

8 FEB 2017

8th February, 2017

To,

National Museum Website, E-Journal

Sub.: **Call for quotations Procurement of Printer, Hard disk, Pen drive, UPS battery, Antivirus, cartridges and Ram etc for use in the National Museum- regarding:**

Sir,

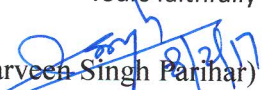
National Museum, Janpath invites sealed quotations from all firms for **Procurement of Printer, Pen drive, UPS battery, Antivirus, cartridges and Ram etc**. Sealed quotations may be submitted in sealed envelopes super scribed as Quotation for "**Call for quotations for Procurement of Printer, Pen drive, UPS battery, Antivirus, cartridges and Ram etc**" addressed to the Administrative Officer, National Museum, Janpath, New Delhi so as to reach the undersigned by 02.00 p.m . on or before 22nd February 2017. *Quotations will be opened on the same day i.e. 22ndFebruary, 2017 at 4.00 PM by the Local Purchase Committee of the National Museum* in the presence of the tenderers .Representatives of the firm ,if they wish, can be present during the opening of the quotation letters. Last date of submission of the quotation may also be mentioned, on their envelope. Quantity and specification of the items are mentioned in **Annexure- A**

Eligibility Criteria and Terms and Conditions

1. The invitation is open to all Delhi/NCR based venders who are having PAN/TAN/VAT/TIN registration in their name.
2. 'QUOTATION for "**Procurement of Pen drive, UPS battery, Antivirus, cartridges and Ram etc**" should be written in block letters on the top of the Envelope. Last date of submission of the quotation and office reference no. may also be mentioned, on the envelope.
3. Please mention clearly the make, brand model etc. of the articles for which the rates are quoted
4. PLEASE SUBMIT EMD(EARNEST MONEY DEPOSIT)FOR AN AMOUNT OF RS.2000/-(RUPEES TWO THOUSAND ONLY)IN THE FORM OF DEMAND DRAFT IN FAVOUR OF D.D.O, NATIONAL MUSEUM, NEW DELHI, QUOTATIONS WITHOUT EMD SHALL BE LIABLE FOR REJECTION.
5. In case the supplier is not able to supply goods for which supply order has been placed within the stipulated time is 15 days from issue of supply order, the supply order shall be cancelled and earnest money deposit by supplier of Rs. 2000/- shall be forfeited.

6. Tenderers may please quote their unconditional rates strictly as per schedule of goods enclosed.
7. The National Museum reserve the right to reject any or all the tender in full or part without assigning any reason therefore and without giving any compensation. The decision of the D.G. National Museum in this regard shall be final and binding on all.
8. It should be clearly mentioned whether the rates are inclusive of Vat, taxes, cartage etc. or otherwise. In case nothing is mentioned in this regard then it will be presumed that the rates quoted by the firm are inclusive of vat, service taxes. Cartage etc. and no fresh claim in this regard will be entertained.
9. In case the rates are found to be more than prevailing market rates at any stage, the payment will be restricted to that rate/price and the firm/agency will not have any right to challenge this. No representation will be entertained in this regard.
- 10. Quotation of Rates should be typed and no handwriting will be accepted.**
11. In case L1 declined to supply the goods as per work order, the security deposit of Rs. 2000.00 will be forfeited without giving any notice. .
12. The Payment will be released only after quantity and quality certified by respective officers of the National Museum.

Yours faithfully


(Parveen Singh Parihar)
Administrative Officer

Copy to:

1. All L.P.C .Members, National Museum,
2. C.I.S.F. National Museum
3. Web site National Museum.
4. Notice Board

