

RLAC/Tender/PhotocopyServices/2026/ 40

05.06.2026

### Tender Enquiry for providing Photocopy & other allied services

Offline bids are invited towards the service of Photocopy, Stationery items, Lamination, binding, etc., from the prospective bidders/suppliers under two bid systems (technical and financial) through procurement for one year, which can be considered for further extension upto two years on the basis of satisfactory performance. This facility will be provided for the benefit of College students, Faculty members, and Administrative Staff of Ram Lal Anand College, 5 Benito Juarez Marg, New Delhi- 110021.

Item	Details
Earnest Money Deposit (EMD)	₹25,000/- (Rupees Twenty-five Thousand only)
Bid Document Download Starts Date and Time	05.06.2026
Bid Submission Start Date and Time	05.06.2026 at 03:00 PM
Bid Submission End Date and Time	29.06.2026 at 03:00 PM
Technical Bid Opening Date and Time	30.06.2026 at 11:00 AM

Notes:

- (i) All details regarding the subject tender are available on our websites: <https://rlacollege.edu.in/>, [www.du.ac.in](http://www.du.ac.in). The Bidders are, therefore, requested to visit our website regularly to keep themselves updated. Any Addendum/Corrigendum will be displayed on the aforesaid websites only.
- (ii) The college reserves all the rights to accept or reject any or all the offers without assigning any reason. For further terms and conditions please contact college administration office during the working hours.
- (iii) All the bids may be submitted in a closed envelope in the administration dispatch section.
- (iv) Clarifications/ queries/ representation, if any, can be addressed to the Principal, Ram Lal Anand College, Dilshad Garden, Delhi-110 095 and email: [rlaoffice11@gmail.com](mailto:rlaoffice11@gmail.com)
- (v) All the bidders are requested to read the entire tender document carefully and check their eligibility as per the tender document. The bidders are also requested to submit only relevant documents to claim their eligibility and participate in the tender.

  
PRINCIPAL

(RAM LAL ANAND COLLEGE) (राम लाल आनंद महाविद्यालय)

(UNIVERSITY OF DELHI) (दिल्ली विश्वविद्यालय)

Benito Juarez Road, New Delhi-110021

(बेनिटो जुआरेज़ रोड, नई दिल्ली-110021)

Phone/फ़ोन:011-24112557

Website: <https://rlacollege.edu.in/>

**1. TERMS AND CONDITIONS**  
(MANDATORY FOR ALL BIDDERS)

1. For submission of bids, bidders are required to download all the documents from the website of the college and submit all the documents in a closed envelope.
2. Bids must be marked "For providing photocopy & other allied services" and shall be submitted in the admin dispatch section of the college on or before the date **29.06.2026**.
3. Bidders are advised to follow the instructions provided in the "Instructions to the bidder" for the submission of the bids offline.
4. Bidder who downloads the tender document from the Websites ([www.rla.edu.in](http://www.rla.edu.in)) shall not tamper with/modify the tender documents in any manner. If found, tender will be completely rejected, and the earnest money deposited (hereinafter referred to as EMD) will be forfeited, and the bidder is liable to be blacklisted.
5. Participating bidders are advised to visit the above-mentioned websites regularly for any corrigendum/addendum/amendment, etc., at any stage.
6. The College will not be responsible for non-receipt of bids within the specified date and time due to any technical reason.
7. The rates approved shall be valid for one year initially, which can be changed annually (if required) by the College on a mutual agreement.
8. The College requires photocopy & other allied services in the College premises. The bidder may visit the existing photocopy units before submitting their Bids, if necessary.
9. Technical requirements are given in Annexure I, which must be provided by the bidder. In case the technical requirements are not fulfilled by the vendor, the Contract, if awarded, will be terminated without any notice.
10. If the vendor is applying for providing these services, it will be assumed that he is accepting all technical & other requirements given in Annexure - I.
11. Bidder should have at least 1 year of satisfactory experience in providing photocopy service in any educational institutes / PSUs / Central/ State Government/reputed Private Organization, and documentary evidence must be enclosed.

