



GOVT. OF INDIA
LAKSHADWEEP ADMINISTRATION
(Department of Art and Culture)
Kavaratti island – 682 555.

F.No.26/2/2009 -A&C

Dated 06.12.2019

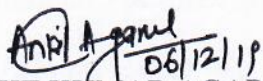
QUOTATION NOTICE

Sealed quotations are invited from the interested parties for transportation of office materials of the directorate of Art & Culture, Kavaratti. The quotation super scribed with "Quotation for transportation of materials available in Art & Culture (as per the list of items in Annexure I) should be addressed to the Director, Department of Art & Culture, Kavaratti and reach to the undersigned on or before 30.12.2019 at 3 PM. Quotations will be opened at 3.30 PM on the same day in the presence of bidders or their authorized agents if any present. The quotations received without EMD, unsealed cover, after due date and specified time, without superscription are liable to be rejected. The acceptance of quotation will be subject to the following terms & Conditions.

1. The bidder should transport the office materials from the Directorate of Art & Culture, 2nd Floor, Govt. Press Building, Kavaratti to Lakshadweep Kala Academy, 1st Floor, Sardar Vallabh Bhai Patel Complex (Old Power House), Near Jetty, Kavaratti and arrange as per the directions of department staff.
2. The bidder should bring the packing materials in sufficient quantity required for packing/bundling of the files/registers/books etc.
3. Quotation should contain Demand Draft drawn in favour of the Director, Department of Art & Culture, Kavaratti and payable at Syndicate Bank, Kavaratti as EMD for Rs.3000/- (Rupees Three Thousand) only.
4. The bidder shall be responsible for any damages/loss occurring during transportation of furniture and materials. Damages/loss, if any, the cost will be deducted from the bill.
5. The lowest rates will be accepted. Any kind of representation for enhancement of tender rate once accepted will not be considered.
6. The bidder should complete the work within 7 days of receipt of the Work Order, failing which the work order will be cancelled and the EMD shall be forfeited.
7. The department will neither provide any vehicle and persons required for transportation of materials nor meet the hire charges of the vehicle hired by the bidder.

Handwritten signature/initials

8. Violation, if any of the terms and condition by the contractor will lead to cancellation of the work order.
9. The rate should be typed in figures and words without any over writing or correction. Over writing may lead to rejection of quotation.
10. The Secretary, Art & Culture reserves the right to accept or reject any quotation without specifying any reason.
11. The payment of work will be made only after completion of the work and getting satisfactory certificate from the concerned official.
12. The bidders should submit a covering letter containing full address and details of the firm/individual, Phone no. with STD code, Mobile No., Account No., Name of the Bank and IFSC Code neatly and legibly
13. The Bidder shall inspect the materials available in the office of Art & Culture for transportation during office hours.
14. This issues with the approval of Secretary Art & Culture vide D.No.106 dated 21.11.2019.


(ANKIT KUMAR AGARWAL)
DIRECTOR, ART & CULTURE

To

Notice Board.

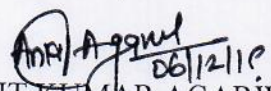
Copy to:

- 1). The Editor, Lakshadweep Times, Kavaratti with request to publish the matter in the next issue of the Lakshadweep Times.
- 2). All Departmental Heads under the Administration with request to display this quotation notice in the notice board of their Departments/ Offices.
- 3). The SIO, NIC with request to upload this in Lakshadweep official website.

Annexure - I

List of furniture, articles and documents for transportation from 2nd floor of Govt. Press new building to Lakshadweep Kala Academy.

Sl.No	Details of Articles	Qty
01	Godrej Shelf (big)	7Nos
02	Godrej Shelf (small))	2Nos
03	Rack(small)	1No.
04	Table (big)	1No.
05	Table (small)	10 Nos
06	Computer table	3 Nos.
07	Godrej chairs	7Nos
08	Rolling chair	12Nos
09	Plastic Stool	4Nos.
10	Teapoy	1No
11	Photocopier	1No
12	Computer and accessories	8Nos
13	Computer Printer	5Nos
14	AC (has to be re installed)	5 Nos.
15	Files	1500 Nos (Approximate)
16	Register	15Nos
18	Miscellaneous bundles	10Nos
19	Combine Chair (3 seater)	1 No.
20	Combine Chair (5 seater)	1 No.
21	Fittings (to be refixed)	9 No.
22	Sofa set	1 set
23	Computer and accessories (Not working)	7 Nos
24	Pedestal Fan	5 Nos


(ANKIT KUMAR AGARWAL)
DIRECTOR, ART & CULTURE.

