



South Delhi Municipal Corporation
Finance & Accounts Department Najafgarh Zone,
Room No. 203, 2nd floor, New Zonal Building,
Opposite Suraj Cinema, Najafgarh, New Delhi-110043

AO/ NGZ/2019-20/ D-1086

Dated 20/2/2020

Sealed quotations are invited from the binder for binding of vouchers, Challans, cash books, documents, registers etc. as per the terms and conditions given below:-

1. The binder should have experience in binding work in Govt. institutions.
2. The payment shall be released within 15 days after completion of work.
3. The binding rates shall be valid for the binding work of vouchers, Challans, cash books, documents, register etc. for the year 2019-20.
4. The binder shall bind the vouchers, Challans etc. as and when called by this office on official days and office hours.
5. Competent authority of South Delhi Municipal Corporation reserves the right to accept or reject the bid without assigning any reason.
6. The quoted rates should include tax, if any.
7. Binders have to deposit security amount of Rs. 2000/- along with their quotation in the form of Demand Draft in favour of "Commissioner SDMC". The security / Demand draft of unsuccessful binder will be refunded same day.

The quotations will be received in the office of Accounts Officer (NGZ) at above mentioned address up to 03.03.2020 at 3.00 PM will be opened on 03.03.2020 at 3.15 PM in the present of representatives of binders, if any.



Accounts Officer
Najagarh Zone, SDMC

Copy to :-

1. All DDO's of NGZ
2. Notice Board of Zonal Office.
3. All Zonal ACA's /AO HQ for giving vide publicity.
4. DC/NGZ for favour of information please.
5. DCA/NGZ for information please.
6. DOV for information please.
7. AO(IT)/HQ for vide publicity please.
8. o/c

Gaurav


24/02/2020