



प्रकाशन विभाग

PUBLICATIONS DIVISION

सूचना एवम् प्रसारण मंत्रालय

भारत सरकार

MINISTRY OF INFORMATION & BROADCASTING

GOVERNMENT OF INDIA

Website : www.publicationsdivision.nic.in



सूचना भवन

सी.जी.ओ. कॉम्प्लेक्स

लोधी रोड, नई दिल्ली-110003

Fax : 011-24366670, 24362905

24365610, 24362974

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SOOCHNA BHAWAN

C.G.O. COMPLEX,

LODHI ROAD, NEW DELHI-110003

Ref No.....

Dated.....

D-20001/02/2020-21/A&G

22.06.2020

M/s Pest Watch India,
Shop No. 13, Sector-III,
R.K. Puram,
New Delhi-110022.

Subject: Award of contract for Pest Control on monthly basis in Publication Division(Hqrs.).

Sir,

I am directed to refer to your bid dated 23.5.2020 for Pest Control on monthly basis in Book Gallery, Stored & Library of Publications Division(Hqrs.) for a total area 15,100 Sq feet for official use. On completion of all formalities of Government e-Market and on being the L-1 bidder, the competent authority has approved to award the contract of Pest Control on monthly basis for a period of one year.

2. The Competent Authority has decided to award contract for Pest Control on monthly basis on your quoted price of **Rs. 1,812/- per annum for the period of one year w.e.f 01.07.2020 to 30.06.2021**. Pest Control activity should be done on every last Friday of the month, without fail and submit your accordingly along with all the required documents for processing payments.
3. This issues with the approval of the Competent Authority.

B.K. Biswas

(B.K. Biswas)

Deputy Director (Admn.)

Tele#24368009

D-19016/02/2020-21/A&G

___ .10.2020

M/s Frank Copier Pvt Ltd.,
#4402, 5 Ansari Road,
Darya Ganj,
New Delhi-110002

Subject: Award of tender for Full Service Maintenance Contract of photocopy machines installed in Publications Division (Hqrs.) & Employment News, New Delhi.

Sir,

I am directed to refer to your quotation dated 03.10.2020 for Full Service Maintenance Contract of photocopy machines installed in Publications Division (Hqrs.) & Employment News, New Delhi.

2. The Competent Authority has decided to award the tender for Full Service Maintenance Contract of photocopy machines installed in Publications Division (Hqrs.) & Employment News, New Delhi at the rates quoted by you and mentioned below:

Sl. NO.	MODEL	MACHINE SERIAL NO.	MADE BY	INSTALLED AT (Section, Room No.)	Per copy/scanning maintenance rates (excluding taxes)
1.	AR-5618 N	33004266	SHARP	Sales Emporia, Old Sectt. 196	0.41
2.	AR-5618 N	33054415		Business Wing, 57	0.41
3.	AR-5618 N	43029471		Ajkal Urdu, 601-A	0.41
4.	AR-5618 N	43029731		Yojana Urdu, 601-E	0.41
5.	AR-5618 N	43029721		Ajkal Hindi, 601-D	0.41
6.	AR-5618 N	33004116		Eitor Yojana, 647	0.41
7.	AR-5618 N	33003727		Accounts, 60	0.41
8.	AR-5618 N	33003717		R&I, 694	0.41
9.	AR-6020N	5302001x		Bal Bharti, 645	0.41
10.	AR-6020N	5302005x		Editorial Section, 649	0.41
11.	AR-6020N	5302021x		Dy. Dir (Ed.), 659	0.41
12.	AR-6020N	5302007x		Editorial Section, 656	0.41
13.	AR-6020N	5302003x		Dy. Dir (Admn), 685	0.41

