

.No. 2/2(15)/2005-NCW(G)
National Commission for Women
4, Deen Dayal Upadhyaya Marg
New Delhi-110002

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**Sub.: Quotation for installation of photocopier machine
in NCW**

Sealed quotations in duplicate are invited on behalf of National Commission for Women for installation of a photocopier alongwith operator for photocopy works at NCW.

The terms and conditions of contract are as under :-

- i. The agency will be required to install a photocopier along with an efficient resident Photocopy Operator from 9.00 a.m. to 6.00 p.m. on all working days i.e. from Monday to Saturday. The agency shall also provide Xerox paper of good quality (weight 75 GSM).
- ii. Space for keeping the Xerox Machine and Electricity for running for the machine will be provided by the Commission.
- iii. The agency will be solely responsible for proper upkeep and maintenance of Xerox machine. Faults, if any shall be rectified by the agency it self. Before attending to any fault, the operator deputed by the agency will take all safety precautions. The Commission will not be responsible for any injury, loss and mishappening, if any, occurs to the Operator during the course of operation and maintenance of the Xerox machine.
- iv. The payment will be made on monthly basis, in case operator fails to attend office on any of the working days the work of photocopy done from market the difference of expense will be reduced from his bill.
- v. If interested, kindly quote your rates per month for providing the above said services. The other charges viz,

service tax etc. if any, should be clearly indicated in the quotation.

- vi. In case the Photocopy work is not done in time or the same has not been done to the satisfaction of the Commission, the contract may be terminated.
- vii. The rate quoted should remain valid for one year from the date of award work.

The quotation in a sealed cover superscribed as “Quotation for photocopy work at NCW” may be submitted to The Under Secretary (Admn.),. National Commission for Women, 4, Deen Dayal Upadhyaya Marg, New Delhi-110 002 on or before 05.01.2012 (till 3.00 p.m.) positively. Quotations received will be opened on the same day at 3.30 p.m. quotations received after due date and time will not be entertained. The Commission will not be responsible for any postal delay.

Rate of the Photocopy in
Annexure -1

Sl.No.	Description	Copy in (Rs.)	Taxes if any
		A-4	
		A-3	

For Signature of the contractor with rubber stamp and date.

Yours faithfully,

Sd/-
(Sradha Paul)
Under Secretary