12. The Photocopy machine must be the latest technology available in the market and in good running condition. This includes a superior quality of paper, not less than 75 GSM of a reputed brand. All the Stationery items offered by the bidder should be of superior quality.
13. Photocopy Machine, related consumables, arrangement of operators to operate the machines, on all working days/and on Holidays (whenever required) will be the responsibility of the Contractor. The operator should report for duty from **08:45 a.m. to 5:15 p.m. No outside work will be permitted.**

14. **Price detail Proforma (Annexure – II):-**

- i. The Bidder should give all relevant price information as per Annexure– II. The price may be given in Indian Rupees. The rate quoted for different items at the photocopying facility should be inclusive of all taxes and statutory levies, if any.
- i. The Form of Annexure – II must be filled in completely, without any errors, erasures, or alterations.
- i. The payment will be made every month on submission of the bill for additional copies & other services.

15. **Technical Inspection and Performance Evaluation**

The College reserves its right to carry out a technical inspection and performance evaluation at any time during the Contract. In case of any deficiency, the contract may be immediately cancelled without any notice.

16. **Earnest Money Deposit**

- a. An Earnest Money Deposit of Rs. 25,000/- (Rupees Twenty Five thousand only) in the form of a Demand Draft/Pay Order issued by a scheduled Bank in New Delhi, drawn in favour of "**Principal, Ram Lal Anand College**", payable at Delhi. Must reach the Office of Ram Lal Anand College, 5 Benito Juarez Marg New Delhi- 110021 on or before the date and time, i.e., **29.06.2026 and up to 3:00 p.m.**, failing which, the offer will be liable for rejection. Bidders must attach a scanned copy of the EMD along with the technical bid.
- b. Bid received without Earnest Money Deposit will not be considered. EMD shall be retained as a Security Deposit in the case of successful bidders, and the security Money shall be refundable without interest

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on satisfactory completion/termination of the agreement. The EMD of unsuccessful bidders shall be returned without any interest.

- c. The Security Money will be forfeited if the contract is terminated/cancelled due to irregularities like quality, service, behavior, not adhering to the specified timing for operating the machine, not giving preference to office work, etc.

#### 17. License Fee and Other Charges:

- i. The rates for the License fee are Rs 1000/- per annum. The charges will have to be paid in advance for the year annually.
- ii. The photocopier services are to be made available at the College premises, for which **the requisite space of approximately. 06 sq. mtr.** For which the monthly rent will be Rs 2400/-. Which shall be paid on the 1<sup>st</sup> day of each month.
- iii. The Bidder will have to install a Sub-Meter for consumption of electricity and pay the electricity charges "on an actual consumption basis as per reading of the Sub-Meter" to the authorities towards electricity at Rs 10/- per unit. The electric load of all electrical appliances will be on the sub-meter of the bidder.
- iv. The Bidder will maintain the Photocopy space.
  - v. Security amount ₹ 25,000/- (Rupees Twenty-five thousand only) in the form of Bank Guarantee only in favour of "The Principal, RLAC" has to be deposited at the time of signing of the contract.
- vi. The Contractor shall be charged the late payment charges @ ₹50/- per day, for the late payment of the license fee, and electricity charges.
- vii. The Contractor shall be responsible for the payment of GST/Service Tax on eatables, if applicable to the concerned department. The College will not be responsible for any non-compliance.
- viii. The security money, advance rent will be forfeited, adjusted in case the standard of cleanliness, quality of products & services is not maintained up to mark and in the case of non-payments of office dues.

### 18. Award Criteria

The contract will be awarded to the qualified bidder who has offered the lowest price with respect to the A4 size (Black & White) photocopy mentioned in Annexure-II. **Stationery items offered by the bidder will not be counted for the financial evaluation, but should not be sold more than the MRP of the particular product.**

19. The period of contract shall be for one year from the date of commencement of the contract of the College, which may be extended for a further period of two years at the discretion of the Principal. The rate quoted will remain in force for the full period of the contract. No demand for revision of rates on any account shall be entertained during the contract period.
20. The contractor will use the print material/paper/ink/cartridge of acceptable standard and quality.
21. The contractor shall keep an adequate number of machines/equipment to bear the routine burden of the work at the photocopy units. He would be responsible for their proper maintenance and upkeep.
22. The contractor or his employees will not reside on the campus after the stipulated working hours.
23. The Contractor shall have no right to sublet, assign, or authorize any other person to run the photocopier machine on his behalf. The Contractor shall not be allowed for any activity other than photocopier work in the allotted premises.
24. A suitable penalty will be imposed in case of breakdown which affects the working on account of Photocopy problem, Non-availability of operator, improper supply of consumables items (s), etc.
25. The Contractor or his operator will ensure the secrecy/confidentiality and safety of the documents that will be handed over for any service.
26. The Contractor will engage decent and honest staff under this contract and shall be solely responsible for their conduct and character. The persons deployed by the Contractor should be medically fit, and a Police Verification should also be submitted to the authority. If any deficiency is found in the same, that will be replaced within 24 hours by the Contractor.
27. The Contractor will have to display the rates/charges of all services in the different locations of the College premises, as well as on the photocopier counter.
28. The Contractor will charge the same rate to the students as well as the College staff for all services.

