



**Bharatiya Vidya**  
**Bhavan**  
Promoting  
**SANSKRIT & SANSKRITI**  
Since 1938  
DELHI KENDRA

**Founded By :**  
**Kulapati Dr. K. M. Munshi**

**Mehta Sadan,**  
**Kasturba Gandhi Marg,**  
**New Delhi - 110001.**

**Chairman :**

**C. R. GHAREKHAN**  
(Formerly Permanent  
Representative of India  
in the UNO)

**Vice-Chairperson :**

**LALIT MANSINGH**  
(Formerly Foreign  
Secretary to Govt. of India)

**Director :**

**ASHOK PRADHAN**  
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Grams : BHAVIDYA NEW DELHI  
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F. Photocopier Machine/BVB/2021/

Dated: 08.11.2021

M/S -----  
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Subject: **Quotations for hiring of Photocopier Machine with Operator for photocopies**

Sir,

Sealed quotations are invited by Deputy Registrar, Bharatiya Vidya Bhavan from reputed and reliable firms for hiring of photocopier machine with operator for photocopies in Bhavan's premises with the following terms & conditions.

1. Rate for photocopies
2. Paper to be used of standard quality
3. Size A4
4. Rate for coloured photocopies per page
5. Rate for spiral binding up to 200 pages
6. Rate for tape binding
7. One photocopier machine shall need to be installed
8. Space and Electricity will be provided by Bhavan with free of cost
9. Working Days----- Monday to Friday between 9.00AM to 6.00 PM

The quotations must reach in the office of Deputy Registrar latest by 19.11.2021 up to 3.00 PM.

Yours Faithfully,

(Vijay Bhardwaj)

Deputy Registrar