14.	MX-M354U	5502873700		Hindi Section, 682	0.41
15.	MX-M2614N	5300132100		DG Section, 665	5.00
	Colour				
	B/W				0.41
16.	MX-2010 U	5E001674		Art Section, 678	5.00
	Colour				
	B/w				0.41
17.	MX-M356 N	6501662000		Cash Section, 687	0.41
18.	MX-M356 N	6501663000		Editorial Section, 646	0.41
19.	MX-M356 N	6501693000		Production Officer, 666	0.41
20.	MX-M265N			Editorial Section, 655	0.41
21.	MX-M265N			B&R Section, 650	0.41
22.	MX-M265N			Admn.I Section, 692	0.41
23.	MX-M265N			A&G Section, 691	0.41
24.	MX-M265N			Admn. II Section, 689	0.41
25.	MX-M265N			Production Section, 674	0.41
26.	MX-M265N			ADG Office, 660	0.41
27.	MX-M265N			Editorial, 657	0.41
28.	MX-M265N			Journals Unit, 56	0.41
29.	MX-M265N			Despatch Section, 50	0.41
30.	AR6031Nv			Employment News (Advt Section)	0.41
31.	AR 5620N			Employment News (Admn Section)	0.41
32.	AR 5516N			Employment News (Accounts (Advt)	0.41
33.	AR6020 NV			Employment News (Cash Section)	0.41
34.	IR-4225	RFX-01706	Canon	Store	0.41
35.	IR-4225	RFX-01694	Canon	Store	0.41
36.	IR-4225	RFX-01669	Canon	Store	0.41
37.	IR-4225	RFX-01208	Canon	Store	0.41
38.	IR-4225	RFX-01706	Canon	Store	0.41
39.	IR-4225	RFX-01725	Canon	Yojana Hindi, 648	0.41
40.	IR-2320 L		Canon	Employment News (Accounts cir)	0.41
41.	C8520 MFP	L3K5800901	Kyocera	Dir (Admn.) Office, 664	5.00 for colour
	Colour				0.41 (B&W
42.	2201		Kyocera	Employment News (Cash Section)	0.41
43.	SCX-8128	07xxBIAG50005B	Samsung	Admn.I Section, 692	0.41
44.	SCX-8128	07xxBIAG400029Z	Samsung	Business Wing, 50	0.41

45	MP 2501 SP	Ricoh	Employment News (PA to ADG)	0.41
46	MP 2001 L	Ricoh	Employment News (Production Section)	0.41

Terms & Condition:

- i) The FSMA will include all spares and consumables (except manpower, power and photocopy paper). It will be the responsibility of the Company/firm to provide genuine OEM spare parts/toner of the machines and to keep them in proper working order.
- ii) The total number of machines is about 46 and most of the machines are of Sharp make. The number of the machines would vary from time to time. The machines which are under warranty would automatically come under the AMC from respective date after expiry of warranty and payment would be made on pro-rata basis. The machines which would be condemned during the period would be removed from AMC from respective date and payment for such machines would also be on pro-rata basis.
- iii) The firm shall maintain the equipment as per standard components for replacement, until and unless written order of competent authority of the Deptt. is conveyed, the original specification/characteristics/ features shall not be changed.
- iv) The firm will prepare separate logbooks for each of the machines to be taken under the AMC.
- v) Preventive maintenance will be carried out on quarterly basis.
- vi) Payment will be made on monthly basis on production of bills along with satisfactory performance reports from the users of the machines. The payment would be made on the basis of number of pages copies per month. This would also include number of copies scanned, for which toner/cartridges are not required. Therefore, the rates should be quoted accordingly.
- vii) The Agency shall not engage any sub-contractor or transfer the contract to any other person in any manner. The contractor shall not be permitted to transfer their rights and obligations under the contract to any other organizations or other-wise.
- viii) **The contract will be valid for a period of one year w.e.f. 01.01.2020.** The rates quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period. The contract may be extended for another year on mutual consent and subject to satisfactory performance. You will be required to furnish a **performance guarantee of Rs. 1.50 lakh (Rupees One lakh Fifty Thousand only)** in the form of Fixed Deposit or Bank Guarantee on any scheduled bank in Delhi drawn in favour of Director General, Publications Division, New Delhi, **within seven days** from award of this letter. The performance guarantee will be refundable after successful completion of the contract, after adjust of dues if any, against the contractors.
- ix) The service engineers would take up any reported fault with one hour. As far as possible, the repairs would be carried out on-site itself. However, in case the equipment is taken to the workshop, the firm would provide a stand-by for the same. No transport charges would be paid.
- x) It shall be the responsibility of the firm to keep all the photocopiers satisfactorily throughout the contract period and also to hand over the system to Department in working condition on the expiry of the contract. In case any damage on the systems of the Department is found, compensation, which would be determined by the Department, will have to be paid by the firm.
- xi) In case of contractor backing out mid-term without any explicit consent of this Department, he will be liable to recovery at higher rates, vis-à-vis, those contracted with it, which may have to be

incurred by this Department on maintenance of machines for the balance period of contract through alternative means. The above acts of backing out would automatically debar the firm from any future dealing with this Department and the ~~EMD~~ ^{Performance Security} amount would also be forfeited.

xii) If any photocopier is not repaired within twenty-four hours, the firm will provide a stand-by copier. If, however, the firm fails to carry out repairs/provide a stand-by copier within 2 days to the satisfaction of the user, a penalty of Rs. 5,000/- (Rupees Five Thousand only) per day or part thereof will be charged for delay beyond the two days till such time the copier is repaired.

xiii) The Court at Delhi/New Delhi shall have the exclusive jurisdiction for all disputes between the parties arising out of this agreement.

