

सदरुभ स.....  
Ref. No.: KMV/F-P/2022/

दिनांक.....  
Dated: 04.07.2022

**NOTICE FOR RUNNING A PHOTOCOPIER FACILITY**

Sealed quotations are invited to run a photocopy and spiral binding shop in the premise of Keshav Mahavidyalaya, H-4-5 Zone, Pitampura, Near Sainik Vihar, Delhi-110034 in two separate envelopes clearly mentioning as "Technical Specification" and the "Financial quote". Preference would be given to a person with disabilities (Divyangjan) on humanitarian grounds.

A room of 10x12 ft size shall be provided for photocopying. Interested vendors/persons should apply on or before 14.07.2022 on the college address with the following details in separate envelopes.

The Technical Specification envelope should contain the following information.

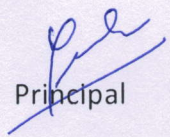
- i) Photocopy machine(s) to be used  
Make(s)/ Model  
Capacity
- ii) Earlier experience of running a photocopy shop, if any
- iii) Earlier experience of spiral binding, if any
- iv) Annual Turnover, if any

The Financial quote envelope should contain the following information.

- i) Rate of photocopying ----- per page
- ii) Rate of spiral binding ----- per bunch of 50/100/200 page
- iii) Room rent ----- per month payable to college for a room of size 10x12 ft.

Note:

1. Separate meter for electricity shall be installed. Electricity expenses to be paid by vendor to college as per actual.
2. Vendor has to bring his own Photocopier Machine preferably two side auto nature printing.
3. Vendor shall be allowed to offer/ display small stationery items for sale.

  
Principal

1. College Website
2. University of Delhi Website.