

PRASAR BHARATI  
[INDIA'S PUBLIC SERVICE BROADCASTER]  
DOORDARSHAN KENDRA: KOLKATA

SPEED POST

E-Mail: doordarshan\_kolkata@rediffmail.com/ Fax – 033-2423-5656

NO: KOL-TV/1(2)/2013-14/EQ-19.

To  
M/s.

Doordarshan Bhavan  
Golf Green  
Kolkata – 700 095.  
Dated: 08.08.2013


**Sub: Procurement of Insulation Mat ( As per IS-15652/06 )  
for various section at DDK, Kolkata.**

Dear Sir,

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

1. The Quotation/Tender should be sent, addressed to Dy. Director General (Engineering) so as to reach the Quotation/Tender on or before –20.08.2013 within 3 p.m.
2. 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.
3. The sealed Quotation will be opened in the office of the undersigned on 20.08.2013 at 3 p.m. in the presence of tenders or their authorized representatives who may choose to attend.
4. The quotation should specifically mention delivery date, make, terms and condition of supply. The prices should be firm and given as under.
5. Prices quoted should be for F.O.R. station of destination and inclusive of charges as packing customs etc. whenever is applicable i.e. the place of delivery. Doordarshan Kendra, Kolkata
6. The purchaser will not pay separately for transit insurance and you will be responsible for the safe arrival of stores at the destination.
7. 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 and on any ground destination.
8. TERMS & PAYMENT: No advance payment will be allowed. 100% payment 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.
9. The rate should be remaining valid for the period of one year from the date of acceptance of Quotation/Tender/issue of order.
10. 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.
11. The quotations should be mentioned clearly the % of VAT /OTHER TAXES etc.
12. Quotation should be sent in letter head pad of the Co./Firm as per the schedule supply /works attached.
13. The firm is requested to submit necessary credentials in support of their experience and performance as mentioned in the above subject.
14. 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 himself the right for decreasing 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 of the Materials :-**
- (1) Insulation Mat (As per IS-15652/06) 2.5 mm thickness, 2mtrs. x 1mm – 16 Nos.
  - (2) Insulation Mat (As per IS-15652/06) 2 mm thickness, 2 mtrs. x 1mm – 14 Nos.

  
08.08.13.  
(D. K. Mandal)  
Assistant Engineer  
for Dy. Director General (Engineering)