3. This issues with the approval of the Competent Authority.

Page 4 of 4

(B.K. Biswas)
Deputy Director(Admn.)
Tele#24368009



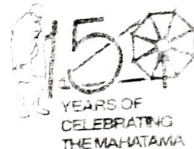
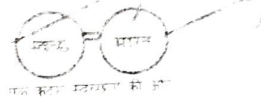
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SOOCHNA BHAYAN

C.G.O. COMPLEX,

LODHI ROAD, NEW DELHI-110003

Ref No.....D-27011/08/2020-21/A&G

Dated.....
05.03.2021

M/s Sunil Book Binding House,
1375, Bagichi Tanshuk Rai,
Ajmeri Gate,
Delhi-110006.

Subject: Award of rate contract for Binding of Library Books , Journals, Office Register/Records etc. in Publications Division (Hqrs.) for official use.

Sir,

I am directed to refer to your bid dated 23.02.2021 for rate contract Binding of Library Books , Journals, Office Register/Records etc. in Publications Division (Hqrs.) for official use. The period of contract shall be for one year from 01.04.2021 to 31.03.2022, which will be further extendable for one more year on the same rates and terms & conditions.

2. The Competent Authority has decided to award rate contract for Binding of Library Books, Journals, Office Register/Records etc. at the rate given below. The terms and condition of tender document will be applicable during the currency of contract. You are also requested to deposit the security deposit of Rs. 5,000 (Rupees Five thousand only) in the form of FDR pledged in favour of DG, Publications Division within 10 days of issue of this letter.

S. No.	Name of the Items	M/s. Sunil Book Binding House Rates (in Rs.)
1	Paper Binding (With or without black ink)	
a	Small Size	30.00
b	Medium size	40.00
C	Foolscap size	50.00
d	Double Foolscap size	60.00
2.	Cloth Leather Magazine	
a	Small Size	40.00
b	Medium size	50.00
c	Foolscap size	60.00
d	Double Foolscap size	70.00
3.	Half Leather	
a	Small Size	50.00
b	Medium size	60.00
c	Foolscap size	70.00
d	Double Foolscap size	80.00
4.	Binding of Office record like pay bills TA bills etc.	
a	Ordinary binding	70.00
b	Half Cloth binding	75.00
5.	Binding of Service Books	

a.	Half Cloth binding	75.00
6	Stitching of Files/Records	25.00
7.	Lamination of Accession & Issue Register of Library	50.00
8.	Spiral Binding (1-200 pages) with cover pages	200.00

3. This issues with the approval of the Competent Authority.

(B.K.Biswas)
Deputy Director(Admn.)
Tele#24368009



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SOOCHNA BHAWAN
C.G.O. COMPLEX,
LODHI ROAD, NEW DEHI-110003

Ref No.....No: D-26001/02/2020-21/A&G

Dated: 11.2.2021

To,
M/s Ritivkrententacab Services Pvt Ltd.
Plot No. 60-A, KH No. 47/14,
Ground Floor, Block V-1,
Budh Vihar, Pooth Kalan Ph.1
Delhi 110 086

Subject: Regarding contract for hiring of Vehicles on monthly basis in Publications Division (Hqrs.) for official use.

Sir,

I am directed to refer to your bid on GeM for hiring of vehicles on monthly basis in Publications Division (Hqrs.) for official use. On completion of all formalities of Government e-Market and on being the L-1 bidder.

Now before awarding the contract it is requested to submit the performance guarantee i.e. 3% of bidding amount (Rs. 31,130/-) in the form of FDR or Bank Guarantee in favour of DG, Publications Division, New Delhi. Please also provide the details of drivers and vehicles on or before 28.02.2021.

This has the approval of competent authority.


(Sudesh Kansal)
Section Officer
Tele#24362974