

**SPEED POST**

PRASAR BHARATI  
[INDIA'S PUBLIC SERVICE BROADCASTER]  
DOORDARSHAN KENDRA: KOLKATA  
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Tel. / Fax – 033-2423-5656

NO: KOL-TV/1(2)/2013-14/EQ-20  
To  
M/s.

Doordarshan Bhavan,  
Golf Green,  
Kolkata – 700 095.  
**Dated: 12.08.2013**


**Sub: Procurement of Halogen Fresnel Spot Light sets  
for DDK, Kolkata.**

Dear Sir,

Please furnish your Quotation for the stores/materials/equipments mentioned in the enclosed sheet. The rates should be in figures as well as in words.

1. The quotation should be in a cover that should be properly sealed with wax and should be sent to this office. The Tenderer should clearly give the description of stores, makers name specification vis-a vis requirement of this office, terms and condition of payment. Validity of tender, delivery period. The quotation should be submitted in the printed letter head showing name, full address, telephone / fax / e-mail of the firm along with the pad of quotation attached herewith. The tenders should be submitted within **3 pm on or before 27.08.2013**. The quotation must have the following details subscribed on the cover.
  - a) Reference to this letter.
  - b) Materials for which the quotation are enclosed.
  - c) Date of opening.
  - d) Name and address of the firm.
2. The quotation will be opened in this office of the undersigned at **3 pm. on 27.08.2013** in presence of tenderer or their representative who may choose to attend.
3. **The validity of the tender should be a minimum of 90 days from date of opening.**
4. The quotations should strictly conform to the specifications.
5. The quotations should strictly comply with the terms and conditions for submission of quotations.
6. Detailed literature, drawing, operation manuals etc., as applicable for the item offered should be enclosed along with the quotation.
7. **Photo copies of PAN Card, Trade License Copy and Service Tax Registration Certificate should be enclosed along with the quotation otherwise quotation will be cancelled.**
8. **Works are to be completed within three Months from the date of issuing the Works Order at Doordarshan Kendra, Kolkata.**
09. The Dy. Director General (E), Doordarshan Kendra, Kolkata reserves the right to reject any or all of the quotations without assigning any reasons thereof.
10. **No advance payment will be given. 100% payment will be made after supply the materials.**
11. **The quotation submitted without proper sealed Wax / Tamper proof seal will be rejected.**
12. Guarantee period should be 12 months from the date of supply of the materials.
13. **EARNEST MONEY DEPOSIT (EMD) : Earnest Money of Rs. 9,000/- (Rupees Nine thousand only) should be deposited through Demand Draft / Pay Order of any Nationalized Bank along with the Tender payable to "DDO, Doordarshan Kendra, Kolkata", Payable at Kolkata. Earnest money deposited in any other form will not be accepted. Tender without EMD shall be summarily rejected and no communication will be sent.**
14. **PERFORMANCE SECURITY DEPOSIT:-** The firm/contractor will have to submit a Performance Security Deposit of 5% on contract value by a Bank Guarantee/Fixed Deposit Receipt valid of 29 (Twenty nine) Months from the date of LOI of any nationalized Bank in favour of "**DDO, Doordarshan Kendra, Kolkata**", Payable at Kolkata, before or at the time of signing the contract agreement. No other form of Security Deposit is acceptable. **The security deposit/Bank Guarantee shall be returned only after the successful expiry of the Guarantee period i.e. 12 months from the date of Supply. In the case of Bank Guarantee the firm/contractor should furnish an affidavit in the prescribed form, to keep the Bank Guarantee valid till successful completion of contract. If the firm does not submit the Security Deposit, 5% on contract value will be deducted from the final Bill.**

**Details are in separate sheet :-**

  
12.08.13.  
(D.K. Mandal)  
Assistant Engineer  
for Dy. Director General (Engineering)

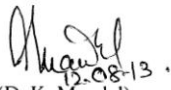
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Doordarshan Bhavan  
Golf Green  
Kolkata – 700 095.  
**Dated: 12.08.2013**

**Sub: Procurement of Halogen Fresnel Spot Light sets for DDK, Kolkata.**

1. 1 KW Halogen Fresnel Spot Light complete  
with 6" dia. lens & 4-leaf Barndoor with scrims &  
Diecast Aluminium C Clamp.  
(Matching with GX9.5 Lamp Holder) – 10 Sets.
  
2. 2 KW Halogen Fresnel Spot Light complete  
with 10" dia. lens & 4-leaf Barndoor with scrims &  
Diecast Aluminium C Clamp.  
(Matching with GY16 Lamp Holder) – 10 Sets.

  
12.08-13  
(D. K. Mandal)  
Assistant Engineer  
for Dy. Director General (Engineering)