

SHORT NOTICE TENDER

NOTICE INVITING TENDER/QUOTATION FOR PROVIDING OF OFFICE SET UP/INTERIOR & OFFICE FURNITURE AT FEROUZ SHAH KOTLA GROUND, DDCA.

Quotation are invited for providing Office Set Up/Interior & Office Furniture on 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, you can submit your quote in SEALED COVERS at DDCA, Ferozshah Kotla Grounds, New Delhi by 22nd June 2018 till 12:30 PM.

Particulars of Party Submitting Quotation

Sl. No.	Required Information	
•	Name of the Party	
•	Legal Status ((Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc)	
•	Name of the contact person, Designation, Telephone No., Fax No., E-mail id	
•	Registration number issued by Regulation authority, if any (attach photocopies)	
•	GST – Registration number , if any (attach photocopy)	
•	VAT no. – Registration number (attach photocopy)	
•	Permanent Account number (attach photocopy)	
•	Whether any partner/proprietor/ Director of the prospective Quotationer has been convicted by any court of law, if so give details.	

(Rs. In Lakhs)

Details of annual financial turnover (gross)	FY 2016 – 2017	FY 2017 – 2018

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 office furniture & Office Interior.
4. Quotation required for Office Set Up/Interior, Furniture & Installation.

S.No	Item	Quantity (No's)
1.	MODULAR WORKSTATIONS	12 No's
2.	Mobile drawers	5 to 7 No's
3.	Ground Storage	13 No's
4.	Executive Table Set	1 No
5.	Executive Sofa Set	4 No's
6.	Office Chair (Executive)	1 No
7.	Office Chairs	12 No's

Note: Exact quantity may differ, depending upon the sizes of items supplied to DDCA.

The vendors to give quote for the following:

- a) Outright purchase of these equipment.
- b) Vendors are requested to quote for both high and reasonable cost equipment's.

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 15 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 may be dropped in a box kept in the Administrative office of DDCA during office hours 10 A.M TO 4 P.M.
- F. The quotation must reach the office of the DDCA by 22nd June 2018 BY 12:30 P.M.
- 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. Enclosed Lay out Plan.

The last date for submission of above Tender/Offer/ Quotation to Mr. Sarvpreet Singh is 22nd June 2018 BY 12:30 P.M at Ferozeshah Kotla Stadium, DDCA, Delhi 110002.

