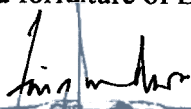


**PRESIDENT'S SECRETARIAT
(General Administration Section)**

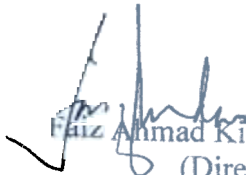
Rashtrapati Bhavan
New Delhi-110004
22 October 2010

Sealed quotations are invited for the purchase of 'Photographic Materials' for use in the President's Secretariat, Rashtrapati Bhavan, New Delhi, from reputed firms/manufacturers/authorized dealers for the current financial year 2010-11 as per the quantity mentioned in Annexure 'A'.

2. Tenders are required to furnish their bids in two parts namely (a) technical bid and (b) financial bid. The technical bid should contain Earnest Money Deposit, Tax Identification Certificate, Sales Tax No. PAN. No. Company profile, samples of the Makhijani Albums, annual turnover or any other relevant document which the firm wishes to submit. The financial bid should contain the trademark of the product and the price bid mentioning the rate quoted in words and figures. Details of rates, taxes, duties and discounts if any, may also be quoted by the bidder. The supply of materials shall be against **warranty for a specified period**. Rates quoted for the items should be **specifically of the brand asked for in the NIT. Rates of other than the brand names will not be accepted.**
3. Samples of the albums/any other items in Annexure 'A' can be seen in the Photo Section of this Secretariat. **Samples of the albums must be furnished along with the quotation. Quality will be the main consideration and there shall be no compromise with regard to quality.**
4. The tender document can be downloaded free of cost from the official website of President's Secretariat i.e. www.rashtrapatisachivalaya.gov.in.
5. Quoted rates should be valid by 31st March 2011
6. The Technical bid and the financial bid should be sealed by the bidder in separate covers dully inscribed with the words "Technical bid for Photographic Materials and Financial bid for photographic materials respectively and put into an envelope large enough to contain both the bids. The envelope is to be addressed to Director President's Secretariat, Rashtrapati Bhavan, New Delhi-110004 and dropped in the box placed at the Central Registry Section, Rashtrapati Bhavan, near Brassey Avenue, opposite Cathedral Church, New Delhi on all working days. The last date for dropping the bids (both technical & financial) is **15th November 2010 by 5.00 p.m.** The technical bids will be **opened by a Board at 3.30 p.m. on 16th November 2010** in the General Administration Section. Financial bids shall be considered only of those bidders whose technical bids have been approved by the Board. **No quotations will be accepted in person or after the specified date. Quotations without Earnest Money will not be accepted.**
7. The supply of photographic materials should be completed within a period of two months from the date of the supply order. Non fulfillment of this condition of executing a contract by the Contractor/Supplier would constitute sufficient ground for annulment of the award and forfeiture of Earnest Money Deposit.


Director
President's Secretariat

8. The photographic materials will be delivered at the Rashtrapati Bhavan at the expense of the supplier.
9. Quotations will be binding for a period of one year during which period the supply order may be given.
10. The tenderers will be required to deposit a Demand Draft/Pay/Order of Rs.4,000/- for Annexure 'A' with their quotations, as earnest money in favour of Pay & Accounts Officer, President's Secretariat, New Delhi. The earnest money of the firms whose quotations are not approved, will be refunded.
11. The payments for supplies will be made by Cheque issued by the Pay & Accounts Office, President's Secretariat after the receipt of the bills.
12. This Secretariat is not bound to accept the lowest or any quotation
13. President's Secretariat reserves the right to accept or reject any quotation in whole or in part without assigning any reason thereof. Penalty of liquidated damages for delay in supply or not of requisite specification shall be imposed for an amount not exceeding 10% of the estimated value, as per decision of the Competent Authority whose decision shall be final and binding. Replacements for defective items shall be done immediately otherwise it will be replaced at the risk and cost of the supplier.


Faiz Ahmad Kidwai
(Director)

**Director
President's Secretariat**

Annexure 'A'

S.No.	ITEMS	QUANTITY
1.	Storage Box for 15 nos. DVDs (Best quality available in the market)	50 Nos.
2.	Rechargeable Battery (Nickel Metal 2700 mAh Hydride) (Canon, Fuji of best quality available in the market)	40 Nos.
3.	CD-R 700 MB Sony only (With Box)	500 Nos.
4.	Makhijani Photo Album for Inserting Ten 8"X10" Size Photos (Grey Cover)	500 Nos.
5.	Sandisk Card Reader or Best quality available in the market	10 Nos.