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

(ENQUIRY FORM)


Sub. : Regarding Store procurement

Dear Sir,

This office is interested in the following procurement/work mentioned below and terms and conditions given over leaf.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Repairing of Power Supply Unit (Part no. 4800AR-024) of Vision Mixer ROSS VISION 2M of DDK, Bhopal.</td>
<td>01 no.</td>
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</tbody>
</table>

Period of validity of quotation should be Six months. Please refer the terms and conditions which is given over leaf. The quotation should be sent in sealed cover addressed to the Dy. Director General(E), Doordarshan Kendra, Bhopal (MP)- 462013, so as to reach on or before – 9.10.19 at 1300 hrs. Interested party may see the defective unit at DDK, Shyamla Hills, Bhopal, before quoting the rate.

The cover should be superscripted with the following details:

1. ENQUIRY REFERENCE : No: BPL/DDK/1(11)(5)(I) Repair Eqpmnt/2019-20/E(S)/

2. DATE OF THE OPENING: --- 9.10.19

The quotations will be opened in the office of the Dy. Director (Engg.), Doordarshan Kendra, Shyamla Hills, at 03.00 PM. on – 9.10.19 in the presence of such tenderers who may choose to attend.

Yours faithfully

(Arvind Sharma)
Asstt. Engineer
for Dy. Director General (Engg.)
TERMS & CONDITIONS

1. The quotation should specifically mention the delivery date, terms & conditions of supply & work.
   a) The unit price should be for unit as indicated in the tender inquiry.
   b) Price should be F.O.R. station of despatch/destination in India and inclusive of charges of packing, forwarding, octorai etc. Wherever applicable octorai exemption certificate will be issued by this office.
2. The purchaser will not pay separately for transit insurance and you will be responsible for safe arrival of stores at destination.
3. Printed terms & conditions on the letter head of tendering firms will not be applicable/considered as forming part of tender. Conditions applicable should be specifically stated.
4. GSTIN/UIN of supplier and PAN of seller.
5. Firm must provide a copy of PAN CARD and a copy of cancelled cheque for vendor registration.
6. Rate of GST along with the amount to be mentioned separately in quotation.
7. Income tax at the rate of 2% will be deducted for every procurement / work amounting to Rs. 20,000/- or above in a financial year.
8. TERMS OF PAYMENT: 100% payment will be made within 30 days from the date of receipt of materials/completion or work in good condition or from the date of receipt of bill whichever is later.
9. The quotation submitted should be valid for a period of ONE YEAR from the date of opening them.
10. Quotation not properly super scribed and properly sealed /with red lac or red wax will not be considered.
11. RIGHT TO ACCEPTANCE: This office reserves the right to reject the lowest tender or any or all the tenders without assigning any reason whatsoever. Further this office reserves the right to itself the right for decreasing the quantity of materials tendered depending upon the actual requirement. The unit rate quoted in the tender should be applicable to the quantity for which the order is placed.
12. Guarantee/Warantee of material and work should be atleast TWO years.
13. Rate may be quoted with full technical specifications with make, model etc.
14. Quotation from only authorised agencies will be considered. Authorisation Certificate should be enclosed.
15. GST TDS @ 2% is to be deducted if the total value of supply/works exceeds Rs. 2.5 lakhs in a financial year.

[Signature]
[Date]