

OFFICE OF THE REGISTRAR COOPERATIVE SOCIETIES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OLD COURT BUILDING, PARLIAMENT STREET, NEW DELHI

F.No. 04/RCS/CTB/17-18/ 6318-19

Dated:- 6/4/17

Sub: - Purchase of Five Seater L-Shape Sofa set.

S.No.	Item	Specification (colour will be specified by the Office) all the items are of high standard and only genuine & good quality products are used. Items will have a minimum warranty of one year.	Rate including of all Taxes and Cartage Charges.
1.	Five Seater L-Shape Sofa Set	Five Seater L-Shape Sofa Set having good quality cushion along with Center Table	

Terms and Conditions are as follows:-

1. Sealed quotation are invited for the purchase of above items should be dully signed by Prop/Partner/Director of the firm with rubber stamp and will be addressed to **Dy. Registrar (CTB), O/o Registrar Cooperative Societies, Old Court Building, Parliament Street, Connaught Place, Delhi-110001**. The time for submission of complete quotation is on 17.04.2017 by 13.00 PM in a sealed cover having reference no. of this letter written on the envelope, along with the item for which the quotation is submitted. The quotation will be opened at 15.30 PM on the same day in the office of Chairman Purchase Committee, O/o Registrar Cooperative Societies, Old Court Building, Parliament Street, Connaught Place, Delhi-110001.
2. That bidder shall supply/deliver above item to **O/o Registrar Cooperative Societies, Old Court Building, Parliament Street, Connaught Place, Delhi-110001**. The contract is for one year from the date of giving order by the Deptt. and can be extended on the satisfactory service of the firm,
3. The firm should be registered with Sales Tax Deptt./Trade and Taxes Deptt., Govt. of NCT of Delhi and should also provide a copy of Sales Tax Registration/VAT/TIN Registration Certificate.
4. An undertaking that their firm/agency has not been black listed by any Govt./Authority/Department/Autonomous Body of State/Central Govt.
5. An Earnest Money of Rs. 3500/- (Rs. Three Thousand Five Hundred only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial bank in favor of **D.D.O, O/o The Registrar Cooperative Societies, Delhi**. Earnest money will not be accepted in the form of Cash/Money order. The bid security shall remain valid for a period of three months. The EMD must be submitted physically in **Dy. RCS (CTB), Room No.4** of this office before the last date and time of submission of tender. In case the bidder claims exemption an earnest money, then he must submit the appropriate exemption certificate duly attested by him.
6. The rates should be valid for One year from the date of opening the tender and can be extended on the mutual agreement no quotation will be accepted below one year rates.
7. That successful bidder will submit the bills, in triplicate after the supply of item.
8. That Registrar Cooperative Societies, Old Court Building, Parliament Street, Connaught Place, Delhi-110001 reserves the right to terminates contract, without assigning any reason or providing prior notice.
9. That in case of dispute, matter will be referred to arbitration for settlement, by the **Registrar Cooperative Societies, Old Court Building, Parliament Street, Connaught Place, Delhi-110001** and its decision will be final and acceptable to both parties.

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Quotation letter

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10. The Firm/Bidder should be registered having proper Service Tax No. and should be Income Tax Payee. /PAN No./TIN etc. Attested photocopies of the Income Tax Number & Service Tax No. should be attached with quotation without out this quotation shall be rejected out rightly. Firm/bidder.


Asstt. Registrar (CTB)

Copy to :-

1. Asstt. Programmer for web based publicity. (Through Asstt. Programmer of the Department).
2. Notice Board of the department at O/o the Registrar Cooperative Societies, Old Court Building, Parliament Street, Delhi-110001.