

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY,
DELHI
IIT-DELHI**

Request for Proposal for Photocopying and Printing Services

IIT-Delhi invites proposals for providing printing, photocopying, binding and lamination facility for the students and office Institute Campus at Okhla, New Delhi from reputed agencies.

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

1. Company Profile
2. Client list
3. Process of accounting for the no of copies printed
4. Quality of printing to be ensured
5. Ensuring Minimum breakdown / standby option

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 will take feedback (thru feedback form) from customers (Faculty/ Staff/ Students) regularly (once every quarter). Further renewal of will depend heavily on customer feedback.

The Institute also reserves the right to reject any or all the bids without assigning any reason thereof.

Institute Responsibility

1. Rent free space for operating of machine and other works
2. Paid Electricity Connection
3. Agency will be allowed to keep standard stationary items

Agency Responsibility

1. Providing good quality photocopying + printing (Network based) facility for 10 hours daily
2. Facility for binding and lamination
3. Direct collection of payment from individuals
4. Maintaining of accounts for bi-monthly billing for office
5. Providing heavy duty printing machine with operator and Paper of A3 and A4 sizes

Financials

Printing and photocopying

Paper to be used	Size of the paper	Cost per paper
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	

How to submit:

The interested agencies may submit their proposal along with the above mentioned documents by subscribing “Proposal for Printing and Photocopying” so as to reach the Registrar, IIIT-Delhi, Okhla Phase – III, latest by September 20th, 2012 by 3:00 pm.