

DESHBANDHU COLLEGE
(University of Delhi)
Kalkaji, New Delhi - 110019

Dated: 29th May 2026

NOTICE INVITING TENDER: PHOTOCOPY & ALLIED SERVICES

Subject: Quotations for providing Photocopy, Lamination, and Binding Services.

Sealed quotations are invited from reputed vendors (on official letterheads) for providing Photocopy, Lamination, and Binding services at **Deshbandhu College** for an initial period of **three years**. This contract may be extended further based on satisfactory performance. This facility is provided for the benefit of College students, faculty members, and administrative staff.

I. GENERAL TERMS AND CONDITIONS

1. The College will provide the requisite space within the premises.
2. The contractor is responsible for the Photocopy machine, all consumables, and the arrangement of qualified operators.
3. Machines must be of the latest technology and in good running condition.
4. Superior quality paper, not less than **75 GSM** of a reputed brand, must be used.
5. The unit must be operational from **9:00 a.m. to 5:00 p.m.** on all working days (and holidays if required).
6. Machine operators must be professional and ensure the secrecy and safety of all documents.
7. The contractor shall quote **2000 (Two Thousand) copies minimum, free of cost** per month to the Principal's office.
8. Neither the vendor nor their employees shall reside on the campus after stipulated working hours.
9. Rates for all services must be clearly displayed at various locations in the College and at the service counter.

II. QUOTATION SUBMISSION

- Latest of submission of the quotations is 10.06.2026
- **Submission:** Sealed envelope superscripted "**Quotations for Photocopy service**" addressed to:

The Principal, Deshbandhu College, Kalkaji, New Delhi-110019

- **Validity:** Bids must be valid for at least **180 days**.


PRINCIPAL

ANNEXURE - I: TECHNICAL REQUIREMENTS

Name of the Vendor: _____

Requirement	Specification
Manpower	At least one person stationed at the site.
Machines	Minimum 1 B&W and 1 Coloured branded machine (latest models).
Performance	Minimum 30 pages per minute; heavy-duty; duplex capability.
Equipment	On-site Lamination and Binding machines (Spiral, Spico, Thermal).

Mandatory Documents to be Enclosed:

- PAN Card Copy
- Aadhaar Card Copy
- Voter Card Copy
- Address Proof
- Experience
- Contact Number

Total Number of copies to be provided (free of cost): _____

ANNEXURE - II: PRICE DETAIL PROFORMA

Rates must be inclusive of all taxes and statutory levies.

S.No	Description of Services	Rate (in INR)
1	Photocopy (B&W) - A4 Size	
2	Photocopy (B&W) - Legal/Full Scape	
3	Photocopy (Coloured) - A4 Size	
4	Photocopy - A3 Size	
5	Photocopy - A0/A1/A2 Size	
6	Photocopy - B4 Size / Poster Size	
7	Lamination (All Sizes)	
8	Binding (Spiral/Spico/Thermal)	

Note: The College reserves the right to verify all statements, carry out technical inspections, and reject any or all bids without assigning any reason.

All disputes are subject to the jurisdiction of Delhi courts only.

Signature of Bidder: _____

Official Seal: _____