

# SOUTH DELHI MUNICIPAL CORPORATION

Office of Accounts Officer (NGZ)  
Room No. 203, 2<sup>nd</sup> Floor, Zonal Building,  
Dhansa Stand, Najafgarh, New Delhi-110043



No.AO(Acctt.)/NGZ/D

1742

Dated 04/11/2013

Sealed quotations are invited from the binders for binding of vouchers, cash book, 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, cashbooks, documents, register etc. for the year 2013-14.
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 quote rate 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 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 22/11/2013 at 3PM and will be opened in this office at on 22/11/2013 at 3.15 PM in the presence of representative of binders, if any.

4/11/13  
Accounts Officer(NGZ)  
Tele. 011-28016418

Copy to :-

1. All DDOs of Najafgarh Zone
2. Notice Board of Zonal Office
3. All Zonal ACAs/AO HQ for giving vie publicity.
4. DC/Najafgarh Zone for favour of information please.
5. DCA/Najafgarh for information.
6. DOV for information please.
7. AO(IT)/HQ for vide publicity online.
8. Office Copy

PA  
13/11/13