



# DELHI INSTITUTE OF HERITAGE RESEARCH & MANAGEMENT

(GOVT. OF NCT OF DELHI)

18-A, SATSANG VIHAR MARG, QUTUB INSTITUTIONAL AREA, NEW DELHI - 110067

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Ref. No.: F2(332)/Admin/Punch Request.  
2008  
-220  
Dated : 15-1-2018

To,

As per list attached.

**Sub: Request for hiring of photocopier machine on rent basis with maintenance.**

Sir,

I am directed to convey that the Delhi Institute of Heritage Research and Management invites rate quotation for the hiring of photocopier machine on rent basis with maintenance. Please quote your most competitive rate for the above mentioned work. You should quote your rate in sealed envelop in the following proforma.

S.No.	Item Specification	Quantity	Rate (inclusive all taxes)
1.	Canon IR 2830	01	

You are advised to submit the rate quotations with all terms and conditions within 21 days from the date of issue of this letter i.e. on or before 05.02.2018 (between 11:00 a.m. to 5:00 p.m.) in a sealed envelop with the firms name on it. Please treat it on top priority and do the needful.

Yours Sincerely,

(Dr. R. K. Trivedi)  
Admin. II

Copy for information to

1. Director
2. HOD
3. Registrar
4. Guard file
5. Upcod website.