

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

Room No. E-18, Vikas Kuteer,  
I.P. Estate, New Delhi-110002.

No. F/1323/69/CTB/Misc./2017/D- 310

Dated: 15/9/17

**NOTICE INVITING QUOTATION**

Sealed quotations are invited for Binding of Vouchers, Cash Books, PBR etc. as per specification given below in Delhi Urban Shelter Improvement Board, Punarwas Bhawan, I.P. Estate, New Delhi-110002. The quotations will be received **up to 3.30 P.M. on dated 06/10/2017** and shall be opened on the same day at 4.00 P.M. in the presence of Pr. Director (Admn.), B&FO, Dy. Dir(Admn./CT) & Asstt. Director (CT) and the quotationers or their representatives who wished to present there.

S.No.	Item	Qty. / Unit	Rate
1.	Cash Voucher (Big Size)		
2.	Cash Voucher (Small Size)		
3.	Monthly Account		
4.	Cash Book		
5.	P.B.R.		
6.	E.C.R.		
7.	Service Book		
8.	Small Register		
9.	File Binding		
10.	Old Voucher – Re Binding		
11.	Computer Sheet Big Size		
12.	Computer Sheet Small Size		
13.	M.B. Repair		
14.	Cheque Book		
15.	Contacter Ledger		
16.	GPF Ledger		

M/s

*Dy. Director (IT) for display  
on dusib website.*

**Dy. Director (CT)**

1. **Earnest money amounting to Rs. 2,500/-** in the form of Demand Draft issued by Bank in favour Delhi Urban Shelter Improvement Board payable at New Delhi and draft shall be attached with quotation.
2. EMD to the unsuccessful quotationer will be refunded after finalization of the contract.
3. Items quoted by the firms should be strictly as per specifications.
4. The work shall be executed at time and in the manner prescribed by the indention officer. Any contravention thereof shall be deemed as a breach of contract and penalties as prescribed by the Member (Administration), DUSIB New Delhi may be imposed.
5. The rates shall be operative for one year from the date of award of contract.
6. The Member (Administration), DUSIB will have the right to reject any or all the quotations without assigning any reason.
7. The payment will be through RTGS, **for which authorization letter is placed at Annexure-A.**
8. Quotation received without Earnest money, conditional or incomplete having cuttings or overwriting is liable to be rejected.
9. The work done, not found as per specification of quotation items, are liable to be rejected.
10. In case the quotationer fails in making work in a given time, the DUSIB shall have the right to got done the same from the other source at the risk and cost of supplier.
11. The Member(Administration), Delhi Urban Shelter Improvement Board will be legally competent to cancel the contract and also to take any other action against the quotationer including imposing of any penalty on the supplier during pendency and till the final execution of the contract. In case the quotationer is ever found to have committed any fraud against DUSIB in material or indulge in any other malpractice's thereof causing any financial losses during contract period.
12. The Member(Administration), Delhi Urban Shelter Improvement Board will have the right to forfeit the earnest money, if the terms & conditions of the agreement are not adhered to by the quotationer/breach of contract.
13. In case any dispute arises in regard to the quotation, the decision of the Member (Administration), Delhi Urban Shelter Improvement Board will be final and binding.
14. The quotation form can also be downloaded from the website (delhishelter.nic.in).

**Dy. Director (CT)**

## DECLARATION

1. I have read the terms & conditions mentioned in the tender document and undertake to abide the same during the contractual period.
2. I/We agree to abide by the terms and conditions of the tender attached with the form.

Signature of the Tenderer \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No.(Office) \_\_\_\_\_

(Res.) \_\_\_\_\_

(Mobile) \_\_\_\_\_