

F. No.F.39-01/2011-NM(P)
Government of India,
Ministry of Culture
National Museum, Janpath, New Delhi

12 SEP 2016

12th September, 2016

To,

National Museum Website, E-Journal

Sub.: Call for quotations for "Tonner for Photocopier Machines" for the use in the National Museum- regarding


Sir,

National Museum, Janpath invites sealed quotations from well established suppliers for supply of tonner for its use. Sealed quotations may be submitted in sealed envelopes super scribed as Quotation for "Tonner for Photocopier Machines" addressed to the Administrative Officer, National Museum, Janpath, New Delhi so as to reach the undersigned by 02.00 p.m . on or before 5th October 2016. *Quotations will be opened on the same day i.e. 5th October, 2016 at 3.00 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

- 01 The invitation is open to all well-established genuine suppliers who are having PAN/TAN/VAT/TIN registration in their name
- 02 'QUOTATION for "Tonner for Photocopier Machines" 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
- 03 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.
- 04 It should be mentioned whether the products for which rates are quoted are from authorized dealer or not.
- 05 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.
- 06 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.

- 07 Tenderers may please quote their unconditional rates strictly as per schedule of goods enclosed.
- 08 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.
- 09 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 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.
- 11 Quotation of Rates should be typed and no handwriting will be accepted.**
- 12 In case L1 declined to supply the material as per work order, the security deposit of Rs. 5000.00 will be forfeited without giving any notice. .
- 13 The firm is responsible for supplying genuine tonner. Payment will be released only after quality and quantity approved by the store keeper, 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
5. CPP Portal

Annexure- A

Sl. No.	Particulars	Qty
1	Kyocera TK 899(machine model No.8520)	1 set (set of four tonner)
2	Tonner MX-237 AT(Sharp photocopier, Model No.AR-6031N)	01


(Parveen Singh Parihar)
Administrative Officer
12/9/16