

GCMMF LTD. ANAND
Administration Department.

: Inquiry for In House Photo copy Contract

We require in house photocopying work service rates from the established service provider having atleast 5 years experience in said services. The offer may be sent in sealed envelope Addressed to Sr. Manager (Admn & CS) GCMMF Ltd., Amul Dairy Road Anand 388 001. All prices must inclusive of all taxes and duties.

DESCRIPTION
Providing in house photocopying work service with your suitable Photocopy machine, Photocopy papers and Machine opearator at GCMMF Ltd. Anand office premises.
Contract Period : 01.05.2018 to 30.04.2020
Last date of Submission: 21 .4.18
Payment Terms: 100 % payment within 10 days of satisfactory completion of job and submission of bill with required documents duly certified by competent authority.

Please send your offers at the earliest as per below format.

ON LETTER HEAD OF SERVICE PROVIDER)

TO
Sr.Manager (Admn & CS)
GCMMF Ltd
Amul Dairy Road
Anand.

Sub: Application for in-house photocopying service to be provided to your establishment.

Dear Sir,

This has reference to enquiry inviting application for providing in-house photocopying services to your establishment.

We are providing following details with documents of our services for your kind consideration.

Sr.no.	Particulars	Details
1	Name and complete address of the service provider..	
2	Registration certificate under Bombay Shops &	

	Establishment Act for registered office/Head office and for Anand office.	
3	PAN No.& copy of certificate	
4	Service Tax No.& copy of certificate	
5	GST Code & allotment letter	
6	Professional Tax registration no. & certificate	
7	Total years of experience of providing services.	
8	Rate for Single side photo copying on A-4 paper.	
9	Rate for Double side photo copying on A-4 paper	
10	Single side photo copying on A-3 paper	
11	Spiral Binding.	

Place:

Date:

Signature