

तार : सनबोसेक, दिल्ली - 92

Gram : CENBOSEC, Delhi-92

E-Mail : rodelhi.cbse@nic.in

website : www.cbse.nic.in



Phones : 22239177-80

FAX : 011-22248990

केन्द्रीय माध्यमिक शिक्षा बोर्ड

for websites only

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
पी.एस.1-2, इन्स्टीट्यूशनल एरिया, आई.पी. एक्सटेंशन, पटपड़गंज, दिल्ली-110 092

CENTRAL BOARD OF SECONDARY EDUCATION

REGIONAL OFFICE, DELHI

(An Autonomous Organisation under the Union Ministry of Human Resource Development (Govt. of India)

PS-1-2, Institutional Area, I.P. Extension, Patparganj, Delhi -110 092

पत्रांक

No.....CBSE/ROD/Admn/2011

दिनांक

30/11/2011

Date.....

M/s Two Friends Photostat
Shop No. 205, Aggarwal Chamber-II
30-31, Veer Savarkar Block,
Shakarapur,
Delhi- 110092

Subject: Photostat Machine work with Manpower on contract basis

Sir,

Please refer to your quotation/tender dated 01/11/2011 on the subject cited above, I am directed to inform you that the work of Photostat has been allotted to your firm on the following rates quoted by you.

1.	Rates for photocopy of each front page including the cost of paper on A-4 size good quality photocopier paper of 75 GSM	Rs. 0.40 paise
2.	Rates for photocopy of each front and back page including the cost of paper on A-4 size good quality photocopier paper of 75 GSM	Rs. 0.76 paise Front + Back

As per terms and conditions of the tender clause No. 5, you are also therefore requested to do the photocopy work of circulars to be collected from this office and completion of photocopy of work of circulars should be handed over to the concerned Branch / Office R.O Delhi.

The rates are approved by the competent authority including all kind of taxes and preparing of sets etc.

तार : सनबोसेक, दिल्ली - 92

Gram : CENBOSEC, Delhi-92

E-Mail : rodelhi.cbse@nic.in

website : www.cbse.nic.in



Phones : 22239177-80

FAX : 011-22248990

केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
पी.एस.1-2, इन्स्टीट्यूशनल एरिया, आई.पी. एक्सटेंशन, पटपड़गंज, दिल्ली-110 092

CENTRAL BOARD OF SECONDARY EDUCATION

REGIONAL OFFICE, DELHI

(An Autonomous Organisation under the Union Ministry of Human Resource Development (Govt. of India)

PS-1-2, Institutional Area, I.P. Extension, Patparganj, Delhi -110 092

पत्रांक

No.....

दिनांक

Date.....

You are requested to install the Photostat machine w.e.f. 02/03/2012 on 3rd floor at CBSE Building at patparganj office as per directions of S.O (Conf.) alongwith its operator and start the work under the supervision of S.O (Conf.). It may be ensured that non-stop work is required to be done for 30-40 days. Therefore standby arrangement of photocopier machine be kept ready so that no disruption is occurred in office work.

Yours faithfully,

(ASHOK DHAWAN)
Asstt. Secy.(Admn.)

Copy to:

1. Dy. Secy. (Exam.) for information
2. S.O (Conf.) for information and further necessary action. He is requested to maintain the relevant record of photocopies.
Phone nos. of the agency is 9999195678
3. S.O (Academic) for information and further necessary action. He is also requested to maintain the relevant record of photocopies monthwise circulars alongwith amount.

Asstt. Secy.(Admn.)