

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
(DEPARTMENT OF POWER)
DELHI SECRETARIAT, 8TH LEVEL, B-WING,
I.P. ESTATE, NEW DELHI-110002

No. F.11/06/09/Power/CT/4616

Dated: 30-11-2018

To,

- 1) Notice Board,
- 2) Website of Power Department.

Sub: Inviting rate quotations for photocopy and other work– reg.

Sir,

This department has frequently required on urgent basis of the various type of official work which are as under :-

Type of work
1) Photocopy A4 (Single) (B/W)
2) Photocopy A4 (Duplex) (B/W)
3) Photocopy A4 (Single) (Color)
4) Photocopy A4 (Duplex) (Color)
5) Photocopy Legal (Single) (B/W)
6) Photocopy Legal (Duplex) (B/W)
7) Photocopy Legal (Single) (Color)
8) Photocopy Legal (Duplex) (Color)
9) Spiral binding
10) Identity Card
11) Cartography (printing of Map)
12) Book binding
13) Stapling

In this regard, the department intends to invite sealed quotation for above said work from local market. The terms and conditions for the same are attached herewith.

The last date for receiving of the sealed quotation by this department is on or before 06.12.2018 at 05:00 PM.

Yours faithfully,


30/11/2018

(R. S. Samria)
DY. Director (POWER)

Encl:-

- 1) Terms & conditions

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
(DEPARTMENT OF POWER)
DELHI SECRETARIAT,
8TH LEVEL, B-WING, Delhi - 110002**

TENDER NOTICE

Subject : Quotation for photocopying work, set making, Spiral Binding, Book Binding, Cartography (map making) etc.

Sealed quotations are invited from reputed and financially sound firms for photocopying work, set making, Spiral Binding of various documents, Book Binding, Cartography (map making) etc. on outsource basis in the Department of Power, GNCTD initially for a period of one year from the date of award of contract on the terms & conditions enumerated in the following paragraphs.

Last date & Time for receipt of bids	06.12.2018 up to 05.00PM
Date & Time for opening of bids :	07.12.2018 at 03:30PM

Business address of the firm the tender document can be obtained from local vendors working in nearby to this office (within 3 or 5 Km).

This department reserves the right to accept any bid or reject any or all the bids without assigning any reason thereof.

Terms & Conditions

- 1) The bidders are advised to study the Terms & Conditions of bid carefully before submission of the bid. The bidder submitting bid would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written shall be entertained in r/o acceptance/rejection of the bid. Quotation must be unconditional.
- 2) Department shall not pay costs incurred towards preparation and submission of the bid or any other expenditure in the regard to the bidder.

- 3) The bidder should quote the rates in only confidential mode (sealed envelope) at Department of Power, GNCTD, 8th Level, B-Wing, Delhi Secretariat, Delhi - 110002
- 4) The contract will initially be awarded for a period of one year which can be extended further on same rates, terms & conditions subject to satisfactory services by the firm.
- 5) The bidder shall use good quality of paper i.e. 75 gsm or above and brand of Paper i.e. Century, Spectra, K-One, JK Copier or any other reputed brand.
- 6) The payment will be paid to the firm on monthly basis on the basis of demand slips.


30/11/2018

R.S. Samria

Dy. Director (P)