

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.

