

**Government of India
Ministry of Communications & IT
Department of Telecommunications
20, Ashoka Road, Sanchar Bhawan, New Delhi-01
(General-I Section)**

No. 45-1/2005 (G-I)

Dated: 04.02.2010

To

M/S _____

Sub : Limited Tenders for binding/re-binding of office records of Department of Telecom for the year 2010-11.

Sir,

I am directed to invite tenders for binding/re-binding of office records of Department of Telecom, Sanchar Bhawan. The tender should reach by name to Sh. S.E. RIZWI, Under Secretary(T), Room No, 511, 20 Ashoka Road, Sanchar Bhawan, New Delhi-110001, in sealed cover marked "TENDER FOR BINDING/RE-BINDING OF OFFICE RECORDS" by 3:00 PM on 23.02.2010. The tenders will be opened on the same day at 3:00 PM in the office of Under Secretary(T) in Room No. 511, in the presence of representatives of the firms if they wish to be present there. The details of size and type of binding etc. are enclosed herewith at Annexure 'A'.



**(O.P. VERMA)
Section Officer(G-I)
Tel. No. 2303 6533**

Encl : Tender Documents.

Ministry of Communications & IT
Department of Telecommunications
20, Ashoka Road, Sanchar Bhawan, New Delhi.

File No. 45-1/2005.G-I

Dated : 04 .02.2010

Sealed bids are invited for the binding/re-binding of office records/books during the year 2010-11 for the Department of Telecom.

1. The firm whose bid is accepted will be required to organize at least two visits a week under intimation to G-I Section, Department of Telecom, to collect the records/books etc. to be bound and deliver them from/to the various sections/officers and stationery store of this Department at their own cost within a week or even earlier, if required. The cost of the binding material and related labour and transportation charges shall be borne by the firm
2. The firm shall normally carry out the binding work within the office premises of Sanchar Bhawan where suitable facility shall be made available for the purpose. The firm in exceptional circumstances may be allowed to execute binding at its own location with prior permission of C-I Section. The firm in such cases will be required to submit a list of records and books to be taken out of the building to G-I Section. The firm shall also report back the delivery of such items to the concerned section/officer by taking acknowledgement receipt from them.
3. Your quotations should reach by name to the undersigned in sealed cover marked " TENDER FOR BINDING/RE-BINDING OF OFFICE RECORDS " by 3:00 PM upto 23.02.2010. The tender will be opened at 3:00 PM on the same day. You or your authorized representative may be present at the time of opening of tender, if so desired.
4. The bidders are also advised not to erase or mutilate figures etc. otherwise their bid may be ignored/rejected.
5. The bidders shall also submit the sample binding as part of the bid.
6. The contract for binding/re-binding remain in force initially for a period of one year and may be extended for another period of one year, if the services are found satisfactory.
7. The Department of Telecommunications reserves the right to accept or reject any bid without assigning any reason whatsoever.
8. The payment will be made after obtaining satisfactory work done certificate from the officer/section concerned. The bills alongwith satisfactory work certificate shall be preferred once in two months by the firm to G-I Section.

9. Once accepted the rates will not be altered during the contract period. In case of short supply or non-compliance of any work orders of this Department or in the event of un-satisfactory performance, the contract will be terminated at any time without assigning any reasons. The Department also reserves the right in such situations of unsatisfactory performance to award the contract to another firm at the risk and expense of the defaulting firm. The firm will also be liable to pay damages @ 5% of the value of the contract for any cumulative damages caused during the process of the work.

10. An amount of Rs. 5000/- (Rs. Five Thousand Only) will be deposited by the successful firm with the Cashier, Department of Telecom, Sanchar Bhawan, New Delhi, as a security.

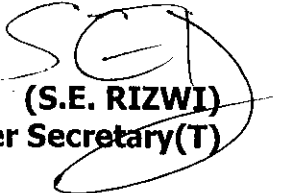
11. The work will be awarded to only such firms who have successfully undertaken similar work at least in three Ministries/Departments/PSUs.

12. The tenderers are required to prove their competence for undertaking the job in question and also furnish their standing and goodwill through a certificate from a Government Department mentioning name, designation and telephone No. of the office of the Department.

13. The contract with the firm shall be interpreted under Indian laws and in case of any dispute between the contract holder and the Department the sole authority for settlement of such dispute will rest with the arbitrator appointed by the Secretary to the Govt. of India, Ministry of Communications and IT, Department of Telecommunications.

14. The contract shall be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bid document.

15. Further details of each item can be obtained from Sh. O.P. Verma, Section Officer(G-I), Department of Telecom, Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001. (Tel. No. 2303 6533 & 23738148) between 3:00 PM and 4:00 PM on any working day before quoting the rates.


(S.E. RIZWI)
Under Secretary(T)

