

D.11011/55/2006-DWS-II
Ministry of Rural Development
Department of Drinking Water Supply

8th Floor, Paryavaran Bhavan,
CGO Complex, Lodhi Road,
New Delhi-110003
Dated 31st January,2007.

To

Subject:- Quotation for Spiral binding, set making and photocopies etc. of various documents/Books pertaining of the Deptt. of of DWS.

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:-

- i) Spiral binding.
(Please quote for 100 pages, 100-200 pages, 200-500 pages and above)
- ii) Set making,
- iii) 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.
1. The contract will be valid for one year from the date of award.
2. The work entrusted from time to time shall be executed on priority basis.
3. The prospective tendered shall be required to deposit an amount of Rs.2000/- as per security for due performance of the contract.
5. The tenderer shall chare to make their own arrangement to collect the papers and deliver the sets in the Department office premises even as short notice.

Your quotation should reach the undersigned by 10th February, 2007 by 4 p.m. positively. Late quotation shall not be considered.

Yours faithfully,

(Y.K. Sood)
Under Secretary to the Government of India

Copy to:-

The Technical Director(NIC) for hosing on the Department's website.