

F.No.A.60011 (3)/2006-Adm (CAS)
Government of India
Department of Legal Affairs
Central Agency Section

Supreme Court Compound,
New Delhi, the 16th July,2008

Sealed quotations are invited from the reputed computer typist & Photostat machine operators for preparation of panel of typist & Photostat machine operator for work of typing & Photostatting etc. to be filed before Hon'ble Supreme Court.

2. The interested/reputed parties, who can deliver typing work & Photostat copies of Special Leave Petitions & counter affidavit etc. at short notice in accordance with terms & conditions prescribed for this purpose, may submit their quotations in the enclosed Performa by **28th July, 2008 (1500 hours)**.
3. The quotations must be sent on proper letterhead with complete postal address and marked with captions "Typing and Photostat Services for Central Agency Section" to Shri D.S. Mahra, Assistant Government Advocate, Chamber No. 75, Central Agency Section, Ministry of Law & Justice, Supreme Court Compound, Bhagwan Das Road, New Delhi.
4. Quotations received after aforesaid date & time shall not be entertained. The quotations will be opened in Chamber No.75 at 1500 hours on **29th July, 2008** in the presence of applicants whosoever is present.
5. Quotations received late and not in accordance with the requirements mentioned in paras above and the prescribed format and also according to terms & conditions will be summarily rejected. Postal delay will not be accepted.
6. Quotations are also required to submit a bank draft of Rs.10, 000/- (Rs. Ten thousand only) drawn in favour of D.D.O., Central Agency Section towards security money deposit (SMD). The bank draft should be placed in the sealed envelope. Quotations received without SMD shall not be considered.
7. The undersigned reserves the right to reject any quotation without assigning any reason thereof.

(D.S. Mahra)
Assistant Government Advocate & H.O.O.

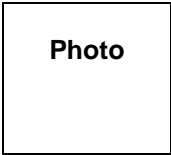
To

1. Notice Board
2. Website <http://lawmin.nic.in> of Department of Legal Affairs), Central Agency Section, New Delhi

TERMS & CONDITIONS FOR TYPING AND PHOTOSTATE SERVICES FOR CENTRAL AGENCY SECTION

1. The typists & Photostat operators should be located in the Supreme Court Complex and in new lawyers chambers near the Court, Bhagwan Das Road, New Delhi. and have knowledge of operating the machine.
2. Every petition shall consist of paragraphs numbered consecutively and shall be fairly and legibly written, typing, lithographed or printed on one side of standard petition paper, demy-foolscap size, or of the size of 29.7cm. x 21 cm. and in accordance with the Supreme Court rules.
3. The typist(s) should have minimum typing speed of at least 60-70 words per minute.
4. Any default on the timeline or accuracy of typing/photo state shall entail a financial penalty as determined by the Central Agency Section.
5. The Central Agency Section shall enter into an agreement at the commencement of the contract period, which shall be for a period of one year from the date of signing. However, the Central Agency Section will retain the right to terminate the contract at any point of time, without ant liability to the Section.
6. The Central Agency Section's responsibility would be limited to providing the material for typing.
7. Supply of work will be kept confidential.
8. The parties are also required to submit a bank draft of Rs.10, 000/- (Rs. Ten thousand only) drawn in favour of D.D.O., Central Agency Section towards security money deposit (SMD). The bank draft should be placed in the sealed envelope. Tenders received without SMD shall not be considered.
9. The Central Agency Section reserves the right to reject any quotation without assigning any reason thereof.

PROFORMA FOR COMPUTER TYPIST & PHOTOSTAT OPERATORS



1. Name:.....
2.
3. Father/Husband's name:.....
4. Address: Residence:.....
 Office:

4	Experience in typing/ knowledge of operating photostate machine.	
5	Whether you have your own Computer and Photostat machine.	
6	Rate of typing of one copy on full size paper and rate of subsequent copies.	
7	Rate of typing of one copy out of soft file available in floppy/ CD.	
8	Rate of Photostatting of one copy on full size paper and rate of subsequent copies.	
9	Details of computer/Photostat machine (like model, availability etc.)	
10	Details of Bank draft towards security money deposit (SMD)	

(Signature of applicant)
 Full Name of Applicant.....
 Address.....
 Date: