



**SOUTH DELHI MUNICIPAL CORPORATION
INFORMATION TECHNOLOGY DEPARTMENT
24th FLOOR, DR. SPM CIVIC CENTRE
J.L. NEHRU MARG, NEW DELHI-110002**

NO.SDMC/Dir.(IT)/2020/D- 222

Dated: 11.08.2020.

Subject: Inviting Quotations for file binding in the IT Department.

Quotations with financial proposal are invited from interested firms/company for file binding in the IT Department under the prescribed format:

Sl No.	File size in pages	Unite Rate + Taxes
1	Up to 150 pages	
2.	151 to 300 pages	
3.	More than 300 Pages	

Terms and Condition:

1. To arrange the file in proper manner.
2. Sizing the file
3. Torn paper will be repaired and re-adjusted.
4. Hard with PVC Rexine cover binding work will be carried out.
5. Binding work will be completed inside the IT Premises. (24th Floor, Civic Centre) working hours under the supervision of designated IT Department staff.
6. Secrecy and accountability of all the files will be strictly maintained.

Interested agencies/firms are requested to submitted their quotation to Administrative Officer (IT), South DMC, 24th Floor, Dr. SPM Civic Centre, Minto Road, New Delhi-110002. The last date of submission of quotation is 18th August 2020 till 5:00PM

Antony A. Mathew
Administrative Officer (IT)

Admn. Officer (i.),
I.T. Department, MCD
24th Floor, Civic Centre,
Minto Road, Delhi - 110002