

**DEPARTMENT OF ENVIRONMENT  
GOVT. OF NCT OF DELHI  
Level – 6, C- Wing, Delhi Secretariat, I.P. Estate, New Delhi – 2**

No: F.5 (22)/Purchase/Env./2012-2013/ 919-922

Dated : 11.3.15

To

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**Sub: Quotation for Repair of Photocopier 305 e-Studio Toshiba.**

Sir,

This Department has a Photocopier Machine 305 e-studio Toshiba, and service is required to be carried out.

The said Photocopier Machine can be inspected on any working day from 10.00 AM to 5.00 PM, if so desired. You are invited to send the quotations for service of the said photocopier.

PAN/TAN/SERVICE TAX Number of the firm will also be mentioned in quotation.

In case any items/goods/parts is required to be replaced during the service, then the delivery of goods is made from Delhi and against a sale invoice issued from Delhi. The dealer supplying goods should be registered with the Delhi VAT Department and carry a valid Tax Identification Number issued by it.

In case of unsatisfactory service the same shall be terminated any time by the Competent Authority the quotations/contract will be forfeited.

The quotation must reach the undersigned in a sealed cover by **20/03/2015** at **11.00 AM** and the same will be opened on **20/03/2015** at **11.00 A.M.** The quotations received after the due date & time shall not be accepted and no correspondence shall be entertained in this regard. Further, Department reserves the right to accept or reject any/all quotations without assigning any reason and the decision of the Department shall be full & final and binding on you.

Yours faithfully,

  
10.3.15

**(Jitendra Kumar Arora)**  
**Dy. Secretary (Environment)**

Sh. Santosh Kumar, Programmer to upload the said on the Web-site.