

SHORT NOTICE TENDER

Tender / Quotation are invited for providing Laptops & Printers 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.

Particulars of Party Submitting Quotation

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

INSTRUCTIONS TO THE APPLICANT

Please read the Terms & Conditions carefully before filling up the document.

- Incomplete Documents will be rejected. It is in the interest of perspective applicant that they may inspect the proposed premises before submitting the bid.
- The applicant should be in the business of providing Desktop/Laptops/ Printers for a minimum period of two years.

- DDCA has a requirement of the following products for purchase:

Laptop : 4 No's (DELL Laptop-3490, Intel Core-I5)
Colour Printer : 4 No's (HP Tank Printer with wifi-Model-5821)

- The vendors to give quote for the purchase of these equipment's.
- The vendors may quote for one or more items.

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 Organisation 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 6th September 2018 BY 12 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.
- The Applicant should not be the member of DDCA.

The last date for submission of above Tender/Offer/ Quotation is 6th September 2018 BY 12 Noon at DDCA.

G.R Saxena
Chief Operating Officer

Date: 02/09/2018