



**INSTITUTE OF HOME ECONOMICS**  
(University of Delhi)  
**इंस्टिट्यूट ऑफ़ होम इकोनॉमिक्स**  
(दिल्ली विश्वविद्यालय)



**NAAC GRADE 'A' ACCREDITED**

Ref. No. IHE/2022-2023/Admin/2041

Date 03/02/2023

**Notice Inviting Tender for Rate Contract for Printing & photocopying Services**

Institute of Home Economics (IHE), University of Delhi invites sealed quotations as single bid system from reputed printing service or photocopying service with relevant experience in the field for rate contract for the period of 6 months.

The quotations should reach the undersigned latest by 15<sup>th</sup> Feb 2023. The sealed envelopes shall be duly superscribed as- "Rate Contract for Printing and Photocopying Services in IHE".

The bidder must qualify the requirements as specified below before submitting the bids.

**Details of the services**

S. No.	Description	Rate (Kindly quote in Rs)
<b>1</b>	<b>Photocopying service</b>	
1a	A4, 75gsm, <b>single side</b> , black & white	Per copy
1b	A4, 75gsm, <b>double side</b> , black & white	Per copy
1c	A4, 75gsm, <b>single side</b> , Colour	Per copy
1d	A4, 75gsm, <b>double side</b> , Colour	Per copy
<b>2</b>	<b>Printing (Paper based)</b>	
2a	A4, 75gsm, single side, black & white	Per copy
2b	A4, 75gsm, double side, black & white	Per copy
2c	A4, 75gsm, single side, Colour	Per copy
2d	A4, 75gsm, double side, Colour	Per copy
2e	A3, 80gsm or more, single side, Colour	Per copy
2f	Certificate Printing (A4 size, Glossy sheet or thick sheet)	Per copy
<b>3</b>	<b>Printing (Non-Paper based)</b>	
3a	Banner- multicoloured, Cloth	Per sq ft
3b	Banner – multicolor, Sunboard	Per sq ft
3c	Flex banner (STAR good quality)	Per sq ft
3d	Poster- multicolor, thick paper	Per sq ft
3e	Poster- multicolor, flex	Per sq ft
3f	Poster- multicolor, sunboard	Per sq ft
3g	Labels printing on sunboard as per size	Per piece
<b>4</b>	<b>Designing services</b>	
<b>5</b>	<b>Spiral Binding</b>	Mention rate with specification
<b>6</b>	<b>Hard binding</b>	

### **Qualification Criteria for bidders**

1. The bidders must have at least 3 years of experience in similar services.
2. The bidder must have working registered office in Delhi.
3. The bidder must have GST registration.

### **Terms and Conditions**

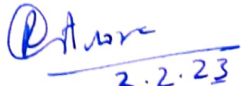
1. Quotations must be sent through speed post only.
2. Quotations with erased, overwritten would not be accepted.
3. Quotations submitted without the document required in the bid summarily rejected.
4. No quotations will be accepted after the last date of submission (15<sup>th</sup> Feb 2023).
5. For further information, bidder can contact college administration on all working days (Monday to Friday) between 10:00am to 4:00pm.
6. The payment will be released through RTGS as per the bill.
7. On inspection, if the material is not found as per the specification or any item is found damaged the same shall be rejected.
8. All the photocopying or printing should be of desired quantity and quality. Any shortfall will attract penalty.
9. The order should be aligned to the specifications chosen by buyer (IHE). The quality of material should not deviate from what is chosen by the buyer. Since, timely delivery is the biggest essence of the contract, the Service Provider shall ensure that the number copies mentioned by the buyer is done within stipulated time. Any kind of delay in delivery penalties.
10. Flexes and banners are digitally printed and must be durable, reusable, fade-resistant and tear-resistant materials.
11. The Service Provider shall ensure the level of service provided is of the highest professional standard and shall ensure full compliance with the terms and conditions of the contract.
12. The Service Provider at his/ her own cost shall arrange all the equipment(s), materials (in case of printing or photocopying with the material), and other things/ services, etc. necessary for printing/photocopying. The Buyer shall provide only the manuscript (both hard and soft copies).
13. The Service Provider shall do the printing and deliver printed material in accordance with the conditions of the Agreement at the time and place and in the manner as specified by the college.
14. Design should be given by Service Provider based on the college's requirement. The Service Provider shall provide a sample copy with the final design to the college before proceeding with the printing of the complete assignment.



15. The Service Provider shall, whenever called upon to do so, give full particular and information with regard to any work in hand and shall also permit an official deputed by the college to inspect at all required times. The Service Provider shall give assistance and information as may be required by him/ her in connection with any contract or contracts.
16. The Service Provider will not disclose information, Confidential or otherwise relating to IHE, it might have or get access to and which may affect the reputation of the Organization, any time to other parties.
17. Service Provider shall ensure that all information, data and or documents given to them by the college are kept confidential. The entire work of photocopying/printing are entrusted to the Service Provider under trust and hence any leakage of information or passing of the information for any commercial purpose/exploitation or any other purpose whatsoever shall amount to committing an offence of stealing and criminal breach of trust liable for criminal prosecution.
18. No documents shall be allowed to be taken or transmitted outside the Buyers premises without written permission from buyer, in any manner what so ever. No employee of Service Provider shall share any documents or information relating to it to any outside unauthorized person. Violation of the will render immediate termination of contract and no payments will be made to the Service Provider. Service Provider shall be wholly responsible in case of failure and will be liable to be prosecuted under the jurisdiction of the local court.
19. The Service Provider shall maintain a logbook which should be signed by the buyer to verify the materials delivered to the college.
20. The payment shall be made as per the financial quotes submitted by the Service Provider and accepted by the Buyer.
21. No advance payment shall be made to the Service Provider.
22. The price quoted shall cover all aspects of service delivery, it shall be inclusive of all consumables required to provide the service.
23. College reserve the right to reject the quotations without assigning any reason.

**Documents to be uploaded with the bid**

1. Proof of agency / shop/company registration
2. GST certificate
3. Proof of experience (last 3 years)
4. Acceptance letter for terms and conditions (on letter head)
5. Company/Agency details –Director/Prop., Address, Phone no, E-mail, Bank details.
6. Quotation as per above format

  
3.2.23  
Prof. (Dr.) Renu Arora  
Acting Director