

F. No. A. 11019/30/2016-NMPB
Government of India
Ministry of AYUSH
National Medicinal Plants Board (NMPB)

Room No.309, 3rd Floor
B-Block, AYUSH Bhawan
GPO Complex, INA
New Delhi – 110 023.
Telephone No.: 011 – 2465 1823
Dated: 14th August 2017

To
As per list enclosed

Subject: Inviting quotations for photocopying job in NMPB – reg.

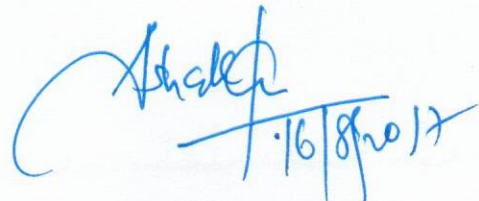
Sir,

Quotations are hereby called for installation of photocopy machine in the office premises of National Medicinal Plants Board (NMPB), Ministry of AYUSH (at the address as mentioned above) for photocopying job. NMPB will provide space and electricity, whereas equipment / personnel (manpower) / material for photocopy i.e., paper, toner and Maintenance of the photocopy machine and other ancillary will be provided by the firm. Monthly volume of the photocopying job is 15000 to 20000 copies (approx.).

Firms may quote the minimum rate of xerox per copy in their quotation.

Terms & Conditions:

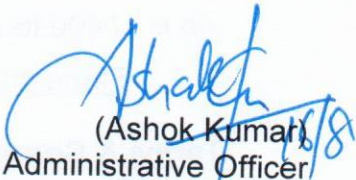
- i) All consumables required, like good quality photocopying paper, toner etc., shall be provided by the firm.
- ii) The photocopy machine to be installed in NMPB should be in good condition and should not be more than 2 years old.
- iii) The firm shall provide its services from 9:00 a.m. to 6.30 p.m. 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 i.e. NMPB. 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.

A handwritten signature in blue ink, followed by the date '16/8/2017' written in blue ink.

P.T.O.

- 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 (manpower) to be deployed by the firm for photocopying purpose should be polite, courteous, well dressed and well mannered.
- 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 by the competent authority.
- vii) Quotations in a sealed cover may be sent to this office by ~~31st August~~ ^{4th September} **2017 before 03:00 pm**. Quotations received after stipulated date and time will not be entertained. **Quotations will be opened on the same day at 3:30 pm in the chamber of Finance & Administrative Officer (F & AO), NMPB.**
- viii) The contract will be valid for a period of **ONE YEAR**. In case, the agency leaves the photocopying job in middle, the due payable will be forfeited.

Yours faithfully


(Ashok Kumar)
Finance & Administrative Officer
NMPB

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. M/s. Kailash Electrostats
UB-5, Prakash Deep Building
7, Tolstoy Marg, New Delhi – 110 001.
7. Sh. Parveen Kumar Wadhwa, Computer Operator, NMPB – for uploading in the
website of NMPB
8. Notice Board, NMPB