

# DELHI & DISTRICT CRICKET ASSOCIATION

(AFFILIATED TO THE BOARD OF CONTROL FOR CRICKET IN INDIA)

FEROZESHAH KOTLA GROUND, NEW DELHI-110002

## SHORT TENDER – FILING CABINETS AT ACCOUNT DEPARTMENT

LAST DATE- 26<sup>th</sup> /OCTOBER/2018 AT 12:00 PM

Tender / Quotation are invited for providing Filing Cabinets at Delhi & District Cricket Association (DDCA) situated at Ferozeshah Kotla Ground, New Delhi-110002 from reputed firms/agencies/companies having experience in the field to quote their best offers at DDCA, Ferozeshah Kotla Grounds, New Delhi.

### Particulars of Party Submitting Quotation

Sl. No.	Required Information	
	<ul style="list-style-type: none"><li>Name of the Party</li></ul>	
	<ul style="list-style-type: none"><li>Legal Status ((Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc)</li></ul>	
	<ul style="list-style-type: none"><li>Name of the contact person, Designation, Telephone No., Fax No., E-mail id</li></ul>	
	<ul style="list-style-type: none"><li>Registration number issued by Regulation authority, if any (attach photocopies)</li></ul>	
	<ul style="list-style-type: none"><li>Service Tax/GST – Registration number , if any (attach photocopy)</li></ul>	
	<ul style="list-style-type: none"><li>VAT no. – Registration number (attach photocopy)</li></ul>	
	<ul style="list-style-type: none"><li>Permanent Account number (attach photocopy)</li></ul>	
	<ul style="list-style-type: none"><li>Whether any partner/proprietor/ Director of the prospective Quotationer has been convicted by any Court of law, if so gives details.</li></ul>	

## INSTRUCTIONS TO THE APPLICANT

- DDCA has a requirement of the following Filing Cabinets as per specification as given below at DDCA premises to work on following scope of work: (Annexure Attached)

All statutory taxes/fees of any kind shall be borne by the applicant.

### Other Terms & Conditions:

- The necessary details / clarification if any can be obtained from DDCA Office.
- All quotations / offers/ Tenders should be on Company / Firms or Organization Letter Head with logo.
- 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.
- 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.
- The quotation must reach the office of the DDCA by 26<sup>th</sup> October, 2018 BY 12:00 Noon
- The incomplete quotations in any manner or lacking in any other respect will be summarily rejected.
- The payment will be made to successful Quotationer after the delivery of the items and successful installation.
- The Applicant should not be the member of DDCA.
- The only authorized partners / distribution to apply.
- Vendors are requested to visit the site before submitting their quote.

The last date for submission of above Tender/Offer/ Quotation is 26<sup>th</sup> October, 2018 BY 12 Noon at DDCA at DDCA tender box kept at reception.

NEERAJ SHARMA,  
ADMIN

Date: 20 /10/2018

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(Annexure – 1)

## Scope of work

S. NO.	ITEMS / SPECIFICATION	Unite	Qty.	Rate	Amount
1.	Storage Iron Almirah for files 6 nos. size 66x33x15 with compartment, Three side covered open type .	No.	1		
2	Storage Iron Almirah for files size 66x33x15 with 4 no. compartments with doors with locking system 3 nos.	No.	1		
3.	Book rack on top of storage almirah, 3 side covered, front open type for books 1 no. size 99x14x12 with three parts	No.	1		
4.	Total value	Rs.		In Words	
5	Taxes	Rs.		In Words	
6.	Cartage	Rs.		In Words	
7.	Gross Total	Rs.		In Words	

Note:-

All doors of Cabinets should be of 18 gauge and all Compartments should be of 22 gauge and locks should be of heavy duty locks.

NEERAJ SHARMA ,  
ADMIN

