



# राजधानी कॉलेज

(दिल्ली विश्वविद्यालय)

**RAJDHANI COLLEGE**  
(UNIVERSITY OF DELHI)

☎ २५६३०७५२  
☎ २५९३०७५२

राजा गार्डन, रिंग रोड,  
नई दिल्ली- 110015

Raja Garden, Ring Road,  
New Delhi-110015

संदर्भ :

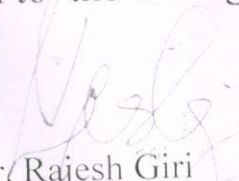
Ref. No. RC/RG.....

दिनांक  
Dated 21/02/2018.....

## NOTICE

Sealed quotations addressed to the Principal , Rajdhani College , Raja Garden, New Delhi-110015 are invited from vendors for **installing, maintaining and running the photocopying machine in the College campus.**

Quotations superscribed as “ **Quotations for installing, maintaining and running the photocopying machine in the College campus** ” must reach to the College during office hours latest by 03.03.2018.

  
Dr. Rajesh Giri  
Offg. Principal

21/2/2018

**Proforma of License / Contract for installing, maintaining and running the photocopying machine in the College campus.**

Name: .....

Address: .....

.....

No. of free photocopies to be provided to the College per month: .....

Rate per photocopy (B / W) for the College / Staff : .....

Rate per photocopy (B/W) for the Students : .....

Date:

Signature of Licensee / Contractor

### **The terms & conditions for installation of Photostat Machine in the College**

That the licensee shall install an Photostat Copy Machine at his own cost in the room near the College gate.

That the maintenance cost of the Machine, ancillaries, furniture and other operational expenses will be borne by the licensee.

That the licensee will pay to the licensor charges for the electricity consumed.

That the licensee shall deposit with the licensor a security of Rs. 10,000/- which shall be refundable at the expiry of the license and after deduction of any dues outstanding at the time.

That the charges per page for copying shall be as under:-

A4 size (B/W): Rs..... per copy for Students & Rs. .... for College / Staff.

That the licensee will not be charged any rent.

That the licensee shall provide ..... Copies per month or ..... Copies per year free of charge to the College.

That the licensee shall give priority to the work order placed by the college.

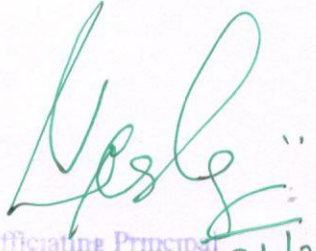
That the licensee shall not use the premises for any other purpose. However, the licensee may be allowed to keep stationery material for sale to students and staff.

That working hours for the facility will be from 8.30 A.M. to 5:30 P.M. on all working days. However, in an emergency the College can extend above working time at its discretion.

That the licensor or the licensee can terminate this license after giving one month notice to the other party without assigning any reasons.

That the License is for a period of two years only extendable to another term of two years on the basis of his performance .

The Committee can review the quality control on monthly basis.

  
Officiating Principal  
Rajahm College  
(University of Delhi)  
Raja Garden, New Delhi-110015  
21/2/2018