

**QUOTATION FOR PHOTOCOPY, PRINTING & SPIRAL BINDING SERVICES**

To  
National Institute of Fashion Technology (NIFT),  
Madhapur, Hyderabad.

**NIFT GST No.36AAATN2067J1ZH**

	<b>Quote No.</b>	
	<b>Date</b>	
	<b>Ref.:</b>	
	<b>GST No.</b>	
	<b>PAN No.</b>	
<b>Sl. No.</b>	<b>Description</b>	<b>Rate per copy</b>
1	A4 photocopy – Black/White	
2	A4 photocopy – colour	
3	A3 photocopy – Black/White	
4	A3 photocopy – colour	
5	A4 printing – Black/White	
6	A4 printing – colour	
7	A3 printing – Black/White	
8	A3 printing – colour	
9	Spiral binding (up to 25 pages)	
10	Spiral binding (above 25 pages)	

**Terms and Conditions:**

1. Electricity charges to be paid @ Rs. 11/- approx. per unit (commercial rate as per meter reading).
2. Above services purely on cash and carry basis.
3. NIFT will not provide any machinery, papers and stationery items etc.
4. Agency will take care operator wages, machine maintenance.
5. Photocopier operator should be polite with all NIFT stake holders.
6. Above services initially for a period of 06 months.
7. NIFT has right to extend or withdraw above services without assigning any reason.
8. If damage caused by the operator to NIFT property, the same will be recovered from the agency.

**NOTE:**

1. *Last date for submission of sealed quotation (hard copy only) **on or before 10.11.2019.***
2. *Sealed envelope should be superscribed as NIFT- Photocopy, printing and binding services and addressed to the Director, Administration, NIFT Campus, Madhapur, Hyderabad – 500081.*

Authorized signatory.

Correspondence Address:

Contact no.

E-mail ID: