



Government of India  
O/o Additional Director General (E)(NZ)  
Akashvani & Doordarshan  
D-6 Godown, 6- Brig. S.K. Majumdar Marg  
Mall Road, Delhi-110054  
Tel : 23812506 (T/F), 23813202  
Email: storedde\_d6@rediffmail.com

No. ADG(E)(NZ)/DDE(D6)/Courier/2015-16/

137060377

Dated: 31/03/2017

To,  
M/s.....  
.....  
.....

**Sub:- Dispatch of consign Materials/ Documents by Courier Service from D-6 Godown to various AIR & TV stations/installation sites throughout India.**

Dear Sir,

Please furnish your quotation for the work mentioned on the enclosed Quotation Form. Your Quotation should fulfill the following conditions:-

Quotations should be sent in an envelope sealed with wax and "SEALED COVER" should be addressed to **Deputy Director (Engg.)**, AIR & TV, D-6 Godown, S.K.Majumdar Road, (6-Probyn Road), **Delhi-110 054** so as to reach him up to **15:00 Hrs.** on or before **21/04/2017**. The quotation will be opened on same day at **16.00 Hrs.** in the presence of the tenderers or their agents who may choose to attend. This office reserves the right to accept or reject any or all Tenders without assigning any reason whatsoever.

The envelope / cover should be super scribed with the following details;

- Reference No. to the letter of Enquiry.
- Opening Date of Quotation

Quotation received without proper wax sealing may be rejected.

- Rates should be quoted separately in given format for Documents and Cargo on the basis of weights.
- Schedule of delivery period should be provided for consignment.
- The payment will be made by Cheque after submission of the bill on satisfactory completion of the work. No Advance Payment will be made.
- Rates to be given separately for Transportation of materials by Air and by Surface.
- In case of transportation of CARGO by Air, the firm will have to produce the consignment note of the Airlines through which the cargo has been sent for the purpose of verification of bill.
- All the consignments will be sent after Insurance. Transit Insurance will be provided by the firm. Relevant documents mentioning Policy no. and other details regarding insurance are to be submitted along with quotation, if holding the Policy, rate should be quoted with insurance. If not, insurance charges may be given mentioned separately.
- The rates are valid upto one year from the date acceptance of tender.
- Maximum insurance limitation of carrying goods per consignment may be mentioned.
- Permits etc. for running the vehicle inside office complex shall be arranged by the firm.
- Work will be supervised by this office from time to time.
- The Material should be delivered without unnecessary delay as per the delivery schedule provided.
- Labour for packing, Striping of the consignment will be provided by the firm. Packing materials will be provided by this office. Rate should be inclusive of manual labour charges.
- If the firm fails to provide the service then the cost of sending the consignment by department will be recovered from the service provider.
- Tender should remain open for acceptance for period of 03 months from the date of opening of tenders.
- Attach Tax clearance certificate along with complete Booklets/ Broachers of all Branches/ Centers all over India, showing: addresses, telephone and fax numbers etc.
- EMD will be Rs.5,000/- (Five Thousand) in name of ADG(E)(NZ), AIR & TV, Jamnagar House, New Delhi.

Yours Faithfully,

For Additional Director General (E) (NZ)

o/c



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### Quotation Form

Please read carefully the terms and conditions in the Enquiry attached to the quotation form.  
 Quotation No. No. ADG(E) (NZ)/DDE(D6)/Courier/2015-16/ Dated: 31/03/2017

Quotation for **Dispatch of consignment/ electronics material & Document by Courier from D-6 Godown to various AIR & TV sites throughout India.**

**Last date of receipt of quotation in this office 21<sup>st</sup> April, 2017..... up to 15:00 Hrs.**

Kindly fill up your RATES in this given format;

S. No.	Descriptions	Weight	REGIONS			Additional Fuel SURCHARGES (if any)
			Delhi	NCR	Rest of India	
1.	For <u>Documentation Charges</u>	Upto				
		250 gms				
		500 gms				
		Addl. 500 gms				
2.	For <u>Cargo</u>		By Surface	By Air		

(a).Service Tax No. ....

(b) PAN No.....

**Declaration:-** We declare that all the conditions as given in the enquiry have been read by us and are acceptable.

(Sig. of Tenderer with seal)