

NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS

(An Autonomous Body under the Administrative Control of Ministry of Commerce & Industry, Govt. of India)

34 KM STONE, DELHI-MATHURA ROAD, NH-2, Ballabgarh-121004 (HARYANA)

Telephone: (0129-4192222, 2242051

Website: www.ncbindia.com, Email: hrsgenb@ncbindia.com

NON-TRANSFERABLE TENDER NOTICE FOR PHOTOSTAT SERVICES ON CONTRACT

National Council for Cement and Building Materials (NCB), an autonomous body under the administrative control of Ministry of Commerce & Industry, Govt. of India. Sealed tenders are invited for providing Photostat / Spiral Binding / Computer Typing etc. for our office on contract basis on the address as mentioned above.

Key Dates:

1.	Date of Online Publication	-	05 August 2020 at 1230 hrs
2.	Start and End Date & Time for downloading Tender	-	05 August 2020 at 1330 hrs upto 25 August 2020 at 1500 hrs
3.	Date & Time of Tender Opening	-	25 August 2020 at 1530 hrs

GENERAL PARTICULARS

- Nature of Contract** – Contract for Photostat / Spiral Binding / Computer Typing etc. for NCB Unit at 34 KM Stone, Delhi-Mathura Road, Ballabgarh 121 004 (Haryana).
- Due Date and Time** – Duly completed Tender in a sealed cover superscribed “Tender for Providing Photostat / Spiral Binding / Computer Typing Etc.” should reach NCB Ballabgarh **by 25 August 2020 at 1500 h.**
- Date and Time of Opening of Tender** –Tender will be opened at NCB Ballabgarh **on 25 August 2020 at 1530 h.**

4. **Period of Contract** – Initially for a period of one year and extendable by two more year (total three years including the original contract period) on the Rates, terms & conditions as per original contract.
5. **Validity of Tender** – Offer should remain valid for acceptance for a period of three months from the date of opening the Tender.
6. Any alteration/correction should be authenticated by authorized signatory.
7. Offer form should be neatly typed or written in block letters.

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Name & Address of Firm	:			
Phone No: Landline - Mobile -	: :			
Facilities/Equipments available with the firm	:	Photocopying Machines	Binding Machines	Computer Printing BW Colour
List of other organizations served /serving (pl enclose list)	:			
GSTIN (Copy of Registration certificate to be enclosed)	:			
PAN (Copy to be enclosed)				

RATES (Basic rates should be indicated **Excluding GST**)

Sl. No.	Size	Unit Rate (Rs.)	Black & White with Paper		Colour with Paper	
1.	A4 Size Photocopy (Single Side)					
2.	A4 size photocopy (back to back)					
3.	A3 size photocopy (single side)					
4.	A3 size photocopy (back to back)					
5.	A2 size photocopy					
6.	A1 size photocopy					
7.	A0 size photocopy					
8.	Full Scape Sheet					
9.	Glossy Sheet Printing					
10.	Blue Print	Unit Rate (Rs)	11.	Lamination	Unit Rate (Rs)	
	A4			A4		
	A3			A3		
	A2			A2		
	A1			A1		
	A0			A0		
12.	B&W Photocopy on Tracing Paper	Unit Rate (Rs)	13.	Plastic Pouch	Unit Rate (Rs)	
	A2			A4		
	A3			A3		
	A0			Board Lamination (per inch)		
14.	Digital Scanning With CD	Unit Rate (Rs)	15.	Spiral Binding	Unit Rate (Rs)	
	A4			Upto 100 Pages		
	A3			More than 100 pages		
	A2					
	A1					
	A0					



16.	Spico Binding	Unit Rate (Rs)	17.	Strips Binding	Unit Rate (Rs)	
	Upto 100 Pages			Upto 100 Pages		
	More than 100 pages			More than 100 pages		
18.	Hard Binding	Unit Rate (Rs)	19.	English Typing	Unit Rate (Rs)	
	Upto 100 Pages			A4 Single Line Space		
	More than 100 pages			A4 1.5 Line Space		
				A4 Double Line Space		
			Rate should include cost of 01 draft and 01 final print out			
20.	Hindi Typing	Unit Rate (Rs)	21.	Computer Printing	Unit Rate (Rs)	
	A4 Single Line Space				Black & White	Color
	A4 1.5 Line Space			A4		
	A4 Double Line Space			A3		
				A2		
				A1		
Rate should include cost of 01 draft and 01 final print out			A0			
			22.	Identity Card (Plastic) with Holder	Unit Rate (Rs)	
					With Customized Lanyard	Without Customized Lanyard

Note: Paper used should be 75-GSM and reputed brand (Bilt Copy Power, Modi Xerox, or equivalent to be approved by NCB) only.

Signature.....

Name of Tenderer

Seal of Firm.....

Place.....

Date.....