

SHORT NOTICE TENDER

TENDER/QUOTATION FOR T20 match on 1st November 2017 and Five day Test Match from 02nd December, 2017 to 06th December, 2017.

Sealed Tender / Quotation are invited for providing TV/ Laptops/ Printers/ Photocopiers on hire basis / purchase basis at Delhi & District Cricket Association (DDCA) situated at Ferozshah Kotla, New Delhi – 110002 from reputed firms/agencies/companies having valid licenses and sanctions and shall have experience in the field of providing these items for a minimum period of two years, to quote their best offers in SEALED COVERS for T20 on 1st November 2017 and Five day Test Match from 02nd December, 2017 to 06th December, 2017 to be held at DDCA, Ferozshah Kotla Grounds, New Delhi on 1st November 2017 and 02nd December, 2017 to 06th December, 2017 respectively.

The Company is required to give the following details:-

COMPANY/FIRM PROFILE	
Name of the Company/Firm and complete registered address	
Legal Status (Individual, Sole Proprietary firm, Hindu Undivided Family (HUF) business, Partnership firm, Consortium, Joint Venture, Limited Company or Corporation)	

Status of the signatory of the applicant	
Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?	
Name, Designation and Tel. No(s) of the Contact Person -Fax No(s) -E-mail address	
Year of commencement of Business	
Statutory Details (Photocopy duly signed to be attached) - Registration No. of the Firm - PAN - EPF – Registration No. - ESI Registration No. - Service Tax, VAT/CST, GST Registration No. - Name & Address of Bankers alongwith Current Account Details	

(Rs. In Lakhs)

Details of annual financial turnover (gross)	FY 2015 – 2016	FY 2016 - 2017

INSTRUCTIONS TO THE APPLICANT

1. Please read the Terms & Conditions carefully before filling up the document.
2. Incomplete Documents will be rejected. It is in the interest of perspective applicant that they may inspect the proposed premises before submitting the bid.
3. The applicant should be in the business of providing TV/ Laptops/ Printers/ Photocopiers for a minimum period of two years as on as on 30 September, 2017.
4. DDCA has a requirement of the following products for all match days:
 - LED TV 42 inches : 8
 - LED TV 32 inches : 12
 - Coloured Photocopier : 1 (high speed multi functional) including
100 prints per day
 - B/W Photocopier : 1 [including 100 prints per day]
 - Colour Printer : 1[minimum 100 prints per day]
 - B/W Printer : 1[minimum 100 prints per day]
 - Laptops : 1
 - Fax Machine : 1

Please note that the final requirements may have variation depending on the guidelines of BCCI / ICC.

5. The vendors to give quote for the hiring of these equipments. The vendors may quote for one or more items.
6. On the Match days, there should be senior technician present for supervision of Photocopier.
7. On the Match days, there should be senior electrician present for supervision of all the other above mentioned electronic items.
8. All statutory taxes/fees of any kind shall be borne by the applicant.

Other Terms & Conditions:

- A. The necessary details / clarification if any can be obtained from DDCA Office.
- B. All quotations / offers/ Tenders should be on Company / Firms or Organisation Letter Head with logo.
- C. The payment for the services provided by the applicant shall be made within 20 working days after the conclusion of the match.
- D. DDCA reserves its right to accept or reject any of the offers or cancel all offers and also modify conditions or effect any other change in items, terms and conditions.
- E. The envelopes containing quotations SUPERSCRIPED with the name of item is to be addressed to Administrator Delhi & District Cricket Association, Ferozshah Kotla Grounds New Delhi-110002

should be dropped in a box kept at the reception of DDCA during office hours 10 A.M TO 5 P.M.

- F. The quotation must reach the office of the DDCA by 10th October 2017 BY 4 P.M which will be opened on the same day at 4.30 PM.
- G. The incomplete quotations in any manner or lacking in any other respect will be summarily rejected.
- H. In the event another party is sought to be engaged as a supplier for the purposes of the tender, this may only be done by obtaining consent in writing of the Authorised official of DDCA.
- I. All disputes shall be subject to the jurisdiction of courts of Delhi.
- J. It is hereby clarified that all rights granted pursuant to the Tender are valid only for this match. No future rights are sought to be granted.
- K. The Applicant should not be member of DDCA.

The last date for submission of above Tender/Offer/ Quotation for T20 match on 1st November 2017 and Five day Test Match from 02nd December, 2017 to 06th December, 2017 to be held at DDCA, Ferozshah Kotla Grounds, New Delhi on 10thOctober 2017 BY 4 P.M.

05th October, 2017

Pradeep K. Banerjee

Legal Manager, DDCA