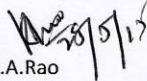


PRASAR BHARATI
India's Public Service Broadcaster
DOORDARSHAN KENDRA:KOLKATA

Tender Notice

Sealed tenders are invited by the Dy. Director General, Doordarshan Kendra, Kolkata for supply of office stationery/consumables/computer ink/laser jet ink/cartridge etc. Interested Firms/parties having valid relevant Trade License, VAT registration, PAN, Income Tax clearance certificate etc. are requested to collect tender Form available at Doordarshan Kendra, Kolkata upon an application on Firm's letter pad on any working day from 01.06.2015 to 08.06.2015 between 11am to 2.30pm. Cost of Form Rs.100/- . For more details visit our official website www.ddbangla.gov.in.



K.A.Rao
Administrative Officer
For Addl. Director General

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

Terms & Conditions of Tender

Subject: Procurement of Office Stationery/Consumables items/Computer Ink/ Cartridge etc.

Please furnish your quotation in sealed envelope for the above stated items of Stationery Stores as per details given below:

1.The quotation/tender should be addressed to **Dy. Director General, Doordarshan Kendra, 18/3 Uday Sankar Sarani, Kolkata-700095.**

2.The quotation/tender may be dropped into the Tender Box or sent by post so as to reach on or before **10.06.2015 within 3 p.m.**"

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 also be mentioned.**

4.The sealed quotation **will be opened in the office of undersigned on 10.06.2015 at 4p.m.** in presence of tenderers or their representatives as they may choose to attend.

5.The quotation should specifically be mentioned delivery date on receipt of order, terms and conditions of supply. The price should be firm as given in enclosed Format.

6.The place of delivery is **Doordarshan Kendra, Doordarshan Bhavan, 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/VAT** leviable and intended to be claimed should be distinctly shown along with price quoted. Where this is not done, no claim for sales tax/VAT will be admitted at any late stage on any ground.

9.**TERMS OF PAYMENT:** No advance payment will be made. 100% payment will be made after receipt of stores as per specification and in good condition at the destination. Bills in triplicate have to be submitted. Bills will be processed for payment thereafter. Payment will be made by cheque only.

10.The rate quoted should remain valid for the period of one year from the date of acceptance of quotation/tender.

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11.The quotation should clearly mention the rate of VAT/Sales Tax etc.

12.Quotation should be sent in letter head pad of the Co./Firm as per supply schedule attached.

13.The Firm is requested to submit necessary credentials in support of their experience in supplying of items.

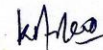
14.The tenderer shall have to deposit EMD for Rs.5,000/- (Rupees five thousand) only along with tender by Pay Order/Demand Draft on any Nationalised Bank in favour of DDO, Doordardshan Kendra, Kolkata. The unsuccessful tenderer will be refunded the same after finalisation of tender. The EMD of successful tenders will be retained with this office till the expiry of the contract period.S

15.**RIGHT OF ACCEPTANCE:** The Head of Office, Doordarshan Kendra, Kolkata reserves the right to reject the lower tender 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 and be obtained on payment of Rs.100/- from 01.06,2015 to 08.06.2015 (11hrs to 1430hrs) excepting 6th and 7th June, 2015 being office closed on Saturday & Sunday.

Rate of the items to be quoted in the enclosed Form.



(K.A.RAO)

Administrative Officer
For Dy. Director General(E)