

SHORT NOTICE TENDER

Tender / Quotation are invited for Printing of Annual Report 2018-19 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	
	<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">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.
- The supply shall have to be made at our registered office at Arun Jaitley Stadium.
- The applicant should be in the business of Printing & Designing for a minimum period of two years.

SCHEDULE - A

- DDCA has a requirement of the following
 1. Scope of Work
 - a) Designing of Cover and Text Pages
 - b) Composing, Page makeup, art work, proof reading and approval from DDCA
 2. Specifications
 - a) No. of Copies : 5,000
 - b) Size : International A4 8.25 * 11.75
 - c) No. of Pages : 80 approx
 - d) Paper : Cover 270gsm Imported Art Card
Inside 130gsm Imported
 - e) Color : Offset.
Pictures- Drum Scanning
Cover – Laminate
 - f) Binding : Perfect
 - g) Delivery : For at DDCA office in Delhi
 - h) Time : 2 Working days after approval from DDCA
 - i) Matter : Matter for annual report would be provided by
DDCA in PDF Format

All statutory taxes/fees except GST 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.
- Number of pages may varies +- 20%.
- The tender in the prescribed proforma and accompanied with an earnest money of Rs. 50,000/- in the form of bank draft in favour of Delhi & District Cricket Association shall only be entertained.
- In case successful bidder fails to undertake contract, his EMD will be forfeited.
- All quotations / offers/ Tenders should be on Company / Firms or Organization 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 14th November 2019 BY 12 Noon and will be open on the same day by 2. PM.
- The incomplete quotations in any manner or lacking in any other respect will be summarily rejected.

Neeraj Sharma
Admin-Manager

Date: 07/11/2019