

Prasar Bharati
(India's Public Service Broadcaster)
News Services Division: All India Radio: New Delhi

NSD/AIR/CT-Binding/2016-17/1597 Dated: 18/09/2018
M/s 18 SEP 2018

Subject : Quotation for Binding of Pay Bill Registers, vouchers etc. for a period of One year with effect from 01/11/2018.

Dear Sir,

Please furnish your quotation for stores mentioned below. The quotation should be sent in a sealed cover addressed to the undersigned by name so as to reach on or before **23/10/2018 (14.00 hrs.)** indicating:

1. Description of Item Material/work for which quotation is invited.
2. Reference to letter of inquiry and dated.
3. Due date of opening the quotations.
4. Terms & conditions are enclosed.

The quotations will be opened at **03.00 PM on 23/10/2018** in the presence of such tenders of their agents. The quotation submitted should remain open for acceptance for a period of one year from the date of opening them. The undersigned reserve the right to reject any quotation without assigning any reasons what so ever.

S.No.	Description of Item	Rates
1	Ordinary Binding of PBR	
2	Leather Binding of PBR	
3	Ordinary Binding of Voucher	
4	Leather Binding of Voucher	
5	Ordinary Binding of Service Book	
6	Leather Binding of Service Book	
7	Ordinary Binding of register	
8	Leather Binding of Register	
9	Ordinary Binding of File	
10	Leather Binding of File	
11	File Stitching	
12	Ordinary Binding of Book	
13	Leather Binding of Book with Gold Printing	

Yours faithfully,


(J.S.MANN)

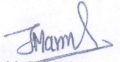
Senior Administrative Officer
for Director General (News)

Copy to :-

1. The Incharge, IT Unit with the request for placing this on website.
2. Notice Boards.

TERMS AND CONDITIONS

1. Only good quality materials/ISI Marked should be used for the work.
2. Before starting the work, the contractor is to obtain work permit from respective section and intimate the names of his workers/employees.
3. It is the responsibility of contractor to follow local rules for employing labourers.
4. Only pre-receipted bill in duplicate is to be submitted after completion of work along with completion certificate.
5. Income Tax wherever applicable will be deducted from your bills at the prescribed rate and certificate thereof will be issued.
6. Payment will be made within 30 days after satisfactory completion of work or the date of receipt of the bill whichever is later.
7. In case the services are not found satisfactory the Performance Security will be forfeited and work will be got executed from other agency.
8. The Agency should Deposit Performance Security Money amounting to Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft in favour of "Director General (News), News Services Division, All India Radio, New Delhi".


(J.S.MANN)

Senior Administrative Officer
for Director General (News)