

FILE NO. I-15/3/2017-DIR(IT) COMPUTER NO. 1580
INFORMATION TECHNOLOGY DEPARTMENT
NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI

No. D-/Dir (IT)/248/2017

Dated: 11/10 /2017

M/s _____

Sub: Budgetary Quotation for Procurement of PVC Cards, ink cartridges ribbons, PVC Card Holder, Tags/lanyards with dog hooks.

Dear Sir,

Please quote your Budgetary offer for Procurement of New PVC Cards, ink cartridges ribbons compatible with iDP Smart- 50s printer, PVC card Holder, tags/ lanyards with dog hooks in sealed cover duly subscribed with quotation no. and date. Your sealed quotation must reach this office by 3:00 PM on due date i.e. 23/10/2017. Quotation received shall be opened at 3:30 PM on same date in the presence of suppliers or their authorized representatives who may desire to attend in room of Director (IT) i.e. Room No. 1501, 15th Floor NDMC, Palika Kendra, New Delhi-110001.

2. It shall be the responsibility of quotationer to ensure that their quotations reaches in time, as quotations received after the due date and time will not be entertained.

TECHNICAL SPECIFICATIONS:-

Sr. No.	Item Description	Required Specification
1	PVC Card	PVC card with Size 8.6 cm vertical and 5.4 cm horizontal; thickness 0.8 mm
2	Cartridges	Ink cartridges ribbons kit compatible with iDP Smart-50s Printer.
3	PVC Card Holder	Compatible with technical specification at Sr. No. 1.
4	Tags/ Lanyards with dog hooks	Tags/ Lanyards printed with "New Delhi Municipal Council" in bilingual i.e. English and Hindi with NDMC LOGO.

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FINANCIAL BID

S.No.	Description of Work	Qty	Amount (Rs)
(a)	PVC Cards	25,000	
(b)	Ink cartridges ribbon kit compatible with iDP Smart-50s Printer	200	
(c)	PVC Card Holder	25,000	
(d)	Tags/Lanyards with dog hooks	25,000	
Taxes:			
Total Amount (inclusive of all taxes)			

Terms & Conditions:

- a) **Rates:** Rates shall be written in figure as well as in words (English).
- b) **Validity:** The rates should hold good for three months from the date of opening of quotations. The validity quoted for less than three months will not be taken in to consideration.
- c) **No hidden cost.**
- d) **Applicable Taxes:-** The price quoted by quotationer should be inclusive of all taxes.
- e) **Samples:** Quotationer is also required to provide one sample of PVC Card, PVC Card Holder and Lanyard with dog hook.

3. Quotationer may contact for any query or technical clarification to JD(IT), Room No. 7013, 7th Floor, IT Department, NDMC, Palika Kendra. Alternatively, the bidder may forward their queries or clarifications required to jd.it@ndmc.gov.in or contact at telephone No. 011-41501367 up to 48 hours before the last date & time stipulated for receipt of bids.

4. Quotationer is request to read the specifications and other terms and conditions carefully and make offer very clear and specific in all respects. **The quotation with any condition would be rejected out rightly.** Any ambiguity noticed in the quotation will render the bid ineligible if the firm emerges as the lowest quotationer.

Yours Sincerely,

Director (IT)