

## SHORT NOTICE TENDER

Tender / Quotation are invited for supplying Laptops on outright sale basis as required in Schedule "A" 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 at DDCA, Ferozeshah Kotla Grounds, New Delhi.

### **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)	
	• Service Tax/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.	

### INSTRUCTIONS TO THE APPLICANT

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

- Incomplete Documents will be rejected.
- The supply shall have to be made at our registered office at feroz Shah Kotla Stadium.
- The applicant should be in the business of providing Desktop/Laptops/ Printers for a minimum period of two years.

## SCHEDULE - A

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

<b>S.NO</b>	<b>Name of Item</b>	<b>Qty</b>	<b>Quoted Price</b>	<b>GST</b>	<b>Total</b>
1	Lenovo Laptop, Model No 81DE008PIN	1			
2	Lenovo Laptop, Model No 81F401AXIN	1			

- The vendors to give quote for the supply 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.

Signature  
Name of the Company

### Other Terms & Conditions:

- The necessary details / clarification if any can be obtained from Finance Deptt at 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 SUPERSCRIBED with the name of item is to be addressed to Chief Executing Officer, Delhi & District Cricket Association, Ferozshah Kotla Grounds New Delhi-110002.
- Sealed quotation must reach the office of the DDCA by 15<sup>th</sup> March 2019 BY 12 Noon and may be deposited with Mr Neeraj Sharma, Admin, DDCA.
- The incomplete quotations in any manner or lacking in any other respect will be summarily rejected.
- The payment will be made to successful Quotationer 7 days after the supply/installation at registered office at DDCA.

Neeraj Sharma  
Admin-Manager

Date: 09/03/2018