



**CENTRE FOR CULTURAL RESOURCES AND TRAINING**

**15/A, DWARKA, SECTOR-7, NEW DELHI-110075**

CCRT/11015/2/2024

Date: 13-02-2026

To,


**Notice Inviting Quotations**

**Name of work: Purchasing of Franking Machine with latest configuration for official use of Dispatch Section, CCRT.**

Director, Centre for Cultural Resources and Training, Plot no. 15 A, Sector-7, Dwarka, New-Delhi invites quotations from open market from the reputed and experienced OEM Authorised contractor's firms dealing in the work of supply/repair and maintenance of Franking Machine units for use of dispatch letters as per general terms and conditions and specifications are as under:

Estimated Cost	Rs.2,00,000/- (Including GST)
Date of Receiving Quotations	16/02/2026
Date of Closing Quotations	20/02/2026

Note: - Tender Documents can be downloaded from website: <http://crtindia.gov.in>.

  
Deputy Director  
(Gen. Admin.)

**Specification Details of Franking Machine**

<b>Sl. No.</b>	<b>Specifications Details</b>
1.	Latest Brand of franking machine authorised by Department of Posts, Govt. Of India
2.	Usable of machine upto 10 KG weight.
3.	BIS (Bureau Of Indian Standards) approved machine
4.	Easily connectable with Wifi/LAN Network

**Terms & Conditions for the participated firms**

1. Firm should have authorised from the Department of Posts, Govt. Of India for supply of franking machine.
2. The firm should have 02 or more completion certificate in the similar service of supply of franking machine in different Departments/Ministries.
3. Service provider has to provide the certified latest franking machine with the features of connecting with wifi, LAN Network.
4. Firm should have to complete all the process of licensing with Deptt. Of Post, Govt. Of India and training to the staff of CCRT.
5. Payment of Machine will be made after fully satisfactory service & installation work against GST Invoice raised for CCRT, New Delhi.
6. Firm should have to provide OEM Warranty & OEM Guarantee as per brand/OEM terms & conditions.

### TECHNICAL PERFORMA

**Annual Contract for Operation and Comprehensive Maintenance of VRV/VRF units with separate power backup for auditoriums and lecture halls at CCRT office building, Dwarka New Delhi as required details:**

1. Name of Tendering Company/ Firm/Agency \_\_\_\_\_  
(Attached certificate of OEM registration)
2. Name of Proprietor/Director of company/Firm/Agency \_\_\_\_\_
3. Full Address of Registered Office \_\_\_\_\_
4. BIS License No. and its validity:- \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E-Mail Address \_\_\_\_\_
5. Full Address of Branch Office If any: - \_\_\_\_\_
6. Banker's name of Company/ Firm/Agency: - \_\_\_\_\_  
Full Address of Bank/Branch: - \_\_\_\_\_  
Telephone Number of Banker: - \_\_\_\_\_
7. PAN/GIR No. \_\_\_\_\_  
(Attached Self attested copy)
8. GST Registration No.: - \_\_\_\_\_  
(Attached Self attested copy)

**FINANCIAL PERFORMA**

S. No	Description of Franking Machine	BIS Approved latest Model number	OEM Warranty (In Years)	OEM Guaranty (In Years)	Cost of Franking Machine (Including GST)