

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

To,

National Museum Website, E-Journal

1-7 SEP 2016

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

Sir,

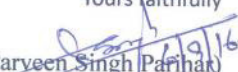
National Museum, Janpath invites sealed quotations from all established firms for Repairing of Photocopier Machines. Sealed quotations may be submitted in sealed envelopes super scribed as Quotation for "Repairing of Photocopier Machines" addressed to the Administrative Officer, National Museum, Janpath, New Delhi so as to reach the undersigned by 02.00 p.m . on or before 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 or their representatives who may like to be present. Model No. and specification of machines required to be repaired are mentioned in Annexure -A

Eligibility Criteria and Terms and Conditions

- 01 The invitation is open to all established genuine vendors who are having PAN/TAN/VAT/TIN registration in their name
- 02 'QUOTATION for "Repairing of 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 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.
- 04 In case the vendors is not able to repaired the machines for which work order has been placed within the stipulated time is 15 days from issue of work order, the supply order shall be cancelled and earnest money deposit by vendor of Rs. 5000/- shall be forfeited.
- 05 Tenderers may please quote their unconditional rates strictly as per schedule of goods enclosed.
- 06 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.

- 07 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.
- 08 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.
- 09 Quotation of Rates should be typed and no handwriting will be accepted.**
- 10 In case L1 declined to repair the machines as per work order, the security deposit of Rs. 5000.00 will be forfeited without giving any notice. .
- 11 The Payment will be released only after work done satisfactory by respective officers of the National Museum.

Yours faithfully

  
( Parveen Singh Parihak )  
Administrative Officer

**Administrative Officer**  
**National Museum**  
**New Delhi**

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

| S.No | Department             | Machine Model No. |
|------|------------------------|-------------------|
| 01   | CISF P.A. Room         | Ricoh 2000le      |
| 02   | Security               | Canon 2318L       |
| 03   | Curator Manuscript     | Canon 2318L       |
| 04   | Curator L&E            | Ricoh MPC2030     |
| 05   | Curator N&E            | Ricoh 5832        |
| 06   | Pre History Department | Ricoh 1500        |
| 07   | Hindi section          | Toshiba 167       |

Yours faithfully

(Parveen Singh Parihar)  
Administrative Officer

**Administrative Officer**  
National Museum  
New Delhi