

31 MAR 2017

30.03.2017

To,

National Museum Website, E-Journal

Sub.: Call for quotations for "Stationery items" for the use in the National Museum- regarding
Sir,

National Museum, Janpath invites sealed quotations from all firms/ suppliers for supply of "Stationery items" for its use. Sealed quotations may be submitted in sealed envelopes super scribed as "Stationery items" addressed to the Administrative Officer, National Museum, Janpath, New Delhi so as to reach the undersigned by 02.00 p.m . on or before 12th April, 2017. *Quotations will be opened on the same day i.e. 12th April, 2017 at 4.00 PM by the Local Purchase Committee of the 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 -A

Eligibility Criteria and Terms and Conditions

- 1. The invitation is open to all suppliers, dealers located based in Delhi/NCR only** who are having PAN/VAT/TIN registration in their name.**(copy of PAN,VAT,TIN must be enclosed with tender documents.)**
2. QUOTATION for "Stationery items" 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. It must be noted the rates quoted are for the ISI-approved items or must have the approve of some other recognized rating agency. Specification and brand of each items must be mentioned against each item.
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. PLEASE SUBMIT EMD(EARNEST MONEY DEPOSIT)FOR AN AMOUNT OF RS.5000/- (RUPEES FIVE 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.
7. 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. 5000/- shall be forfeited.

8. 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.
9. 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, taxes. Cartage etc. and no fresh claim in this regard will be entertained.
- 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. 5000.00 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.**
- 13. L1 rates will be taken into consideration on the basis of total of all the items.**
- 14. Rates should be quoted only on the format annexure-1**
- 15. Those who had applied earlier need not to apply again.**

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
5. CPP Portal

