



सत्यमेव जयते

SPEED POST



भारतम् शिवाय सुभक्तम्

**PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)**

NO: KOL-TV/1(2)/2017-18/EQ-12.

Dated: 22.06.2017.

To,

Sub : Procurement of 30 Nos. Chair with desk let

Please furnish your Quotation in sealed envelope for above stated as per details given below:

1. The Quotation/Tender should be **addressed to Dy. Director General (Engineering), Doordarshan Kendra, Kolkata-700095.**
2. **The Quotation/Tender may be dropped into the Tender Box or sent by post so as to reach on or before 11.07.2017 within 3 p.m.**
3. The envelope- cover should be super-scribed with the following details:
 - a) **The subject/works for which Quotation/Tender called for.**
 - b) **Reference of enquiry letter/tender to be mentioned on the envelope.**
 - c) **Due date for opening of quotation/tender should also to be mentioned.**
4. The **sealed Quotation** will be opened in the office of the undersigned on **11.07.2017 at 3.30 p.m.** in the presence of tenderers or their authorized representatives who may choose to attend.
5. The quotation should specifically mention delivery date, make, terms and condition of supply. The prices should be firm and given as under.
6. Prices quoted should be for F.O.R. station of destination and inclusive of charges as packing customs etc. which is applicable. The place of delivery is **Doordarshan Kendra, Kolkata**
7. The purchaser will not pay separately for transit insurance and you will be responsible for the safe arrival of stores at the destination.
8. **SALES TAX:** Sales Tax leviable and intended to be claimed should be distinctly shown along with prices quoted. Where this is not done, no claim for sales tax will be admitted at any later stage on any ground.
9. **TERMS & PAYMENT:** No advance payment will be made. 100% payment will be made after receipt of stores as per the specifications and in good condition at the destination. Bills in triplicate have to be submitted. Bills will be processed for payments. Payment will be made by cheque only.
10. The rate should remain valid for the period of one year from the date of acceptance of Quotation/Tender.
11. **The firm is requested to submit copies of current Trade License Certificate indicating the relevant Trade/Service, with copies of Service Tax/VAT Registration Certificate & PAN Documents.**
12. The quotations should mention clearly the rate of VAT /OTHER TAXES etc.
13. **Quotation should be sent in letter head pad of the Co./Firm as per the schedule supply /works attached.**
14. **The firm is requested to submit necessary credentials in support of their experience in supplying of items similar to the one as mentioned in the above subject.**
15. **RIGHT OF ACCEPTANCE:** The undersigned reserves the right to reject the lowest tender or all the tenders without assigning any reasons whatsoever. Further, the undersigned reserves the right for reducing the quantity of materials tendered depending upon the actual requirements. The unit rate quoted on the tender shall be applicable for the quality for which the order is placed. Schedule of Supply/Works, Terms & Conditions, and Technical specifications enclosed.

Details are given below:-

1. **Chair with desk let – 30 Nos.**
(Similar to Godrej, **Model “Unwind”**)

(S.K. Sangui)

Assistant Engineer

for Dy. Director General (E)