

**NATIONAL CONSUMER DISPUTES REDRESSAL COMMISSION
GOVERNMENT OF INDIA**

Telephone No.24608718
Fax No. 24651505

Upbhokta Nyay Bhawan,
G.P.O. Complex,
F-Block, INA
New Delhi – 110 023.

Admn./ Gen. 22/NCDRC/2017-18 /

12th April, 2017
17th

To

For uploading on the website of NCDRC

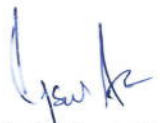
Sub: Hiring of 2 Nos. photocopy Machines in the National Commission.

Sir,

Quotations are invited for installation of 2 Nos. Photostat Machines one is at Ground Floor and other in 3rd Floor, "Upbhokta Nyay Bhawan, 'F' Block, GPO Complex, INA, New Delhi with the following requirements:-

1. The rates may be quoted per copy inclusive of paper, toner, manpower and maintenance etc.
2. The NCDRC will provide space & electricity only.
3. The photocopy will be operated & maintained by the Agency.
4. Payment will be made on monthly basis within 15 days after receipt of the bill.
5. The bill will be submitted on the basis on the meter reading duly verified by the officer/incharge.
6. No advance payment will be made.
7. Machine Operator will start at 9.30 AM to 6.00 PM in all working days. The operator can be called even on holidays, if urgently required by the Registry.
8. The Agency shall also mention details of work experience for working in Court etc; if any.

If interested, the rates per copy with the above said terms & conditions may forwarded to the Registrar, NCDRC, 'Upbhokta Nyay Bhawan', 'F' Block, GPO Complex, INA, New Delhi-110023 within 30 days.


(Iqbal Ahmed)
Deputy Registrar