



**Government of India**  
Additional Director General (E) (North Zone)  
**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)/Fork Lift/2017-18

424 to 429

Dated: 12.12.2017

15

M/s-----  
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**Subject:** Quotations invited for repairing work of Forklift, Make- Swaraj Model: FD25 at D-6 Godown, Mall Road, Delhi.

**Dear Sir,**

Please furnish your quotation for the work mentioned above.

Quotation should be sent in a **"SEALED COVER"** addressed to the undersigned so as to reach him before 04/01/2018 up to 12:00 hours.

- 1) The cover should be super scribed with following details:-
  - a) The work for which tender is enclosed.
  - b) Opening date of quotations.
- 2) Work will be supervised by this office from time to time.
- 3) **Terms of Payment:** -Full payment of work will be made by this office on completion of satisfactory work. No advance payment can be made.
- 4) The quotation will be opened by this office at 15:30 hours on 04/01/2018 (if holiday on next working day) in the presence of such contractors or their agents as may choose to attend at the following address.  
O/o. ADG(E)(NZ), Room No....., AAO Room, AIR & Doordarshan, Jamnagar House, Shahjahan Road, New Delhi
- 5) This office reserves the right to accept any quotation for increasing/decreasing the quantum of work tendered depending on actual requirements.
- 6) This office reserves the right to reject any quotations without giving any reason.
- 7) The workmanship, quality and finish of the material & work to be carryout should be of high order.
- 8) Your bill in triplicate should be addressed to the Additional Director General (Engg.) (NZ), but should be sent to the consignee for checking and for onward transmission to the office. Advance stamp Receipt should accompany your bill in triplicate bearing GST No. if any and with a certificate that the goods on which GST has been charged as per bill No....., dated..... for Rs..... have been exempted under the Central GST or State GST Act. or the rules made there under and the amount charged on account GST on these goods are not more than what is payable under the provision of relevant act or the rule made there under.

o/c

P.T.O

- 9) Before quoting the rates the firms can visit the site to see the work required in fork lift in office time.
- 10) As far as possible supply/work carryout should be in one lot and the bill should be submitted only after the complete work is done.
- 11) This office may be informed as soon as the work is completed.
- 12) Paying Authority: Additional Director General (Engg.) (NZ), All India Radio & Doordarshan, Jamnagar House, Shahjahan Raod, New Delhi-110011.
- 13) Firm must be having Telephone No. Mobile Number & E mail Address/Fax No./GST No. etc.

**Encl: Quotation form**

(INSTALLATION OFFICER)

  
D. S. RANA  
installation officer  
D-6, Godown, M. Road  
Delhi



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Dated:12.12.2017

## Quotation Form

Please read carefully the **terms and conditions** given in the Enquiry attached with this Quotation form. Quotations invited for repairing work of Forklift, Make- Swaraj Model: FD25 repairing at D-6 Godown, Mall Road, Delhi.

**Last Date** for receipt of the quotations in this Office is **04.01.2018** up to 12:00 Hrs.

**The work/supply is to be done given as under:-**

S.No.	Descriptions	Qty.	Job	Total Amount
1.	Brake Shoe	4 Nos.	1 Job	Rs.
2.	M.C. Assy.	1 No.		
3.	W.C. Assy.	2 Nos.		
4.	Brake Oil	½ Ltr.		
5.	Engine Oil	10 Ltr.		
6.	Oil Filter	1 Set		
7.	Diesel Filter	1 Set		
8.	Complete wiring set	1 Set		
9.	Head Light Assy.	2 Nos.		
10.	Starting Switch	1 No.		
11.	Head Light Switch	1 No.		
12.	Horn Assy.	1 No.		
13.	Combination Switch	1 No.		
14.	Ampere Meter	1 No.		
15.	Self Starter Motor Assy. Repairing with spares	1 No.		
16.	Battery 12V	1 No.		
17.	Driver seat Assy.	1 No.		
18.	Labour Charges for Brake System	1 Job		
19.	Labour charges for Engine Service	1 Job		
20.	W.B. Grease	1 Job		
21.	Labour Charges for Electric work	1 Job		

**Other Charges (if any):**.....

**Declaration:** We declare that all the conditions as given in the Enquiry form have been read by us.

**(Signature of the Tenderer with seal)**