PRASAR BHARATI  
INDIA’S PUBLIC SERVICE BROADCASTER  
DOORDARSHAN KENDRA, KOLKATA

No.DDK-Kol-TV-47(1)/2017-18/A.VI  
Dated 13.06.2019

To,

SUBJECT: ANNUAL MAINTENANCE CONTRACT FOR DESKTOP COMPUTERS, PRINTERS, AND UPS

Dear Sir,

Please furnish your QUOTATION for the sanctioned in the enclosed form.

The quotation should be sent in a sealed cover addressed to the Dy. Director General (E) of Doordarshan by name so as to reach him on or before 04.07.2019. The cover should be superscribed with following details:

a. Materials for which “Quotation” are enclosed.
b. Reference to letter of enquiry.
c. Due date of opening “Quotation”
d. Trade license (Xerox)
e. GST (Xerox) f. PAN Card (Xerox)

The “Quotation” will be opened in the office of the Dy. Director General (E) of Doordarshan at 3.00 PM on 04.07.2019. the presence of such Tenderers or their agents as may choose to attend.

Yours faithfully,

( Tapash Dutta )  
Assistant Engineer(Admn.)  
For Dy. Director General (E)

Assistant Engineer (Admin.)  
DDK, Kolkata
QUOTATION FOR SUPPLY

Last date of receipt of Quotation
Office of the Dy. Director General, Doordarshan Kendra, Kolkata

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Description of Materials</th>
<th>Qnt.</th>
<th>Rate</th>
<th>GST</th>
<th>Period of delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Desktop Computers</td>
<td>Nos.37(Thirty Seven)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Laserjet Printers</td>
<td>Nos. 19(Nineteen)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Deskjet/Inkjet</td>
<td>Nos. 16(Sixteen)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Firms  "QUOTATION No.________________ Signature __________ Name of Firm ___________
Period of validity of Tender __________ Date __________ Full Address with Rubber Stamp.
1. Free delivery of this office should be arranged otherwise deliver charge should be specifically state.
2. Samples/leaflets given details should accompany quotations.
3. The counter of origin/Manufacture of material offered should be stated.
4. for other conditions please see the attached sheet.

[Signature]
Assistant Engineer (Admin)
DDK, Kolkata