

Subject: Binding/Stitching of Files/Registers.

ITPO requires services of book-binder for following jobs:-

- File stitching and voucher files (along with cover)
- Ledger binding (small)
- Ledger binding (large)
- Register binding (small)
- Card Board binding
- Register binding (large)
- Ledger binding small (leather)
- Ledger binding large (leather)
- Spiral binding (small)
- Spiral binding (large)

Persons interested to do above jobs are requested to send their rate/quotations separate by for each job in sealed envelope which should reach to Shri Raj Bahadur, Manager, Room No. 48, Pragati Bhawan, Pragati Maidan, New Delhi-110001 by 17-06-2015, 3.00 PM, which will be opened by a committee on same day at 4.00 PM. The job will be awarded to the party which will quote minimum rates and fulfill terms & conditions enclosed. The approved rates will be applicable till only year from above date.

Yours faithfully,

(Raj Bahadur)
Manager

Terms & Conditions for stitching job

1. The contract will be approved for one or two years.
2. Stitching and binding Job awarded will have to complete immediately.
3. Job awarded will have to complete immediately on same day if it is required urgently.
4. Performance should be of best quality and best binding material should be used for it.
5. Payment of the bill will be made on approved rate, if the job completed satisfactorily.
6. The Department has right to cancel the contract without mentioning its cause.
7. If you are not interested in executing the job, you will have to give a notice in this regard.
8. The Department will not be responsible for any accident at the time of stitching.
9. If you have PAN Card service, Sale Tax No. please provide the same to the Department in writing.
10. Any matter relating to this contract will be under jurisdiction of Delhi Court.
11. Each company participating in this tender, should ensure that it has temporarily PAN No. and legal bank account. The payment will be made by cheque only.

Yours faithfully,

(Raj Bahadur)
Manager