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No. TVH/4/TR/2019      Date : 28-05-2019

Sub :- Inviting quotations for Servicing and Repairs to DSNIG Vehicle TS08-EA9726

Sir

This office has intended for Servicing and Repairs of our DSNIG Vehicle No. TS08-EA-9726 the following repairs as per the specifications given below are required to be carried out, as such inviting your quotation after inspection of vehicle at Doordarshan Kendra, Ramanthapur, Hyderabad.


Description of Vehicle: **Marindra Scorpio mounted with DSNIG Equipment**

S No	Description of Items & Specifications
1	A/c. Not Working Properly
2	General Servicing which includes Change of Engine Oil, Oil Filters, Air Filters, Oil, Brake shoe, Brake Pad etc.
3	Front and Rear Suspension Problem
4	Wheel Alignment / Balancing.
5	Any other repairs as deemed required on inspection of vehicle.

- 1) The quotation should be sent in a sealed cover addressed to the undersigned, by name, so as to reach on or before **10-06-2019 at 3.00 P.M.**.  
THE COVER SHOULD BE SUPERSCRIBED WITH THE FOLLOWING:  
(a). Servicing and Repairs of DSNIG Vehicle.  
(b). Reference to letter enquiry.  
© Due date of opening quotation specifically for **Sr. Administrative Officer, Doordarshan Kendra, Ramanthapur, Hyderabad** should be mentioned
- 2) The quotations will be opened in this office **at 3:30 PM on 10-06-2019** in the presence of Agencies or their agents such as they may choose to attend.
- 3) Quotations not properly superscribed will not be considered.
- 4) The quotations submitted should remain open for acceptance for a period of 90 Days (Ninety days) from the date of opening.
- 5) Warranty period should be clearly mentioned in the quotation in case of spares or parts replaced.
- 6) The Agency should specifically mention Make, Type of the items and detailed technical specification of the item quoted, and time taken for completion of work

- 7) The Agency should specifically mention rates for supply, HSN Code & GST separately.
- 8) PAN / GST/ HSN Code number of the agency must be mentioned in the quotations, GST No. of this office is 36AAAJP0288R2ZF, (Should also be mentioned in the Invoice/Bill).
- 9) Payment will be made through on line in the name of the firm, on completion of work satisfactory.
- 10) RIGHT OF ACCEPTANCE: The undersigned reserves the right to reject the lowest quotation or all the quotations without assigning any reasons whatsoever. Further, the undersigned reserves himself the right for decreasing the quantity of materials quoted depending upon the actual requirements. The unit rate quoted shall be applicable for the quantity for which the order is placed.
- 11) Please indicate in your quotation, your permanent Income Tax Account Number and Income Tax Circle.

Yours faithfully,



(P. CHAKRABORTY)  
Sr. Administrative Officer

For Dy. DIRECTOR GENERAL-(E)