



SOUTH DELHI MUNICIPAL CORPORATION

(Office of the Accounts & Finance Deptt.)
Room No. 203, 2nd FLOOR, New Zonal Building,
Opposite Suraj Cinema Dhansa Stand Najafgarh
Najafgarh Zone, New Delhi-11043

No. AO/NGZ/2016/D/ 503

Dated: 21/11/16

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

1. The binders 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, cash books, documents, registers etc. for the year 2016-2017.
4. The binder shall bind the vouchers 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 a 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 on the same day.

The quotations will be received in the office of Accounts Officer (NGZ) at above mentioned address upto 11.11.2016 at 3.00 PM will be opened in this office at on 11.11.2016 at 3.15 PM in the presence of representative of binders, if any.

Copy to :-

1. All DDOs of Najafgarh Zone
2. Notice Board of Zonal Office.
3. All Zonal ACAs/AO HQ for giving wide Publicity.
4. DC/NGZ for favour of information please.
5. DCA/NGZ for information.
6. DOV for information please.
7. *Head (IT)*/HQ for wide publicity online.
8. Office copy.

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Accounts Officer (NGZ)

Tel. No. 011-28016418

PH (Secy)
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8.11.16