

**UNIVERSITY GRANTS COMMISSION**  
**BAHADUR SHAH ZAFAR MARG**  
**NEW DELHI-110 002**

**NOTICE INVITING TENDER**

Sealed quotations are invited from the reputed firms for photography job in the office of University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002 as per terms & conditions given below: -

1. The rates may be given as indicated below:

A.	a. Photograph (pass port size)	-Rs.	(each)
	b. Photograph (pass port size) Black & white	-Rs.	(each)
	c. Photograph (Post Card Size)	- Rs.	(each)
	d. Photograph (4" x 6")	- Rs.	(each)
	e. Photograph (5" x 7")	- Rs.	(each)
	f. Photograph (any size) (Rates to be given per Sq. Inches)	- Rs.	(each)
B.	Album rates for (5" x 7") photograph		
	50 Photographs	- Rs.	(each)
	100 Photograph	- Rs.	(each)
	150 Photograph	- Rs.	(each)
C.	a. Assignment charges (upto 4 hours)	- Rs.	(for each occasion)
	b. Assignment charges (above 4 hours)	- Rs.	(for each occasion)
2. The rates quoted should be clearly written in ink or be typed and in no case rates be overwritten otherwise the quotation will not be entertained.
3. The Secretary University Grants Commission reserves the right to accept or reject any quotation without assigning any reason thereof.
4. The quotation should be for full one year and no change in the rates will be accepted during this period.

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5. In case your firm is interested in undertaking the above work subject to the condition indicated above, please send your quotations in a sealed cover in the name of Sh. Tapan Sarkar, Under Secretary, Room No.206, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002 latest by 30.04.2009 upto 5.00 PM.. Cover containing the quotation should be subscribed as stated below:-

**“QUOTATIONS FOR ANNUAL CONTRACT FOR PHOTOGRAPHY WORK”**

6. If the contract is awarded to your firm, the Security Deposit of Rs.2,000/- (Rupees two thousand only) will have to be deposited by your firm through Demand Draft drawn in favour of the Secretary, UGC, New Delhi. No interest will be paid to the firm for the Security Deposit. If the work is not found satisfactorily the contract will be cancelled and the amount of Security Deposit will be forfeited.
7. The UGC reserves the right to terminate the contract at any time without assigning any reason thereof.
8. The Permanent Account Number may be indicated. The firms who do not have Permanent Account Number will not be considered.
9. The Service Tax No. may be indicated.