

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 , NewDelhi-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,FerozeshahKotla Grounds, NewDelhi.

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:

S.NO	Name of Item	Qty	Quoted Price	GST	Total
1	LENOVO IPS 340 -- -I5 8TH GEN,8GB RAM,512 GBSSD,WIN 10 HOME,OFFICE H&S 2019 ,14 INCHES	1			
2	HP LaserJet Pro MFP M521dw	1			
3	Apple MAC Book Air-256 GB (Latest Model) along with thunderbolt port to HDMI, thunderbolt port to firewire, thunderbolt to usb adapters for both laptops.	2			
4	HP 1020 Plus Single Function Monochrome Laser Printer	1			
5	Apple iPad (10.2- inch, WI-FI + Cellular, 128GB)	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/Firm 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, FerozshahKotla Grounds NewDelhi-110002.

- Sealed quotation must reach the office of the DDCA by 25thOctober 2019 BY 12Noon and may be deposited with MrNeeraj Sharma, Admin, DDCA.
- The incomplete quotations in any manner or lacking in any other respect will be summarilyrejected.
- The payment will be made to successful Quotationer7 days after the supply/installation at registered office at DDCA.

Neeraj Sharma
Admin-Manager

Date:22/10/2019