

F.No.A-60011/4/2013-Admn.CAS
Government of India
Ministry of Law & Justice
Department of Legal Affairs
Central Agency Section

2nd floor, ILI Building,
New Delhi, dated 19th June 2013.

Sealed tenders are invited from the reputed computer typist & Photostat machine operators for preparation of panel of typist & Photostat machine operators for work of typing & Photostat etc. to be filed before Hon'ble Supreme Court. Rate for typing, per page legal size double space should be mentioned in the tender. After tender are opened eligible applicants shall under go efficiency/proficiencies test to finalized the panel

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 tenders in the enclosed proforma by 12th July 2013 (1500 hours).

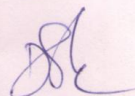
The tenders must be sent on proper letterhead with complete postal address and marked with captions " Typing and Photostat Services for Central Agency Section" to Shri D.S.Mahra, Addl. Government Advocate/ HOO, Chamber No. 75, Supreme Court Compound, Bhagwan Dass Road, New Delhi.

Tender received after aforesaid date & time shall not be entertained. The Tenders will be opened in chamber No. 74 at 1500 hours on 15th July 2013 in the presence of applicants whosoever is present.

Tenders 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.

The tenders are also required to submit a bank draft of Rs.10,000/- (Rupees ten thousand only) drawn in favour of PAO (LA) towards security money deposit (SMD). The bank draft should be placed in the sealed envelope. Tenders received without SMD shall not be considered.

The undersigned reserves the right to reject any quotation without assigning any reason thereof.



(D.S.MAHRA)
Addl. Govt. Advocate/ HOO

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 typing and 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, typed, lithographed or printed on one side of standard petition paper, demy-foolscap size, or of the size of 29.7cms x 21cm. 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/photostate 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 any 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 Central Agency Section reserves the right to reject any quotation without assigning any reason thereof.

PROFORMA FOR COMPUTER TYPIST & PHOTOSTAT OPERATORS



1. **Name** (in block capital) :
2. **Father's /Husband's Name** :
3. **Address:** i. **Residential** :
ii. **Office** :
4. **Experience in typing/knowledge of operating Photostat machine** :
5. **Whether you have 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, make, availability etc.)** :
10. **Details of Bank Draft security Money deposit (SMD)** :

(Signature)

Full Name of applicant _____
Address _____

Date