

Prasar Bharati  
India's Public Service Broadcaster  
Doordarshan Kendra:Kolkata

No:Kol-TV-39(21)/2018-19/AVI /203

Dated: 17.01.2019.

Please furnish your Quotation in sealed envelope for the items Refilling of computer ink/ printer cartridges as per details given below:-

1. The Quotation /tender should be addressed to Deputy Director General(E),18/3,Uday Shankar Sarani, Golf Green, Kolkata-700 095.
2. The Quotation/tender may be dropped into the Tender Box or sent by post so as to reach on or before 07.02.2019
3. The envelope cover should be super-scribed with the following details:
  - (a) The subject 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 be also mentioned.
4. The sealed quotation will be opened in the office of the Undersigned on 07.02.2019 At 3 pm in presence of tenderers or their representatives as they may choose to attend.
5. The Quotation should specifically be mentioned delivery time of refilling terms and conditions of refilling. The price should be firm as given in enclosed format.
6. The place of delivery is Doordarshan Kendra, Doordarshan Bhavan, Golf Green,Kolkata.
7. The purchaser will not pay separately for transit insurance and you will be responsible for the save arrival of stores at the destination.
8. Sales Tax/GST/VAT leviable and intended to be claimed should be distinctly shown alongwith price quoted. Where this is not done, no claim for Sales Tax/GST/VAT will be admitted at any late stage on any ground.
9. Terms of Payment :- No advance payment will be made. Payment will be made monthly . Bills in triplicate have to be submitted. Bills will be processed for payment thereafter. Payment will be made by ECS.
10. The tender so submitted will remain valid for six months for acceptance and the rate quoted will be effective for one year from the date of awarding contract/Work order.

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11. The Quotation should clearly mention the rate of GST/VAT/Sales Tax etc.
12. Quotation should be sent in letter head pad of the Company/Firm as per supply schedule attached.
13. The firm is requested to submit necessary credentials in support of their experience in supplying of items.
14. The tenderer shall have to deposit EMD for Rs.5000/- (Rupees Five thousand Only) alongwith tender by Pay Order/Demand Draft on any Nationalised Bank in favour of DDO, Doordarshan Kendra, Kolkata. The unsuccessful tenderer will be refunded the same after finalization of tender. The EMD of successful tenders will be retained with this office till the expiry of the contract period.
15. RIGHT OF ACCEPTANCE : The Head of Office, Doordarshan Kendra, Kolkata reserves the right to reject the lower or all the tenders without assigning any reason whatsoever. Further he/she reserves the right for reducing the quantity of materials depending upon the actual requirements. The unit rate quoted on the tender shall be applicable for the quality for which the order placed.
16. Any tender, which is not in accordance with the terms and conditions mentioned above is liable to be rejected at the option of the competent authority to accept the tender.
17. Tender forms will be available from Cash Section, Doordarshan Kendra, Kolkata upon an application in firm's letter head from 21.01.2019 to 06.02.2019(11 hrs. to 1500 hrs) excepting Saturdays, Sundays & Holidays.

Rate of the items to be quoted in the separate form to be provided alongwith Tender form. 10% of the value of contract should be deposited ~~on~~ by the firm as Performance security



(UTTAM KR. BHUYAN)  
Administrative Officer  
For Deputy Director General(E)

Prasar Bharati  
India's Public Service Broadcaster  
Doordarshan Kendra:Kolkata

Serial No.

Signature of Issuing Authority

*[Handwritten Signature]*  
प्रशासनिक अधिकारी  
दूरदर्शन केन्द्र, कोलकाता  
Administrative Officer  
Doordarshan Kendra, Kolkata

Proforma of Tender for supplying/refilling of computer ink/cartridges from 01.03.2019 28.02.2020 in the name of Deputy Director General(E),Doordarshan Kendra, Kolkata.

1. The tenderer shall possess valid Trade Licence in the name Of Tenderer for supply of stores/consumable items(Copy to be submitted)
2. Copy of VAT/GST/Sales Tax Registration certificate(Whichever is applicable) in the name of Tenderer alongwith upto date VAT/GST/ Sales Tax Clearance certificate to be submitted.
3. The tenderer shall possess PAN and Current Income-Tax-Clearance Certificate from ITO(Copy to be submitted)
4. Registered address of the firm must tally with the Trade license.The Tenderer must have Phone No./Mobile No. for Office(to be mentioned)
5. Rate of refilling of Cartridges plus VAT/GST/Sales Tax separately or Inclusively to be given in enclosed format.
6. Pay order/Demand draft for Rs.5000/- of EMD from any Nationalised Bank in favour of "DDO" ,Doordarshan Kendra,Kolkata giving No., date and Drawee Bank

Note:-

- (i) If the tenderer fail to fulfil any of the above conditions,his/her tender may be rejected on discretion of Competent authority.
- (ii) The terms & conditions attached with the tender form should be adhered strictly failing which the tender will be rejected & should be submitted sealed , stamp & signed on the tender documents.
- (iii) Tender documents are not transferable.

Date :

Signature in full with Seal

## ANNEXURE -1

Sl. No.	Model No.	Nature of work	Quantity	Rate	Remarks
1	12A	Refilling	1		
2	88A	Refilling	1		
3	13A	Refilling	1		
4	36A	Refilling	1		
5	15A	Refilling	1		
6	21 (BLACK)	Refilling	1		
7	22(COLOUR)	Refilling	1		
8	860 (BLACK)	Refilling	1		
9	861(COLOUR)	Refilling	1		
10	27 (BLACK)	Refilling	1		
11	28 (COLOUR)	Refilling	1		
12	851 (BLACK)	Refilling	1		
13	854 (COLOUR)	Refilling	1		
14	702 (BLACK)	Refilling	1		
15	702 (COLOUR)	Refilling	1		
16	56 (BLACK)	Refilling	1		
17	57 (COLOUR)	Refilling	1		
18	854 (BLACK)	Refilling	1		
19	855 (COLOUR)	Refilling	1		
20	78 (BLACK)	Refilling	1		
21	78 (COLOUR)	Refilling	1		
22	TOSHIBA mid. TONER 200G	Refilling	1		
23	HP CARTRIDGE 78A	Refilling	1		
24	HP CARTRIDGE 802 (BLACK)	Refilling	1		
25	HP CARTRIDGE 802 (COLOUR)	Refilling	1		
26	XEROX 1230	Refilling	1		
27	HP CARTYRIDGE 38A	Refilling	1		
28	HP CARTRIDGE 803 (BLACK)	Refilling	1		
29	HP CARTRIDGE 803(COLOUR)	Refilling	1		
30	HP CARTRIDGE 80A	Refilling	1		
31	SHARP AR 6020	Refilling	1		
32	88A, 12A, 36A, 13A, 80A	DOCTOR BLADE	1		
33	88A, 12A, 36A, 13A, 80A	DRUM	1		
34	88A, 12A, 36A, 13A, 80A, 78A	WEAVER BLADE	1		
35	88A, 12A, 36A, 13A, 80A,	PCR	1		
36	88A, 12A, 36A, 13A, 80A,	MAGNET	1		
37	88A, 12A, 36A, 13A, 80A,	GEAR	1		
38	38A	DRUM	1		
39	38A	PCR	1		
40	38A	WEAVER BLADE	1		
41	38A	DOCTOR BLADE	1		
42	38A	CHEEP	1		
43	XEROX 1230	DRUM	1		
44	XEROX 1230	PCR, WEAVER BLADE, DOCTOR BLADE	1		
45	78A	MAGNET	1		
46	78A	DRUM	1		
47	SHARP AR 6020	CHEEP	1		