

INFORMATION TECHNOLOGY DEPARTMENT

NDMC: PALIKA KENDRA, NEW DELHI

Ph: 41501383(D), 41501353 - 60 Ext. 2701

No.D /193 /Dir(IT)/2017

Date: 05/07/2017

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Sub: Budgetary Quotation for Estabilishment of Printing, Photocopier, Binding, Scanning etc. Units (Two) at NDMC, Palika Kendra.

Sir,

Please quote your lowest budgetary rate for following materials/unite in sealed cover duly subscribed with quotation no. and date. Your sealed budgetary quotation must reach this office by 3:00 P.M. on due date i.e. 10/07/2017 in room no. 7008 at 7th floor, Palika Kendra, NDMC.

It shall be responsibility of quotationer to ensure that their quotation reaches in time. As quotation received after the due date and time will not be considered.

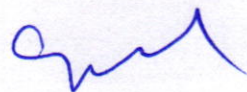
S.no	Description of Work	Rate in Rs. In words	Rate in Figure
1.	Rates of (A4 size) Copy (Single Side)		
2.	Rates of (A4 size) Copy (Both Side)		
3.	Rates of (A4 size) Print (Single Side)		
4.	Rates of (A4 size) Print (Both Side)		
5.	Rates of (Legal size) Copy (Single Side)		
6.	Rates of (Legal size) Copy (Both Side)		
7.	Rates of (Legal size) Print (Single Side)		
8.	Rates of (Legal size) Print (Both Side)		
9.	Rates for Spiral Binding (Up to 100 Pages)		
10.	Rates for Spiral Binding (101 to 300)		
11.	Rates for Spiral Binding (301 to 500)		

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12.	Rates for Sprial Binding (Above 500 Pages)		
13.	Rates for Staple Binding (Up to 100 Pages)		
14.	Rates for Staple Binding (101 to 300 Pages)		
15.	Rates for Staple Binding (301 to 500 Pages)		
16.	Rates for Staple Binding (above 500 Pages)		
17.	Rates of (A4 size) Colour Copy (Single Side)		
18.	Rates of (A4 size) Colour Copy (Both Side)		
19.	Rates of (A4 size) Colour Print (Single Side)		
20.	Rates of (A4 size) Colour Print (Both Side)		
21.	Rates of (Legal size) Colour Copy (Single Side)		
22.	Rates of (Legal size) Colour Copy (Both Side)		
23.	Rates of (Legal size) Colour Print (Single Side)		
24.	Rates of (Legal size) Colour Print (Both Side)		
25.	Rates of (A4 size) Scanning (Single Side)		
26.	Rates of (A4 size) Scanning (Both Side)		
27.	Rates of (Legal size) Scanning (Single Side)		
28.	Rates of (Legal size) Scanning (Both Side)		

* The Quantity of above items may vary as per the actual site conditions.



TERMS AND CONDITIONS OF CONTRACT

1. Purchaser's Right to vary Quantities at the time of Award

The Purchaser reserves the right to vary the quantity. Purchaser also reserve the right to order additional quantities at a price not more than the price accepted after this order for a period of one year from the date of order placement.

2. Scope of Work

The Scope of work necessarily, but exclusively, includes the following activities:

- 1) NDMC will only provide space and electricity.
- 2) The other required items / resouces i.e. Machines, Manpower, Paper etc. will be responsibility of the supplier / bidder.
- 3) Machines will be installed at difrente piaces at Palika Kendra, NDMC or any other location in NDMC Area.
- 4) Material supplied and equipped should be with latest standards.
- 5) Maintenance of the machine will be fully responsibility of the bidder.
- 6) The paper will be provided of standard ISI mark quality and weight should not be less than 75g/M²
- 7) Paper should be environment friendly, excellent whiteness and biodegradable & recyclable.
- 8) NDMC will provide the list of authorized signatory who will give the required indent for printing / photocopy / scanning.

3. Inspection and Tests

The purchaser shall have the right to inspect and/or test the material / machine /unit for conformity to the Contract Specification. If the material fail to conform to the specification, the Purchaser may reject them and the supplier shall wither replace the rejected material or make all alterations necessary to meet specification requirements free of cost to the Purchaser.



4. Transportation

The Bidder/Supplier shall be required to meet all transport and storage expenses until delivery and installation, at NDMC sites in Delhi.

5. Incidental Services

The Bidder/Supplier is required to provide, install and commission all material up gradations/ enhancements from time to time, during warranty free of cost to Purchaser. All the material must be provided with latest versions and from original source.


6. Packing, forwarding and Shipment

The Bidder/Supplier shall provide proper packing of the Goods to prevent their damage or deterioration during transit to the final destination site. The contractor shall notify sufficiently in advance the Consignee/Purchaser of the date of each shipment from his works and the expected date of arrival goods at the site.

7. Payment Terms

The standard payment terms, subject to recoveries, if any, under the Liquidated Damages clause in the Tender terms and conditions will be as under:

- 1) Payment will be released quarterly on the basis of actual usages by the Departments of NDMC.
- 2) The actual usages will be counted by the nominated officers of NDMC and verify for payment purpose.


Director(IT)