



District Disaster Management Authority (North-West)
Office of the District Magistrate (North-West)
Govt. of NCT of Delhi, Kanjhawala, Delhi-110 081



5/c

No. F. 133/DDMA/DM/NW/2016-17/07

Dated 09/05/2017

Tender Notice

District Disaster Management Authority (North-West) invites the quotation for hiring agency who can provide Folders, Slip Pads & Pens in Disaster Management for the F/y 2017-18. Interested companies/ firms may quote the rates on their letterhead alongwith their PAN Number, TIN number, Service Tax Registration Number etc. in O/o Chairman, DDMA (NW)-cum-District Magistrate (North-West), Room No. 34, DC Office Complex, Kanjhawala, Delhi-81 on or before 30.05.2017 at 12:00 noon. The quotation will be opened on the same day at 02:00 pm. The specifications of the items are as under:-

Specification for Folder:-

1. Paper Stuff.
2. Size 13" X 9"

Specification for Slip Pad:-

1. No. of Pages- around 15-20
2. Size:- 8.5" X 5.5"

Specification for Pen:-

1. Ball Pen

Terms & Conditions:-

- i. Only registered companies/ firms having TIN No., Service Tax No., PAN No. Registration No. etc. will be participated otherwise bid will be summarily rejected. Copies of these documents may be attached with tender. After opening and passing the sample by the purchasing/ technical committee the financial bid will be open for the eligible tenderer.
- ii. The Sample of the above said items will be submitted alongwith the quotation in a separate envelope.
- iii. Conditional/ incomplete quotations in any respect will be rejected.
- iv. The Competent Authority reserves the right to reject any or all the tenders without assigning any reasons at any stage and his decision will be final.
- v. The Department i.e. O/o District Disaster Management Authority (North- West), Government of NCT of Delhi, may terminate the contract if it is found that the agency is black listed on previous occasions by the any of the Departments/ Institutions/ Local Bodies/ Municipalities/ Public Sector Undertakings, etc.
- vi. The Department i.e. O/o District Disaster Management Authority (North- West), Government of NCT of Delhi, reserves the right to modify/relax any of the terms & conditions of the tender by declaring /publishing such amendments in a manner that all prospective vendors /parties to be kept informed about it.
- vii. The Department i.e. O/o District Disaster Management Authority (North- West), Government of NCT of Delhi, may reject the Bid in the event that the Bid is accepted but the successful bidder fails to furnish the Performance.
- viii. The quality of the above said items will be checked by the members of purchase committee before opening the quotation.
- ix. The original bill having TIN No., Service Tax No., PAN No. Registration No. etc. would be submitted after completion of work.
- x. The payment will be made after completion of work.
- xi. For any query/ clarification DPO, DDMA (NW) may be contacted.

(ARUN GUPTA)

Sub-Divisional Magistrate
District Disaster Management Authority
District North-West