



# DR. BHIM RAO AMBEDKAR COLLEGE

(University of Delhi)

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Ref. No.: BRAC/Quotation/2019-20/

402.104

Date: 30.07.2019

----- (List Enclosed) -----  
----- (College Website) -----  
----- (Pub. Notice Board) -----

## Sub:- Quotation for Work Station (Editing/ Mixing Room) for Media Lab.

Sir/Madam,

Sealed quotations addressed to the Principal as applicable are invited from experienced and established firms for Work Station (Editing/Mixing Room). Room size of the particular room is 13' x 17'. The expected no. of the set up/terminal would be 06.

Plywood and Lamination work	: 18 mm thick plywood
File Almirah	: size, 23'x1.6 in 18mm thick plywood
Reception Table	: size, 4'x2.6' in 18mm thick plywood
Wall Panelling	: 12mm thick plywood with 0.8 mm thick lamination.
Total area	: 40'.5''x 5'x6''

The quotation must include price per extra page for all page categories beyond the above mentioned number.

1. Firms should not have been blacklisted by any Ministries/institution/agency etc. Rates/Prices should be valid for at least one year after the date of opening tender. Service Tax/VAT etc. as applicable should be mentioned separately. Any effort by the bidder to influence the purchaser in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in rejection of the bidder's bid.
2. Please ensure (A) Quotations; (B) Agency/ Proprietor's Profile are also enclosed. Any Prospective bidder requiring any clarification on the bid should notify through e-mail at the mailing address info@drbramedkarcollege.ac.in. The quotations which are not complete in all respects shall be ignored and no correspondence or enquiry will be entertained.
3. Quotations are to be put in a duly sealed bigger envelope with a mark 'Quotation for Work Station (Editing/Mixing Room) for Media Lab' and should reach the college by **19.08.2019 up-to 05:00 p.m.** Quotation received after the specified date and time shall not be considered. Same will be opened on 20.08.2019 at 03:00 p.m. in the presence of the bidders or their representatives, who may wish to be present.
4. Please note: The College reserves the right (i) to shortlist parties after examining the product for their technical specifications/ product supplies feedback/ standardization etc. (ii) to select more than one firm for supply of product. (iii) to accept or reject of a particular tender and not bound to accept the highest bidder. (iv) to exclude the party from consideration if the documents/information is not provided as required or incomplete or hypothetical or lacking in any form; or the college had come to know that such a vendor/ proprietor/ person is canvassing in any manner or can go against the college interests at any stage; (v) to take the appropriate steps/action as warranted from time to time if not satisfied with the work and delivery of services as per the rules in the interest of the college and penalty as deemed fit will be imposed if supply is time-barred; (vi) to amend/modify/discontinue/terminate the current process at any stage without being liable to any one and assigning any reason; and change the quantity/ number of items depending upon the situation if circumstances so warrant (vii) to amend/ withdraw/relax/modify any of the terms and conditions contained in the Tender Documents or reject any or all bids without giving any notice or assigning any reason thereof.
5. The decision of the Competent Authority whatsoever will be final and binding and shall be put up on the college website and public notice board accordingly.

A.O./Consultant

23/07/19

S.O. (A/cs)

[Signature]

S.O. Admn.

[Signature]

Convener, Media lab Committee

[Signature] 30.07.19

Principal

[Signature]

[Signature]

[Signature]