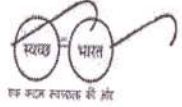




MUNICIPAL CORPORATION OF DELHI  
GPF department, 3<sup>rd</sup> floor, Sr. SPM Civic Centre,  
JLN Marg, New Delhi-110 002.



No. DCA/GPF/MCD/2023-24/278

Dated- 04.03.2024

### NOTICE INVITING QUOTATIONS

Sealed unconditional quotations are invited for the binding work of multiple types of record as mentioned below in the office of the Deputy Controller of Accounts (GPF) GPF department, 3<sup>rd</sup> floor, Sr. SPM Civic Centre, JLN Marg, New Delhi-110 002 on the following terms & conditions;

**Name of Work:** Binding work in the office of the Deputy Controller of Accounts (GPF).  
**Amount:** Rs. 25,000/- (Restricted)  
**Head of Account:** A-010-1119  
**Time of completion:** One Month

#### Record to be binded:

1. Vouchers (In bundle form)
2. Ledgers (Each)
3. Nomination forms ( in bundle form)
4. Cash books/ECR ( Each)

The sealed unconditional quotations duly complete in all respect shall be received in the office of Deputy Controller of Accounts (GPF) GPF department, 3<sup>rd</sup> floor, Sr. SPM Civic Centre, JLN Marg, New Delhi-110 002 on or before 11.03.2024 up to 02.30 P.M. The received quotations will be opened at 03.00 P.M. on 11.03.2024 in the presence of intending bidder (s), if any.

#### Terms & Conditions:

1. Rate should be quoted in rupee (rounded off to the nearest rupee) and must be inclusive of all taxes, as may be applicable. The total expenditure will be restricted to Rs.25,000/-only.
2. Binding work will be done in the office of DCA/GPF, 3<sup>rd</sup> floor, civic centre, JLN Marg Delhi. No record will be allowed to be taken out of the office premises.
3. The firm must ensure that the binding work should be of a very high standard and the best material should be used throughout the binding process.
4. The decision of the authorities regarding rates etc. will be final. The contractor/binder shall carry out binding at the rates mentioned in the letter awarding the job.
5. Any defective work shall have to be redone by the contractor/binder.
6. No transportation charges will be paid by the department.
7. The raw material, consumables etc required for binding work will be the responsibility of the contractor/binder.
8. Payment will be released after completion of work and as per availability of fund.

Dy. Controller of Accounts-GPF

#### Notice Board

✓ **Copy to:** AO (IT) with the request to upload it on MCD web site.