

## SHORT NOTICE TENDER

**TENDER/QUOTATION ARE INVITED FOR PURCHASE OF LAPTOP/PRINTER/PROJECTOR/UPS AT DDCA, FEROZESHAH KOTLA STADIUM, DELHI.**

Tender / Quotation are invited for providing Desktop/Laptops/ Printers/ Projectors/ UPS on purchase basis at Delhi & District Cricket Association (DDCA) situated at Ferozeshah 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 at DDCA, Ferozeshah Kotla Grounds, New Delhi.

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 2016 – 2017	FY 2017 - 2018

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## **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 Desktop/Laptops/ Printers/ Projectors/ UPS for a minimum period of two years.
4. DDCA has a requirement of the following products for purchase:  
  
Desktop : 5 (all-in-one, i3/4GB Ram/ 1TB HD/21.5" Screen)  
Laptop: 2 (Apple MAC Book Air-256 GB)  
Colour Printer : 1 (HP 181FW Colour all-in-one Printer)  
B/W Printer : 1 (HP M1005 Mono all-in-one Printer)  
Projector with Screen: 2 (HD)(8'X6" Auto Screen + Roof Mounting)  
UPS for Desktops: 5 (1000 V A)
5. The vendors to give quote for the purchase of these equipment's.

The vendors may quote for one or more items.

6. 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. 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.
- D. 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.
- E. The quotation must reach the office of the DDCA to Mr. Sarvpreet Singh by 16<sup>th</sup> May 2018 BY 12 Noon which will be opened on the same day at 2 PM.
- F. The incomplete quotations in any manner or lacking in any other respect will be summarily rejected.

G. The Applicant should not be the member of DDCA.

**The last date for submission of above Tender/Offer/ Quotation is 16<sup>th</sup> May 2018 BY 12 Noon at DDCA Office to Mr. Sarvpreet Singh.**

**12th May, 2018**

Sarvpreet Singh

**FOR AND ON BEHALF OF DDCA**