



DELHI INSTITUTE OF HERITAGE RESEARCH & MANAGEMENT

(GOVT. OF NCT OF DELHI)

(Affiliated to GGS Indraprastha University)

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

Phones : (11) 26567324, 26567326, E-mail: dihrm@bol.net.in

Ref. No.: F2(332)/Photocopier on Rental/2020

Dated : 08.07.2020

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To,

As per list attached.

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

Sir/Madam,

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:

Sl. No.	Description	Qty.	Total amount (in Rupees) inclusive all applicable taxes)
1	Digital Photocopy Machine with multifunction facilities (Printer/ Copier/ADF/Duplex/color scanner/Network and two tray)	1	

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 28.07.2020 (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 faithfully,

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

Copy to:

1. Director for information
2. HOD for information
3. Registrar for information
4. Guard file

5. *upload on website*