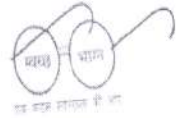


MUNICIPAL CORPORATION OF DELHI
GPF department, 3rd floor, E-Block, Sr. SPM Civic
Centre,
JLN Marg, New Delhi-110 002.



Dated- 18/07/2024

No. DCA/GPF/MCD/2024-25/ 98

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, 3rd floor, E Block, 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. 30,000/- (Restricted) (Thirty Thousand only)
Head of Account: A-010-1119
Time of completion: One Month

Record to be binded:

1. Vouchers (In bundle form)
2. Ledgers (Each)
3. 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, 3rd floor, E Block, Sr. SPM Civic Centre, JLN Marg, New Delhi-110 002 on or before 08.08.2024 up to 02.30 P.M. The received quotations will be opened at 03.00 P.M. on 08.08.2024 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.
2. The total expenditure will be restricted to Rs.30,000/-only inclusive of all taxes.
3. Binding work will be done in the office of DCA/GPF, 3rd floor, E Block, civic centre, JLN Marg Delhi to ensure the security of records.
4. High-quality materials must be used throughout the binding process.
5. Decision of the authorities regarding rates and other terms will be final and binding. Contractor shall carry out the binding work at the rate mentioned in letter of award of work.
6. Any defective work must be rectified at no additional cost.
7. No transportation charges will be paid.
8. The contractor will be responsible for all raw materials and consumables required for the binding work.
9. Payment will be released after completion of work and subject to the availability of fund.


Dy. Controller of Accounts-GPF

Notice Board

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