



Estate Branch
Guru Gobind Singh Indraprastha University
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F.No: GGSIPU/E&S /03/2013/1002
Dated: 03rd September, 2013

CIRCULAR

Sub: Opening of Photocopy Shop in the Dwarka campus.

All Teaching / Non- Teaching / Residents and Students are hereby informed that Shop No.-4 under bridge has been allotted and is functional for running the Photocopier/ Computer Printing / binding /stationary items/ Teaching Material at the Dwarka Campus for the period of Three year.

All are requested to avail the benefit and services of the Photocopy Shop facility in the Dwarka campus. The timing of working hour is:


Days

Timing

Monday to Sunday

09:00 A.M. to 09:00 P.M.

The approved rate list is also enclosed.


(Dr. Vijay Kumar) 3/9/13
Assistant Registrar (Estates)

Copy to,-

1. AR to Vice Chancellor Secretariat, for kind information of the Hon'ble Vice Chancellor.

Copy for information with the request to get this circular circulated among all staff members of the School/ Department-

1. Dean- USAP, USBT, USBAS, USCT, USE, USEM, USHSS, USIT, USL&LS, USMS, USMC, USMPMHS
2. Director- Academic Affairs, Coordination, CDMS, International Affairs, Legal Aid Cell, Organization & Development, Project Monitoring Cell, Research & Consultancy, Student Welfare
3. Registrar
4. Controller of Finance
5. Controller of Examination
6. Librarian
7. Chief Warden
8. Chairman, UCITIM- with a request to upload the circular on the University website.
9. In- charge - Academic, Affiliation, Coordination, Gen. Admn, Personnel, Planning (RTI & Legal), Purchase, Store
10. Executive Engineer, UWD
11. Guard File
12. Office copy

Rate List**(A) Plotting Machine**

S. No.	Description of work	Rate Quoted (in Rs.)		
		Paper Size	Black & White	Colour
1.	Plotting – Printing (Drawing / Text)	A4	0.75	5.00
2.	Plotting – Printing (Drawing / Text)	A3	1.50	12.00
3.	Plotting – Printing (Drawing / Text)	A2	15.00	20.00
4.	Plotting – Printing (Drawing / Text)	A1	24.00	29.00
5.	Plotting – Printing (Drawing / Text)	A0	39.00	49.00

(B) Photocopy Machine

S. No.	Description of work	Paper Size	Black & White
1.	Photocopy (Single Side)	A4	0.50
2.	Photocopy (Single Side)	A3	0.75
3.	Photocopy (Double Side)	A4	0.80
4.	Photocopy (Double Side)	A3	1.50

(C) Spiral Binding

S. No.	Description of work	Rate Quoted (in Rs.)		
		Paper Size	A4 Size	A3 Size
1.	Spiral Binding		15.00	20.00

(D) Laser Printing

S. No.	Description of work	Rate Quoted (in Rs.)	
		A4 Size	A3 Size
1.	Printing (Black & White)	0.75	1.50
2.	Printing (Colour)	5.00	10.00

(E) Scanning

S. No.	Description of work	Rate Quoted (in Rs.)		
		Paper Size	B & W	Colour
1.	Scanning (Drawing / Text)	A4	1.00	2.00
	Scanning (Drawing / Text)	A3	2.00	5.00
	Scanning (Drawing / Text)	A2	10.00	20.00
	Scanning (Drawing / Text)	A1	20.00	30.00
	Scanning (Drawing / Text)	A0	30.00	40.00

(F) Stationary Items / Teaching materials (minimum 10% discounts on MRP)

(Signature of the Prop./ Authorized Signatory)
With Name and seal