

No. D13015/09/2012-Gen.
Government of India
Ministry of Drinking Water and Sanitation

8th Floor, Paryavarn Bhavan
CGO Complex, Lodhi Road,
New Delhi-110003
Dated 22.06.2012

TENDER NOTICE

Subject:- Annual rate contract for photocopying, Set making and Spiral banding-Tender notice

Sir,

The Ministry of Drinking Water and Sanitation propose to enter into contract for Colour photocopying, B/W photocopying, Set making, Spiral banding, for one year with an agency experienced in the line of business. Interested agencies are requested to quote rates as per the pro-forma enclosed Annexure –I. The Tender should be in sealed cover super-scribed as "tender for Rates for Colour photocopy, B/W photocopy, Set making, Spiral bonding, etc." Tender should be sent to Under Secretary (Admn.), Ministry of Drinking Water and Sanitation, 8th Floor, Paryavarn, CGO Complex, Lodhi Road, New Delhi-110003 by **6th July,2012 at 3.00 p.m.** along with EMD of Rs. 5000/- in favour of PAO, Ministry of Drinking Water and Sanitation. The tenders will be opened at 4.00 p.m. on the same day in the presence of representative of the bidders who wish to participate.:

2. The paper used for Colour and B/w photocopy should be of good quality A4 size paper or legal size paper, spiral binding may be made by transparency sheet and back part of blue fine material with good quality plastic spiral role. The successful tenders will have to enter into an agreement for a year incorporating provisions as per GPR as well as special conditions of contract herein.

3. A Earnest Money Deposit (EMD) amounting to Rs. 5000/- (Rupees five thousand only) by way of Demand Draft/Bankers cheque in favour of PAO, Department of Drinking Water and Sanitation, New Delhi is invariably required with the quotations failing which quotation will not be accepted.

4. The successful tenders will have to furnish performance Security for an amount of Rs. 10,000/- which should be valid for a period of 60 days beyond date of completion of the rate contract.

Yours faithfully


(K. Naryana Reddy)

Under Secretary to the Govt. of India
Tele: 24368612

Copy to:

- 1 Technical Director (NIC) for hosting on Department's website www.ddws.nic.in (Soft copy of the letter attach.
2. CPP Portal

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Proforma for rates

Sl. No.	Items	Unit	Unit rates
01.	Photocopying A/4size and legal paper size per page B/W including cost of paper		
02.	Colour photocopy A/4 size per page including cost of paper		
03.	Set making upto 400 pages including cover page		
04.	Spiral binding upto 200 pages		
05.	Spiral binding upto 400 pages		

Signature of Tender
Complete address of Agency