

Dt. 18.11.11

To

Sub:- Quotation for photocopy work in CBI/AC.I-regarding.

This office intends to enter into contract agreement for photocopying work in CBI/AC.I, New Delhi.


2. You are requested to send your quotation in the following format quoting your rates for photocopying etc. work, taking into consideration below mentioned points within Seven days from the date of issue of this letter. As per our past experience photocopying of about 1000 papers may be needed per day. Paper of ISI mark quality with minimum 75g/sqm has to be used for photocopying work.

- Exact quality of paper to be used.
- Rate is to be quoted inclusive of paper cost, tonner cost, maintenance cost, operator cost and all taxes etc.
- One high speed automatic set making copier machine will have to be installed.
- The contractor shall also provide/installed a similar type of standby machine.
- If down time exceeds more than 24 hrs, there will be a penalty of Rs. 500/-per day.
- The firm will be responsible to keep the machine in working condition.
- An operator will be exclusively attached with the machine. As per the need of the branch/work he may be required to attend the office on holidays and beyond office hours.
- Work of other branches will not be handled without permission of SP(Admn) of AC.I branch.
- The contractor has to maintained the secrecy of secret work of the branch.
- No payment will be made if the quality of the work is not upto the satisfaction of the undersigned.

Name of Firms	Rate Quoted by the Firms			Remarks
	A-4 Paise Per copy	FS/Legal Size Paise Per copy	Spiral Binding Per book	

SP(A) CBI/AC-I reserves its right to cancel the contract at any time without assigning any reason whatsoever.

Yours faithfully


18/11/11
SUPDT. OF POLICE(A)
CBI/AC-I/NEW DELHI

Copy to: SSA, CBI, New Delhi
for CBI web site.

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Dt. No-667
SXS-DIV
29/11/11

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