



Government of India
O/o Additional Director General (E) (NZ)
Akashvani & Doordarshan
D-6 Godown, 6 Brig. S.K. Majumdar Marg (Probyn Road)
Mall Road, Delhi-110054
Tel : 23812506 (T/F), 23813202
E-mail: storedde_d6@rediffmail.com

No. : ADG(E) (NZ)/DDE(D6)/ Packing Materials/ 2014-15/ 4157020

Dated: 31.08.2017

Ms.....

Subject:-Procurement of Packing Materials at D-6 Godown, Mall Road, Delhi-54

Dear Sir,

Please furnish your quotation for the supply of stores mentioned in the enclosed **QUOTATION FORM**. Your Quotation should fulfill the following conditions:-

Quotations should be sent in a sealed envelope and "ENVELOPE" should be addressed to **O/o DEPUTY DIRECTOR (Engg.), AIR & TV, D-6 Godown, Brig.S.K.Majumdar Road, (6-Probyn Road), Delhi- 110 054** so as to reach him up to **14:00 Hrs.** on or before **25.09.2017** 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;

- a) **Reference No. to the letter of Enquiry.**
- b) **Opening Date of Quotation (with proper Office address)**

Quotation received without proper **sealing** may be rejected.

- 1) The Quotation should clearly indicate the rates with delivery period, make of materials with **freight charges** and other charges (if any) upto the destination, if payable by this office.
- 2) **Terms of payment:** Full payment will be made by this office at the earliest on full and final receipts of stores in **good condition**. No advance payment will be made. Part supply not acceptable.
- 3) The tender should remain valid for a period of **06** months for acceptance from the date of opening the tender.
- 4) This office reserves the right to reject/ accept any quotations not necessary the lowest. Further this office reserves the right of increasing/decreasing the quantity of material tendered depending on actual requirement of the unit for which the tender is placed.
- 5) Material should be supplied as per **SAMPLE**.
- 6) Firms should mention their **Telephone No., Mobile No. & E-mail Address/Fax No./ Sale Tax No./ Service Tax No./GST No. etc.** with their past experiences.

Encl:- Quotation Form

o/c

Yours Faithfully,

[Signature]
31.8.17
For ADG(E) (NZ)



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QUOTATION FORM

Please read carefully the **terms and conditions** in the Enquiry attached to the quotation form.

Enquiry No.: ADG(E) (NZ)/DDE(D6)/ Packing Materials/ 2014-15, Dated: 31.08.2017

Subject: Procurement of Packing Materials at D-6 Godown, Mall Road, Delhi-54

LAST DATE of receipt of quotation in this office **25.09.2017**.. up to 14:00 Hrs.

Kindly give your rates for following stores;

S. No.	DESCRIPTION OF MATERIALS	Qty.	Rate	Total Amount
1.	THARMACOL SHEETS (high density)			
a.	1M x 0.5M x 25mm	100 Nos.		
2.	ADHESIVE TAPE			
a.	Adhesive Tape with (Address & Monogram) 2"	100 Nos.		
b.	Adhesive Tape Transparent 2"	100 Nos.		
3.	Corrugated Sheet with craft paper Boxes (11 Ply)			
a.	Size 2' x 2' x 2'	100 Nos.		
4.	Bubble Sheet	500 Mtr.		
5.	Wrapping paper 110 Cm. width	100 Mtr.		
6.	Stripling Machine	1 No.		

(a) TIN/ SALES TAX No. (b) PAN No..... (c) GST 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)