



Ref.No.NSD/ 341 /2016-17

11 May, 2016

To

M/s.....

.....

.....

Subject :Inviting of Quotations for photocopy facilities at NSD

Sir,

The Director, NSD invites sealed quotations from Companies/Agency/Individual for photocopy facilities at NSD. The terms & conditions for photocopier is enclosed for your ready reference. Quotation may be addressed to the Registrar, National School of Drama, Bahawalpur House, 1, Bhagwan Dass Road, New Delhi-110001 in a sealed cover, super scribing "Quotations for Photocopy facilities at NSD" and should reach the NSD on or before 26 May 2016 at 3.00 p.m. The quotation may put in the Box which is available at the NSD Reception. The quotation indicating cost to be mentioned clearly as per terms and conditions of the NSD.

The Director, National School of Drama reserves the right to accept/reject/cancel any or all the quotations without assigning any reason thereof.

Thanking You,

Yours faithfully,

(O.P. Sagar)

Dy. Registrar

Enclosed : Terms and Conditions

NATIONAL SCHOOL OF DRAMA
NEW DELHI

LIBRARY

INVITING QUOTATIONS FOR PHOTOCOPY FACILITIES AT NSD

Scaled quotations are invited from the reputed Companies/Agencies/Individuals for Photocopy facilities for the Students, Teaching Staff/Administrative Staff of NSD, Bahawalpur House, Bhagwan Dass Road, New Delhi-110001.

The interested parties are required to submit their bid in the format given below:-

S.No.	Particulars	Amount
1	Charges for photocopy 1 page (A-4 Size)	
2	Charges for photocopy 1 page (A-3 Size)	
3	Any other facilities or benefits the company/agency/individual is ready to provide.	

TERMS AND CONDITIONS OF THE CONTRACT

1. The contract will be valid initially for six months.
2. The company/agency/individuals are required to install Photostat machine and manpower to manage the same at their own cost, of high standard such as Cannon, Modi Zerox, Richo, Branded machine etc. on the NSD Campus.
3. An electric sub-meter will be fixed and charges for electricity will be as per actual on the basis of meter reading.
4. Prior intimation should be given to NSD Administration about the details of manpower engaged by the Agency for the facility.

5. The facilities to be provided on all official days between 9.00 am. to 7.00 pm.
6. The contract can be terminated by NSD at any time if it is considered necessary in the interest of the Institution.
7. Arrangement is to be made for the work of photocopy in the late night or Saturday and other Gazetted Holidays as per demand of the Higher Authority.
8. All payment will be paid in favour of the company name.
9. The rates quoted should clearly written in ink or be typed and in no case rates be overwritten otherwise the quotation will not be entertained.
10. The quotations in a sealed over may be sent in the name of Registrar, National School of Drama, Bahawalpur House, Bhagwan Dass Road, New Delhi-110001 latest by 26 May 2016 Upto 3.00 PM. The cover containing the quotation should be subscribed as under :-

"QUOTATION FOR PHOTOCOPY MACHINE FACILITIES AT NSD"

11. The Director, National School of Drama reserves the right to terminate the contract at any time without assigning any reason thereof.
12. The permanent Account Number may be indicated. The firms who do not have Permanent Account Number will not be considered.

Signature & Name of the Agency/Company/Individuals
With Seal

**
*