

NOTICE TENDER- TV/LAPTOPS/PRINTERS/PHOTOCOPIERS

TENDER/QUOTATION FOR INDIA VS. AUSTRALIA ODI MATCH ON 13TH MARCH 2019.

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 INDIA VS. AUSTRALIA ODI MATCH ON 13TH MARCH 2019 to be held at DDCA, Ferozshah 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?	
Has your company been ever blacklisted by any organization?	
Were you or your company ever required to suspend TV/ Laptops/ Printers/ Photocopiers services for a period of more than 06 months continuously after you have commenced the business of providing TV/ Laptops/ Printers/ Photocopiers services? If so, give the name of the contract and reasons 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 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

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 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 date of submission of tender.
4. Material/ Items will be checked at site.
5. DDCA has a requirement of the following products for all match days:
 - LED TV 42 inches : 10
 - LED TV 32 inches : 20
 - 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

(NOTE: These numbers are tentative. Exact number shall be informed before the match. Payment shall be made on exact number only.)

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:

9. The necessary details / clarification if any can be obtained from DDCA Office between 04nd February and 5th February 2019.
10. All quotations / offers/ Tenders should be on the form given at annexure with Company / Firms / Organisation Stamp.
11. **An Earnest Money Deposit (EMD) in form of Bank Draft equal to 10% of the bid value shall be submitted by all bidders. The Bank Draft will be favouring Delhi & District Cricket Association payable at New Delhi. All quotations submitted without EMD shall be rejected. EMD amount shall be refunded to unsuccessful applicants within a week of opening the commercial bids. EMD shall be submitted by all bidders** along with PAN No. / Tin No. / Service Tax Number and I.D Proof with company / Organisation/ Firm's details of Registration, Memorandum & Articles, Partnership / proprietorship details as the case may be.
12. The payment for the services provided by the applicant shall be made within 30 working days after the submission of the bills after the match.
13. 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.

14. The envelopes containing quotations SUPERSCRIPED with the name of item is to be addressed to CEO, 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.
 - A. The quotation must reach the office of the DDCA by 08TH Feb. 2019 BY 2 P.M which will be opened on the same day at 4.00 PM.
 - B. The Incomplete quotations in any manner will be summarily rejected.
 - C. 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.
 - D. All disputes shall be subject to the jurisdiction of courts of Delhi.
 - E. 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.
 - F. The Applicant should not be member of DDCA and should not have any close family relatives working in DDCA.

The last date for submission of above Tender/Offer/ Quotation for INDIA VS. AUSTRALIA ODI MATCH ON 13TH MARCH 2019 to be held at DDCA, Ferozshah Kotla Grounds, New Delhi on 08th Feb. 2019 BY 2 P.M.

02nd February 2019

CEO,DDCA

PERFORMA FOR SUBMISSION OF COMMERCIAL BID
TV/LAPTOPS/PRINTERS/PHOTOCOPIERS

S No	Item Name	Cost Per item	Quantity	Total Cost	Taxes	Final Cost

Total Cost in Figures: _____

Total Cost in Words:

Signatures
(Name of authorised signatory)

Date:
Place:

Company Stamp:

