

No. A-11011/87/2007/DWS-II  
Government of India  
Ministry of Rural Development  
Department of Drinking Water Supply

8<sup>th</sup> Floor, Paryavaran Bhavan,  
CGO Complex, Lodhi Road,  
New Delhi - 110 003.

Dated February, 2008

To

Subject: Quotation for Spiral binding, set making and photocopies etc. of various documents/  
book pertaining to the Department of Drinking Water.

Dear/Sir,

The undersigned is directed to invite sealed quotation for the following services required by the Department of Drinking Water Supply as & when necessary:-

1. Spiral binding (please quote for 100 pages, 100-200 pages, 200-500 pages and above)
2. Set making
3. Photocopying (please quote for black & white as well as color photocopy per page).

Note:

1. The cost of material should be inclusive of rates quoted.
2. The contract will be valid for one year from the date of award.
3. The work entrusted from time to time shall be executed on priority basis
4. The prospective tenderer shall be required to deposit an amount of Rs. 2000/- as per security for due performance of the contract.
5. The tenderer shall charge to make their own arrangement to collect the papers and deliver the sets in the Department office premises even at short notice.

Your quotation should be reach the undersigned by 7<sup>th</sup> March, 2008 by 4.00 p.m. positively, Late quotation shall not be considered. Quotation will be opened on same day at 5:00 p.m.

Yours faithfully,

**(S.K. VERMA)**  
**Under Secretary to the Govt. of India**  
**Telefax: 2436 4780**

Copy to:

The Technical Director (NIC) for hosting on the Department's website  
Source: <http://ddws.gov.in/tenders.asp>