

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 01st September 2010

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.

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 20.09.2010. Quotations received after 20th September 2010 will not be entertained.
- viii) Each Quotation shall be accompanied by earnest money of Rs.2,000/- (rupees two thousand only) through a Demand Draft / Pay Order, drawn in favour of "Pay & Accounts Officer, Ministry of Health & Family Welfare, New Delhi", failing which the tender will be rejected.
- ix) The contract will be for ~~the~~ period of **ONE YEAR**. In case, the agency leaves the photocopying job in middle, then the earnest money will be forfeited.

Praveen

Yours faithfully

(PARHLAD RAI)

Deputy Secretary to the Govt. of India