

INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY

DELHI

Request for Proposal for General Store/ Stationary Shop including Photocopy and Printing Services

IIIT Delhi invites proposals for General Store/ Stationary Shop including Photocopy and Printing Services at Institute Campus at Okhla, New Delhi from reputed agencies having shop of similar nature within 10 kms from the Institute.

The interested agencies may submit their proposal along with the following documents:

1. Proof of having the shop of similar nature within 10kms from the Institute.
2. List of items proposed for sale with rates/ discounts on MRP.

Award of work:

The work will awarded to the agency on the recommendation of the committee based on the above documents/ policies/ rates. The institute reserves the right to award the work to more than one vendor now and in future also.

The institute also has reserved the right to reject any or all proposals without assigning any reason thereof.

Duration of Contract:

The duration of the contract will be one year. However, the same can be renewed up to three years based on the recommendation the committee. For the extended period of contract, the rent will be fixed on mutual consent basis. However, during the first year, this will be rent free.

Security Deposit:

The agency will be required to deposit the interest free security of **Rs. 25,000/- (Twenty Five Thousand only)**, which will be refunded after completion of contract after adjustment of pending dues of the Institute, if any. ***However, the security will be forfeited if the agency wishes to terminate the work before completion of initial one year as there is no rent during the first year.***

Timings:

The timings will be 10:00 am to 8:00 pm.

Institute Responsibility:

1. Rent free space during the first year. After this, the rent will be finalized on mutual consent basis.
2. Paid Electricity Connection.
3. Agency will be allowed to sale the items as per the list to be finalized at the time of award of work. However, the tentative items are General Store are like biscuits, packaged

namkeens, chocolate, toothpaste, soap, shampoo, all out and also over the counter medicines – such as crocin, vicks, cough syrup etc., Stationary Items, Photocopying & Printing Services, Lamination, Mobile Re-charge etc.,

Agency’s Responsibility:

1. To pay the electricity charges as applicable against the bills.
2. To keep the nearby premises neat and clean.
3. Providing quality services.
4. The items should be branded.
5. Direct collection of payment from customers.
6. Timings should be strictly followed.

Financials:

- 1) Discounts on MRP, if any:
- 2) Rates for Printing & Photocopying Services:

Paper to be used	Size	Rate per copy in Rs.
Black Copy 75GSM	A3	
Black Copy 75GSM	A4	
Color Copy 75GSM	A3	
Color Copy 75GSM	A4	
Spiral Binding up to 200 pages		
Spiral Binding more than 200 pages		
Lamination	Per page	
Other, if any		

How to submit:

The interested agencies may submit their proposal along with the above mentioned documents by subscribing “Proposal for General Store/ Stationary Shop including Photocopy and Printing Services” so as to reach the Registrar, IIIT- Delhi, Okhla Phase –III, New Delhi latest by **August 24, 2013**.