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29. On expiration of the Contract period or earlier termination thereof, the Contractor shall peacefully vacate and hand over possession within a week to the College.
30. An agreement will be executed between the College and the successful bidder (As per Annexur 3-III)

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## Annexure I

## Technical Requirement

Manpower required	At least one people are at the site.
Machines required	At least one reputed branded machines of the latest model in working condition, at your own cost, at the site.

The services to be provided in the subsidized photocopy units.

S.No.	Description of the services	
1.	Photocopy (Paper at least 75 GSM must be used)	<b>For Coloured as well as Black &amp; White Photocopy</b>
		A-4 Size
		A-4 Size (on a hard sheet)
		Full Scape/Legal paper
		A-3 Size
		A-2 Size
		A-1 Size
		A-0 Size
		Poster size
		B-4 Size
2.	Lamination	All sizes
3.	Binding	All types/sizes (spiral, spico, Thermal) of binding.
4.	Stationery items	<b>Stationery items offered by the bidder will not be counted for the financial evaluation, but should not be sold more than the MRP of the particular product.</b>
<b>S.No.</b>	<b>Machine</b>	<b>Features of the Machine</b>
1.	Photocopy Machine	should be capable of heavy-duty printing with a sufficient range of reduction and enlargement, at least 30 pages per minute, duplex type, option for both side colour & B/W printing, should use dry toner, etc.
2.	Lamination Machine	Should have the option to laminate all sizes of paper

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**Annexure II**

Price Detail Proforma

**Kindly quote the rates of each category/Size stated below. All the following information/rates are mandatory.**

S.No.	Photocopy Service	Rate per copy (in Rs.)
1.	A4 size (Black and white)	

**Table 'A'**

S.No.	Item	Rates per copy (in Rs.)	
		Black and White	Coloured
	<b>Photocopy Charges</b>		
1.	A-4 Size (on hard sheet)		
2.	Full Scape/Legal paper		
3.	A-3 Size		
4.	A-2 Size		
5.	A-1 Size		
6.	A-0 Size		
7.	Poster size		
8.	B-4 Size		
Total			

**Table 'B'**

S.No.	Binding Charges	Rates (in Rs.)					
		Spiral		Spico		Thermal	
		A-4	A-3	A-4	A-3	A-4	A-3
1.	0-200 pages & above						

**Table 'C'**

S.No.	Lamination Charges	Rates (in Rs.)
1.	Per Sq.Inch	

**Note:-** The bidder must quote the rate for all services mentioned in the above tables. Prices quoted in tables A, B & C will be negotiated with the L-1 bidder before awarding the contract.

\*Stationery items offered by the bidder will not be counted for the financial evaluation, but should not be sold more than the MRP of the particular product.

### Annexure-III

#### Agreement Performa (on Rs. 100/- Non-judicial stamp paper)

1. The photocopy & other services will be located in the Principal Block building of the College. The period of the contract shall be for one year from the date of commencement of the contract/signing of the agreement, which may be extended for a further period of two years at the discretion of the Principal. The contract can also be terminated at any time during the period of the contract after giving notice of one month without assigning any reason. The rate quoted will remain in force for the full period of the contract. No demand to increase approved rates on any account shall be entertained during the contract period.
2. That the cost of equipment, as well as the maintenance on ancillaries and furniture, etc., and all other operational expenses will be borne by the Contractor.
3. The RLAC will not bear any responsibility for any loss or damage to the machine of the Contractor.
4. That the EMD of Rs. 25000/- (Twenty five thousand only) deposited by the Contractor vide DD No.----- dated -----issued from issuing bank -----  
----- has been retained by the College as a Security deposit for the full contract period.
5. **License Fee and Other Charges:**
  - i. The rates for the License fee are Rs 1000/- per annum. The charges will have to be paid in advance for the year annually.
  - ii. The photocopier services are to be made available at the College premises, for which **the requisite space of approximately. 06 sq. mtr.** For which the monthly rent will be Rs 2400/-. Which shall be paid on the 1<sup>st</sup> day of each month.
  - iii. The Bidder will have to install a Sub meter for consumption of electricity and pay the electricity charges on an actual consumption basis as per reading of the Sub-Meter to the authorities towards electricity at the rate of Rs 10/- per unit. The electric load of all electrical appliances will be on the sub-meter of the bidder.

