

Dr Chetan Singh, Deputy Director (Trg + GA)

CCRT/11014/05/2016

15th March, 2017

NOTICE INVITING QUOTATION

Subject:- Procurement of Shoulder Bags and Kit Bags of Tetron & Canvas respectively from the Manufacturers

Sir,

1. The Centre for Cultural Resources and Training (CCRT) an autonomous organization under Ministry of Culture, Govt of India, working in the area of linking education with culture. Sealed quotations are invited from the dealers for procurement of Bags for the year 2017-18. The rates for the bags may be quoted as per following:-

S.No	Items	Rate (in Rupees)	Tax. of
01.	Shoulder Tetron 600 danier Bags (L-13"xB-12"xH-13"xT-04") (preferably maroon colour)		
02.	Kit Canvas Bags (L-12"xB-21"xH-12"xT-08")		

L-Length, B-Breadth, H-Height, T- Thickness

2. The sealed quotations may be submitted superscripted on the envelope as "QUOTATIONS FOR PROCUREMENT OF SHOULDER BAGS AND KIT BAGS" and addressed to Director, CCRT, Plot No-15A, Sector-7, Dwarka, New Delhi-110075 by **03:30 P.M** on or before 10-03-2017 (Friday). The quotations will be opened **on the same day at 04:00 P.M**. The firm owners who have submitted their quotation or their authorized representatives who wish to be present at the time of opening of the quotations may remain present at the opening of quotations. The sample of bags may be seen on any **working days** between 09.30 AM to 05.30 PM in General Administration Section of CCRT with Deputy Director (GA). It is very important to note that alongwith the quotation, the firm should submit sample bag of the quoted items also failing which the quotation will not be accepted. The sample bag(s) should have clear marking/identification of firm's name & CCRT letter reference number. It should also clearly state as a "SAMPLE BAG" and the quotation reference number. These sample bags of the final bidder would be kept in CCRT till the firm remains in CONTRACT with CCRT for supply of bags.

3. The firms submitting the quotation has to deposit Rs.20,000/- (Rupees Twenty Thousand) in the form of Fixed Deposit Receipt/Bank Draft/Banker's Cheque/Bank Guarantee as Security Deposit drawn in favour of "DIRECTOR, CCRT" payable at New Delhi.

4. The Security Deposit will be liable to be forfeited, if the dealer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender.
5. The bidder should clearly mention the complete address of the firm's own manufacturing unit/establishment which may be inspected by CCRT Team before releasing the order.
6. The terms and conditions of the said procurement are as under:-
 - (a) It shall be the responsibility of the successful tenderer to deliver the bags in General Administration Section (Store) within **15 days** for the date of order by CCRT between 09.30 am to 12.30 pm and 02.30 pm to 04.30 pm during working days. Unloading of bags and delivery of bags in CCRT, shall be responsibility of the firm.
 - (b) The supplier will be liable to replace the rejected/damaged bags within 07 working days, failing neither these rejected/damaged bags will taken into account of receipt nor the bill will be passed for these defected/rejected bags.
 - (c) The firms must not make any compromise on quality. In case it is found at some stage that the quality is inferior than that already approved, the contract is likely to be cancelled and suitable penalty imposed on the firm, as decided by the Competent Authority, which can extend to blacklisting of the firm also.
 - (d) The rates should be quoted according to the specification given in prescribed proforma. The rates of sales tax/VAT, if chargeable should be mentioned clearly and separately. The firm is also requested to furnish a copy of their registration with sale tax/VAT and PAN No at the time of submitting the quotation.
 - (e) The Security Money will stand forfeited, if the successful bidder withdraws or on notifying the rates refuses to honour the quotation submitted by his/her firm or violate any other terms & conditions of the tender.
 - (f) The payment for supply of bags will be processed after checking the consignment and will be made by CCRT through ECS/RTGS on receipt of pre-receipted bill in triplicate.
7. The firm is requested to read and understand all the terms and conditions as detailed out in the foregoing paragraphs before sending its quotation, as no change or violation of the aforesaid terms and conditions shall be permissible once CCRT accepts the quotations.
8. The sample bag should be deposited/sent alongwith the quotation. CCRT will not accept the sample bag from the firm at the time of opening the quotations.
9. CCRT reserves the right to accept or reject the quotation without assigning any reason.

(Dr. Chetan Singh)

