

**DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
(CARE-TAKING BRANCH)**

No. F/1305/46/Misc./C.T.B/DUSIB/2026/D- 89

Dated 06/05/2026

NOTICE INVITING QUOTATION

Sealed rate quotations are invited for NIQ for Photocopier Work ,Spiral Binding,Scanning and other Digital Work for DUSIB. The quotation will be received in the office of Pr. Director (Admn/CT), Room No. 6, Punarwas Bhawan, ITO, New Delhi-110002 on or before **15.05.2026** up to 3:00 P.M. and shall be opened on the same day at 4:00 P.M. in the chamber of Pr. Director (Admn.), in presence of Dy. Director(CT),AO(HQ) and Asstt. Director(CT) and the quotationers or their authorized representative, who wish to be present in the above said room the terms & conditions for the same are attached.

Diary No.....2321.....2P
Date.....7/5/26.....
Computer Division (DUSIB)
Govt. of NCT of Delhi

Details of Works:-

S. No.	Description	Rate in Rs. For one copy
1.	A-4 Size (B/W) Photocopy	
2.	A-3 Size (B/W) Photocopy	
3.	A-4 Size Color Photocopy	
4.	A-3 Size Color Photocopy	
5.	Hard Binding	
6.	Wiro Binding	
7.	Color Plotting on Plain Paper	
8.	Spiral Binding	
9.	B/W Prints/Plotting On Plain Paper	
10.	Lamination Work	
11.	Ammonia Prints	
12.	Scanning (B/W) & Color	

Jyoti
Dy. Director (CT)

Sh. Deepak, Programmer (IT)

Am
7/5/26

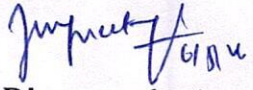
Copy to:-

1. Pr. Director (Admn.) for kind information.
2. AO (HQ) with request to presence in the Chamber of Pr. Director (Admn.) on time.
- ✓ 3. Dy. Dir. (IT) with request to **UPLOAD this NIQ to DUSIB WEBSITE.**
4. Office Copy.


Dy. Director (CT)

TERMS & CONDITIONS

1. You may send your representative to this department and to contact Care Taker. DUSIB to collect the application form/data of employees as and required by him/her and delivered the same in this department at your own cost.
2. The bill will be raised after done the Work with satisfied report to the Care Taker. DUSIB in duplicate every month for payment.
3. Before the delivery of cards proof of the card should be shown to Care Taker. DUSIB or the person authorized by him for proof reading and final approval.
4. The rates will be valid for one year. However, this department has the discretion to terminate the contract at any time before the expiry of one year without assigning any reason. The contract shall also be extended for further one year if required, with consent of both parties.
5. Earnest money amounting to Rs.2000/- (Rs.Two Thousand only) in the form of Demand Draft issued by Bank in favors Delhi Urban Shelter Improvement Board payable at New Delhi and Draft shall attached with tender.
6. Successful bidder shall execute an agreement for the due performance of the contract on non-judicial stamp paper worth Rs. 100/- within 10 days of the receipt of the supply order.
7. EMD to the unsuccessful bidder will be refunded after finalization of the contract and of successful bidder on execution of agreement and deposit of security money.
8. Items quoted by the firms should be strictly as per specifications.
9. The payment will be paid through RTGS.
10. The supplies received, if not found as per specification of tendered items are liable to be rejected.


Dy. Director (CT)