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- iv. The Bidder will maintain the Photocopy space.
  - v. Security amount ₹ 25,000/- (Rupees Twenty-five thousand only) in the form of Bank Guarantee, only in favour of "The Principal, RLAC" has to be deposited at the time of signing of the contract.
  - vi. The Contractor shall be charged the late payment charges @ ₹50/- per day, for the late payment of the license fee, and electricity charges.
  - vii. The Contractor shall be responsible for the payment of GST/Service Tax on eatables, if applicable to the concerned department. The College will not be responsible for any non-compliance.
  - viii. The security money, advance rent will be forfeited, adjusted in case the standard of cleanliness, quality of products & services is not maintained up to mark, and in the case of non-payment of office dues.
6. That the Contractor will provide the services only to bona fide students, teachers, and other staff of the College and will not undertake any outside job.
7. The contractor will give no opportunity for complaints of any type; otherwise, strict action may be taken as per the rules. The penalty may be imposed along with forfeiture of security money.
8. The photocopier services are to be made available at the College premises, for which the requisite space and electricity will be provided by the College without any levy. The Photocopy machine must be the latest technology available in the market and in good running condition. This includes a superior quality of paper, not less than 75 GSM of a reputed brand.
9. Photocopy Machine, related consumables and Stationery items, arrangement of operators to operate the machines, on all working days/and on Holidays (whenever required) will be the responsibility of the Contractor. The operator should report for the job from 9:00 a.m. to 5:30 p.m.
10. The College reserves its right to carry out a technical inspection and performance evaluation at any time during the Contract. In case of any

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deficiency, the contract may be immediately terminated without any notice, along with forfeiture of the security money.

11. It shall be the onus of the contractor to ensure that he is equipped with a mobile phone to enable this office to contact him immediately.
12. The contractor will use the print material/paper/ink/cartridge of an acceptable standard and quality.
13. The contractor shall keep an adequate number of machines/equipment to bear the routine burden of the work at the photocopy units. He would be responsible for their proper maintenance and upkeep. Insurance of all items of the Contractor shall be the sole responsibility of the Contractor.
14. The contractor or his employees will not reside on the campus after the stipulated working hours.
15. The Contractor will have to display the rate charges of all services in the different locations of the College premises, as well as on the photocopier counter.
16. The Contractor shall have no right to sublet, assign, or authorize any other person to run the photocopy services on his behalf. The Contractor shall not be allowed to engage in any activity other than photocopying, stationery items & other related work in the allotted premises.
17. A suitable penalty will be imposed in case breakdown which affects the working on account of a Photocopy problem, Non-availability of an operator, improper supply of consumable items etc.
18. The Security Money deposited by the Contractor shall be refundable without interest on satisfactory completion/termination of the agreement. The Security Money will be forfeited if the contract is terminated/cancelled due to irregularities like quality, service, behavior, not adhering to the specified timing for operating the machine, not giving preference to office work, etc.
19. In the event of your failure to provide proper and satisfactory services, the College may avail the same services from any other agency, and the cost on this account will be recovered from you.
20. The Contractor will engage decent and honest staff under this contract and shall be solely responsible for their conduct and character. The personnel deployed by the Contractor should be medically fit. If any

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deficiency is found in the same, that will be replaced within 24 hours by the Contractor.

21. The Contractor or his operator will ensure the secrecy/confidentiality/safety of the documents of the College.
22. The Contractor will charge the same rates to the students as well as the College staff for all services.
23. On expiration of the Contract period or earlier termination thereof, the Contractor shall peacefully vacate and hand over possession within a week to the College.
24. All disputes shall be subject to the jurisdiction of the Courts of Delhi only.

The above terms and conditions are accepted by us.

Dated: \_\_\_\_\_

Principal,  
Ram Lal Anand College