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संसाधन
SPEED POST

By Speed Post

No. F. 42-3(4)/2016 Rep-R
Government of India
Ministry of Culture
National Archives of India
Janpath, New Delhi 110 001
Email: archives@nic.in

21 FEB 2017

The _____

Subject: Sealed quotations are invited for providing services for covering functions, supply of photographs and supply of video / images in CD/DVD etc. to National Archives of India, Janpath, New Delhi 110 001 reg.

Dear Sir,

Sealed quotations are invited for selection of a firm for providing services for covering functions, supply of photographs and supply of video / images in CD/DVD etc. to this Department for three years as per items given below in table. The rates for each item should be quoted inclusive of all taxes.

S. No.	Items	Rate (in Rupees) Inclusive of all taxes
1.	Digital Still Photography (including images transfer in CD/DVD) - (i) Half Day (4 hours including conveyance and assignments charges) (ii) Full Day (8 hours including conveyance and assignments charges)	
2.	Digital Still Vediography (including dubbing, title etc.) - (i) Half Day (4 hours including conveyance and assignments charges) (ii) Full Day (8 hours including conveyance and assignments charges)	
3.	Photo Print Charges for - (i) 5 x 7 inch per print (ii) 8 x 10 inch per print	
4.	One Photo Album of good quality having - (i) 50 Pockets (ii) 100 Pockets (iii) 150 to 200 Pockets	

The quotations will be received by the undersigned in person or under registered cover upto **12 noon on 15-03-2017** and will be opened on the same date at **3.00 PM** in presence of those bidders or their representatives who happen to be present at that time. In case your quotation is accepted, the services will have to be provided with immediate effect after placing a confirm order. The rates should be valid for minimum period of 3 years. The bills should be submitted by the firm to this Department on quarterly basis. The payment will be made on bill basis after delivery of the said items to this department.

All the bidding firms must be registered firms and the TIN & PAN number of individual firms have to be submitted along with the quotation. The quotations, which do not fulfill all or any of the above conditions or are incomplete in any respect, are liable to summary rejection without further reference to the tenderers. The successful bidder will have to submit the particulars of their bank account details indicating the name of the bank, account number, address & phone number of bank, NEFT IFSC Code, MICR code number attested by your bank and the email id of the firm etc. in a separate format for e-payment purpose.

The final acceptance of the quotations rests with the Director General of Archives who does not bind himself to accept the lowest rate of quotation and reserves to himself to accept or reject any or all the quotations received without assigning any reason thereof.

The quotations should bear the superscription "**Quotation for providing services for covering functions, supply of photographs and supply of video / images in CD/DVD etc. due on "15-03-2017"**".

Yours faithfully,

A.K. Jain

(A. K. Jain)

Microphotographer

For Director General of Archives,
Government of India

