditions**

- Tender must be submitted only in prescribed format.
- Tenders without EMD shall be rejected.
- No alterations in tender schedule are permitted.
- No page shall be detached.
- Overwriting must be countersigned.
- Incomplete tenders are liable for rejection.

#### **5. Signing Authority**

The person signing the tender must clearly specify whether signing as:

- Sole Proprietor
- Partner (with Partnership Deed / Power of Attorney)
- Director/Authorized Officer (with Board Resolution)

Attested copies of relevant documents must be enclosed.

#### **6. Submission & Opening of Tender**

The sealed envelope superscribed: "Tender for Sri Aurobindo College  
**PHOTOCOPYING, PRINTING & STATIONERY FACILITY** Centre"

Addressed to: **The Principal, Sri Aurobindo College.**

- Last Date: 02.03.2026 up to 5:00 PM
- Opening Date: 03.03.2026 at 1:00 PM

*(Opening date aligned with Tender Notice for consistency.)*

#### **7. Earnest Money Deposit (EMD)**

- Rs. 5,000/- in favour of "Principal, Sri Aurobindo College", payable at Delhi.
- EMD liable to be forfeited if:
  - Agreement is not signed.
  - Centre is not started as per award letter.

#### **8. Validity of Bid**

- Bid shall remain valid for a minimum of 2 months from opening date.
- Withdrawal during validity period → EMD forfeited.
- Rates valid for entire contract period for successful bidder.

#### **9. General Conditions**

- Corrections must be attested.
- Late tenders shall not be accepted.

- The Principal reserves the right to accept or reject any or all bids without assigning any reason.

### **10. Labour & Statutory Compliance**

- Contractor responsible for deployment of trained manpower.
- Compliance with Labour Laws, Minimum Wages Act, PF, ESI, etc.
- Employees must be medically fit.
- No child labour allowed.
- Police verification of employees mandatory.
- Contractor shall indemnify the College against all labour-related liabilities.

### **11. Contract Period**

- Initial period: One Year.
- Renewable on mutually agreed terms.
- One month notice required for termination.
- Immediate termination in case of breach of contract.

### **12. Statutory Compliance**

- Contractor shall comply with all Central & State laws.
- Copies of registrations must be attached.
- Compliance with anti-piracy regulations is mandatory.

### **13. Maintenance & Indemnity**

- Contractor responsible for maintenance of premises and equipment.
- Damages/theft to be replaced at contractor's cost.
- College not liable for statutory defaults of contractor.

### **14. Services:**

Services shall be provided strictly as per Annexure-I.

### **15. Arbitration:**

Disputes shall be resolved under the provisions of the Arbitration and Conciliation Act.

- Sole Arbitrator appointed by Chairman, Sri Aurobindo College.
- No interim award jurisdiction.
- Interest, if any, capped at 8%.

### **16. Documents to be Enclosed**

- Experience certificates
- Staff deployment details
- Statutory registration certificates

## **17. Supervision & Conduct**

- Monthly reporting to designated officer.
- Adequate staffing during holidays/Sundays, if required.
- Unsatisfactory staff to be replaced within 48 hours.
- Professional conduct mandatory at all times.

## **18. Indemnification:**

Contractor shall indemnify the College against third-party claims and liabilities under:

- Workmen's Compensation Act
- ESI Act
- PF Act
- Other applicable industrial laws

## **19. Payment Terms**

- Monthly payment upon satisfactory completion.
- Bills must include department-wise statement & requisition slips.
- TDS shall be deducted as per applicable rules.

## **20. Security Deposit**

- Rs. 25,000/- Security Deposit.
- No interest payable.
- EMD of successful bidder adjusted toward Security Deposit.

## **21. Employment Status:**

Contractor's employees shall have no employer-employee relationship with the College.

## **22. Supervision & Satisfaction**

- Work subject to satisfaction of designated officer.
- Contractor or authorized representative must remain available for supervision and coordination.

## SERVICES TO BE PROVIDED

Under the Contract for

**“PHOTOCOPYING, PRINTING & STATIONERY FACILITY Centre”**

at

**Sri Aurobindo College**

**(University of Delhi)**

**Malviya Nagar, New Delhi - 110017**

During the continuance of the Contract, the Agency/Contractor shall undertake full responsibility for providing all stationery items (as per Annexure-I) and operating the **PHOTOCOPYING, PRINTING & STATIONERY FACILITY Centre** within the College premises.

The scope of services under this Agreement shall include the following:

### **1. Supply of Stationery Items**

The Contractor shall:

- Make his/her own investment for procurement and stocking of Office, Academic, and Students' stationery items.
- Supply all items as required by the College authorities and students from time to time.
- Ensure uninterrupted availability of essential items at all times.

### **2. Competitive Pricing**

- Provide stationery and photocopying services at competitive rates.
- Rates shall not exceed the prevailing MRP or Market Rate.
- All items must be of good quality and standard brands.

