

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

**NOTICE INVITING TENDER**

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

1. The rates may be given as indicated below:

- |    |   |            |
|----|---|------------|
| A. | Golden printing work, half leather binding size 12" x 8½" approx for Agenda work of Commission's meeting                        | -Rs. _____ |
| B. | Half leather binding for Grant-in-aid register (full scape size)  | -Rs. _____ |
| C. | Half rexine with dori binding size for register 13" x 7 ½ " approx.   | -Rs. _____ |
| D. | binding (ordinary) size 11" x 9" approx for Annual Accounts of UGC work title   | -Rs. _____ |
| E. | Minutes Pasting register, with half leather raxine binding size 15" x 10"   | -Rs. _____ |
| F. | Attendance register (ordinary binding) size 9" x 7 ½"   | -Rs. _____ |
| G. | Spiral binding (per copy)   | -Rs. _____ |
| H. | Register / (GPF/ PBR ledger) Size 1 ½ ' x 2'  | -Rs. _____ |
| I. | Binding of application forms of NET qualified candidates (A-3 size) (Sample may be seen at branch office of UGC at Dhaula Kuan) | -Rs. _____ |

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.

Contd.....2

4. The quotation should be for full one year and no change in the rates will be accepted during this period . The contract may be extended, if the work is found satisfactory.
5. The quotations in a sealed cover may be sent in the name of Sh. Tirath Ram, Under Secretary, Room No.206, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002 as per details given below :
  - ( a) Last date and time of receipt of quotation : 17-08-2017 upto 3,00 PM
  - (b) Date and time for opening of quotation : 17-08-2017 at 4.00 PM  
(next working day if it happens to be holiday
  - (c) Place of receiving of the Quotations : Room No. 206,  
University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi – 110 002

The cover containing the quotation should be subscribed as under:-

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

6. If the contract is awarded to the firm, the Security Deposit of Rs.5,000/- (Rupees five thousand only) will have to be deposited by 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 satisfactory, 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.

\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*  
\*\*  
\*