

F. No. A-11019/91/2006-NMPB  
National Medicinal Plants Board  
Department of AYUSH  
Ministry of Health & Family Welfare  
Government of India

Chandralok Building  
36, Janpath, New Delhi-110 001.  
Ph. No.011-23319255 Fax:011-23319356  
Dated 06<sup>th</sup> May 2011

To  
As per list enclosed


**Subject: Quotation for Photocopying job**

Quotations are hereby called for installation of photocopy machine in the premises of National Medicinal Plants Board, Deptt. of AYUSH for photocopying job. Department will provide space and electricity whereas equipments / personnel / material for photocopy i.e., paper, toner and Maintenance of the photocopy machine and other equipments would be provided by the firm. Our monthly requirement would be approx. 15000 to 20000 copies.

**Terms & Conditions:**

- i) All consumables required like good quality photocopying paper, material etc., will be provided by the firm.
- ii) The machine to be stationed would be in fine state of condition and should not be more than 2 years old.
- iii) The firm shall provide its services from 9:00 a.m. to 6.30 p.m. on all working days. For Saturdays / Sundays / closed holidays services may need to be provided on demand. However, the schedule of timings and dates / days is subject to change without prior notice, at the convenience of the Department. During Parliament Sessions or during any other urgent nature of work, the firm shall have to provide its services beyond the prescribed timings, as and when needed, at the sole discretion of the Government.
- iv) Payment will be paid to the firm on monthly basis on the basis of the demand / requisition slips after proper verification.
- v) The personnel to be deployed by the firm for photocopying purpose should be polite, courteous and well dressed.
- vi) Under no circumstances, shall the firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the competent authority.
- vii) Firms may kindly quote the minimum guarantee of work and rates per copy. Quotations in a sealed cover may be sent to this office by 23.052011. Quotations received after 23<sup>rd</sup> May 2011 will not be entertained. Quotations will be opened on the same day at 3:00 pm in the room of Director, NMPB.
- viii) The contract will be for the period of ONE YEAR. In case, the agency leaves the photocopying job in middle, the claim due will be forfeited.

Yours faithfully

  
(Meenakshi Negi)  
Director

To:

1. M/s. Mohan Photostats,  
114 – Skylark Building,  
60, Nehru Place, New Delhi – 110 019.
2. M/s. Sunny Enterprises,  
LGF – 59, Vijaya Building,  
17, Barakhamba Road, New Delhi – 110 001.
3. M/s. Garima Electrostats,  
L.B. 53, Prakash Deep Building,  
7, Tolstoy Marg, New Delhi – 110 001.
4. M/s. Kailash Electrostats,  
U. B. 5, Prakash Deep Building,  
7, Tolstoy Marg, New Delhi – 110 001.
5. M/s. Sri Enterprises,  
U.B. – 11, Arunachal Building,  
19, Barakhamba Road, New Delhi – 110 001.
6. Sh. Pravccn Kumar – for uploading in the website of NMPB
7. Notice Board, NMPB