### **3. Technological Upgradation**

The Contractor shall upgrade services in line with technological developments in:

- Computer hardware & software
- Photocopying/Xerox services
- Printing & binding facilities
- Digital document services (if introduced)

#### **4. Monitoring & Supervision**

- Provide full access to the Committee constituted by Sri Aurobindo College for inspection and supervision.
- Follow directions of the College Committee/Management regarding quality, specifications, and rates.
- Cooperate fully during inspections and audits.

#### **5. Display of Rates**

- Prominently display rates of all major stationery items and photocopy/printing charges inside the Centre.
- Any revision in rates shall require prior approval of the College authorities.

#### **6. Conduct of Employees**

- Ensure proper conduct, discipline, and courteous behavior of staff deployed at the Centre.
- Employees must maintain decorum appropriate to an academic institution.
- Identity cards must be worn during duty hours.

#### **7. Payment Procedure**

- Monthly bills for Office, Academic & Students' stationery supply (as per Annexure-I) must be supported with authorized requisition slips.
- Bills shall be submitted in duplicate.
- Payments shall normally be settled within one month of submission, subject to verification.
- TDS shall be deducted as per applicable Income Tax Rules.

#### **8. Statutory Licenses**

- Contractor must obtain all necessary local licenses/registrations required for operating the Centre.
- Compliance must be maintained as per statutory provisions revised from time to time.
- Copies of valid registrations shall be submitted to the College.

#### **9. Indemnification**

The Contractor shall indemnify Sri Aurobindo College against any liability arising from:

- Non-compliance with statutory obligations
- Operational negligence
- Legal disputes arising during the contract period

#### **10. Labour Law Compliance**

The Contractor shall:

- Pay wages as per the Minimum Wages Act.
- Comply with PF, ESI, GST (if applicable), and other statutory requirements.
- Maintain all statutory records and produce them as and when required by the College or statutory authorities.

### **11. Protection of College Property**

- Ensure safety and security of movable and immovable property handed over.
- Any loss, damage, or theft shall be compensated by the Contractor at his/her own cost.

### **12. No Subletting**

- Subletting of the contract or any part thereof shall not be permitted under any circumstances.
- Violation shall result in immediate termination of the contract.

### **13. Machine Specifications**

- Black & White photocopy machines shall be of reputed brands such as:
  - Modi Xerox
  - Xerox
  - Canon
  - Godrej
- Machines must:
  - Be of the latest configuration.
  - Not be older than one year at the time of installation.
  - Be maintained in proper working condition at all times.

### **14. Freedom of Purchase**

The Administration, Faculty, and Students of Sri Aurobindo College shall be free to procure stationery items from the open market. The Contractor shall have no exclusive purchasing rights over individuals.

### **15. No Residential Accommodation**

Sri Aurobindo College shall not provide any residential accommodation to personnel deployed by the Contractor.

**UNDERTAKING BY THE TENDERER**

To  
The Principal  
Sri Aurobindo College  
(University of Delhi)  
Malviya Nagar, New Delhi - 110017

I/We have carefully read and examined all the Terms & Conditions relating to the award of contract for running the **PHOTOCOPYING, PRINTING & STATIONERY FACILITY** Centre at Sri Aurobindo College.

I/We hereby agree to abide by all the terms and conditions laid down in the Tender Document and offer to provide the required services at Sri Aurobindo College accordingly.

I/We further declare that:

1. The offer is made after fully understanding all the conditions and implications thereof.
2. The offer is made voluntarily, without any pressure, coercion, or undue influence from any source whatsoever.
3. I/We have inspected the College premises and acquainted ourselves with the scope of work, including photocopying and stationery services, before submitting this tender.
4. I/We undertake to comply with all statutory requirements, labour laws, and other applicable regulations during the contract period.

I/We hereby sign this undertaking in token of acceptance of all the conditions contained in the Tender Document.

Place: \_\_\_\_\_

Signature of Tenderer:

Date: \_\_\_\_\_

Name of Authorized Signatory:

Designation:

Name of Firm/Agency:

Address:

Seal of the Firm

Phone No.: \_\_\_\_\_

# SRI AUROBINDO COLLEGE

(UNIVERSITY OF DELHI)  
MALIYA NAGAR NEW DELHI - 110017

## FINANCIAL BID

*(Keep this Financial Bid in Separate Sealed envelope)*

**Name of Work : To run the Sri Aurobindo College PHOTOCOPYING, PRINTING & STATIONERY FACILITY Centre**

1. **Name of Tenderer and Agency** : .....
2. **Period of Contract** : **One year**
3. **Registration No. of the Agency** : .....
4. **PAN No./GST** : .....
5. **Please Specify as to whether Tenderer is Sole Proprietor/Pvt. Ltd/Partnership firm (Name of The partner should be specified In this case.** : .....
6. **Number of photocopy make for Office/Teachers on free of cost In monthly basis.** : .....  
(Minimum 3000 copy per month)
7. **Maintenance Charge for use of charge of Sri Aurobindo College Premises thousand only)** :  
i. **Minimum maintenance** : **Rs.5000/- (Rupees Six**  
**Per month.**  
ii. **Maintenance charges willing to pay Rs.**  
.....  
.....per Month  
(in word.....)  
.....)