

5<sup>th</sup> September, 2016

To,

National Museum Website, E-Journal

F-7 SEP 2016

Sub.: **Call for quotations for procurement of Printer, Pen drive, Hard Disk, Scanner and UPS etc for use in the National Museum- regarding: Sir,**

National Museum, Janpath invites sealed quotations from all firms for **procurement of Printer, Pen drive, Hard Disk, Scanner and UPS etc**. Sealed quotations may be submitted in sealed envelopes super scribed as Quotation for "**Call for quotations for procurement of Printer, Pen drive and UPS 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 28<sup>th</sup> September 2016. Quotations will be opened on the same day i.e. 28<sup>th</sup> September, 2016 at 3.00 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 II**

Eligibility Criteria and Terms and Conditions

1. The invitation is open to all genuine vendors who are having PAN/TAN/VAT/TIN registration in their name.
2. 'QUOTATION for "**Procurement of Printer, Pen drive, Hard Disk, Scanner and UPS 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.10000/-(RUPEES TEN 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. 10000/- 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. 10000.00 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 Parthar )  
Administrative Officer

Administrative Officer  
National Museum  
New Delhi

Copy to:

6. All L.P.C. Members, National Museum,
7. C.I.S.F. National Museum
8. Web site National Museum.
9. Notice Board
10. CPP Portal

S. No.	Name of items	Rate per unit
1.	Epson Printer M-100/105	
2.	HP Scanner	
3.	Epson printer L-220	
4.	Seagate External Hard Disk (1 TB)	
5.	Ram 2 GB DDR-2	
6.	Microtek UPS 1KV	
7.	Battery for UPS 1KV	

  
(Parveen Singh Parihar)  
Administrative Officer

Administrative Officer  
National Museum  
New Delhi