

No.F.37-11/2016-NM (D)

Government of India
Ministry of Culture
National Museum
Janpath, New Delhi-110011

October 6, 2016

Sub: Calling quotation for procurement of miscellaneous items for the use in the National Museum – regarding

Sir,

National Museum, Janpath, invites sealed quotations from well established / registered suppliers for supply of items mentioned in Annexure I. Sealed quotations may be submitted in sealed envelopes, superscribed as "Procurement of Miscellaneous items" for the use in the National Museum addressed to the Administrative Officer, National Museum, Janpath, New Delhi so as to reach the undersigned by 02.30 p.m. on or before **26th October 2016**. Quotations will be opened on the same day i.e. **26th October 2016 at 03.00 p.m.** by the Local Purchase Committee, National Museum in the presence of the tenderers or their representatives who may like to be present. Quantity and specification of the items required are mentioned in Annexure – I.

ELIGIBILITY CRITERIA AND TERMS AND CONDITIONS

1. The invitation is open to all registered/well-established genuine suppliers who are having PAN/TAN/VAT/TIN registration in their name.
2. 'QUOTATION' 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. The proprietor or his agent shall be available on his telephone (Office as well as residence) and also on mobile phone so as to enable this office to call him in emergency cases.
4. The supplier will also be responsible for delivery of the goods in good condition in the office of National Museum at his own risk and cost.

5. It should be mentioned whether the products for which rates are quoted are from authorized dealer or not.
6. The cost of each unit with brand is to be mentioned clearly. Wherever MRP is indicated on the product, the quotation should indicate whether discounts are allowed on MRP and if so, how much.
- 7. Any other charges, if any, such as packing and forwarding, delivery charges, sales tax etc. should be mentioned clearly and separately. In case nothing is mentioned in this regard then it will be presumed that the rates quoted by the firm are inclusive of all such charges/taxes and no claim otherwise will be entertained in this regard later on.**
- 8. 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.**
9. PLEASE SUBMIT EMD (EARNEST MONEY DEPOSIT) FOR AN AMOUNT OF RS.5,000.00 (RUPEES FIVE THOUSAND ONLY) IN THE FORM OF DEMAND DRAFT /FDR IN FAVOUR OF D.D.O., NATIONAL MUSEUM, NEW DELHI. QUOTATIONS WITHOUT EMD SHALL BE LIABLE FOR REJECTION.
10. In case the supplier is not able to supply goods for which supply order has been placed within the stipulated period of time, the supply order shall be cancelled and earnest money deposit would be forfeited.
11. Dispute, if any, arising between the successful firm/agency and the National Museum shall be resolved amicably, failing which it shall be referred to an Arbitrator, mutually acceptable to both parties, appointed by the Director General/Administrator, National Museum as per the Arbitration and Conciliation Act 1996. Alternatively, this shall be subjected to the exclusive jurisdiction of court at Delhi.

12. Director General/Administrator, National Museum reserves the right to accept or reject all the tenders in part or full or divide the work among two or more parties without assigning any reason whatsoever and in such case bidder/intending bidders, shall not have any claim on office of Director General, National Museum, New Delhi.

Yours faithfully



(Parveen Singh Parihar)
Administrative Officer

Copy to: -

1. Website, National Museum
2. Notice Board
3. CPP Portal

ANNEXURE – 'I'

Qty.	Item	Qty.	Unit price	Total Price
01.	Vernier Caliper	02 nos.		
02.	Sterio foam 6x4feet and depth 2 inch	05 packets		
03.	Plastic sheet	500 mtr.		
04.	Tyvek	500 mtr.		
05.	Cello tap 3inch width	20 nos.		
06.	Melinex sheets 1.5 meter width	200 mtr.		
07.	Mount cutter, Bevel cutting and straight cutting upto minimum 60" different thickness minimum 2600 micron	01 no.		
08.	Bevel cutting head with blade packet	01 no.		
09.	Straight cutting head with blade packet	01 no.		
10.	Self adhesive line hinging tape, white colour, natural P.H.	12 nos.		
11.	Archival tape	02 nos.		
12.	Acid free natural p.H. tissue/Nepali Handmade paper	02 Roll		
13.	Table lamp with Led lights for mount works (Philips, Siska or any other reputed/well known firms)	02 nos.		


 (Parveen Singh Parihar)
 Administrative Officer