



प्रसार भारती  
**Prasar Bharati**  
कार्यालय अपर महानिदेशक (उत्तरी क्षेत्र)  
**Office of the Additional Director General (N. Z.)**  
आकाशवाणी एवं दूरदर्शन : जामनगर हाउस, नई दिल्ली- 110011  
**Akashvani & Doordarshan , Jamnagar House**  
**New Delhi – 110011**



No. **Jalandhar-2S/16/2015-16/I.O (Repair of Wooden Console & speaker corners)**

Dated: 6/6/2016

M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project: Digitalization of studio AIR Jalandhar

Subject: Refurbishing & repair of existing wooden console tables at AIR Jalandhar

**Sir**

Please furnish your quotation for the stores/ works mentioned in the enclosed quotation form schedule of work. Your quotation should fulfill the following conditions :-

- A. Quotations should be sent in a SEALED ENVELOPE sealing with Wax. The envelopes should be addressed to the undersigned by name so as to reach him on or before **27/6/2016** up to 12:30 Hrs quotations received late will be rejected.  
The cover should be subscribed with the following details :
1. Material /work for which tenders are enclosed.
  2. Reference of the letter of Enquiry.
  3. Opening date of quotation
  4. **EMD Rs. 4000/- (Four Thousand only)**

**Quotation received without proper wax sealing will be rejected.**

- B. The quotation should specifically and clearly mention the following :
1. The make of the material if applicable.
  2. The delivery period completion period.
  3. Forwarding and freight charges up to Destination if applicable.
  4. Any other charges.

The charges mentioned at (3) & (4) should be actual charges. Documentary proof is to be produced for claiming these charges. Tenderers mentioning any extra charges without giving any detail will be rejected. Any additional charges if claimed after opening the tender will not be admissible

- C **SALES TAX/ VAT :-** The tenderer should quote Sales Tax/ VAT separately . They should furnish their Sales Tax/ VAT number in their quotation
- D **EXCISE DUTY:-** The tenderer should furnish the Excise Duty charges by them separately in clear terms wherever is applicable
- E **TERMS OF PAYMENT :-** No advance payment will be made. Payment will be made after complete supply of material in good condition and completion of work and in all respect
- F **SAMPLES :-** The firm should be inspection of material before dispatch. The item quoted should be ISI marked if available
- G **VALIDITY :-** Tender should remain open for acceptance for a period of **three months** from the date of opening
- H The quotation will be opened in this office at 1500 Hrs. on the same day i.e. **27/6/2016** in the presence of such tenderers or their agent who may attend

- I. This office reserves the right to accept any quotation not necessarily the lowest. Further , this office reserves right of increasing decreasing the quantity of the material tender depending on actual requirements. The unit rate quoted in the tender shall be applicable to the quantity for which the order is placed.
- J The stores offered should be guaranteed for a **minimum period of one year** of satisfactory services against any manufacturing defect
- K The complete technical details required as per specifications/ drawings should be furnished along with tender . Relevant drawings photographs may also be sent. Drawing if required may get collected from this office.
- L The scope & supply & work is enclosed Lump sum. Supply and works are to be followed strictly as enclosed. There may be some variation at site as requirement.

**(Sanjeev Khosla)**  
**INSTALLATION OFFICER**  
**For The Additional Director General(NZ)**



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Dated: 6/6/2016

### Quotation Form

Please read carefully the terms and conditions given the enquiry form attached to the quotation form.

Project: Digitalization of studio AIR Jalandhar

Subject: Refurbishing & repair of existing wooden console tables at AIR Jalandhar

Last date of receipt of quotation in this office: **27/6/2016** up to 12.30 hrs.

S.No.	Description of Work	Qty.	Rate	Total Price
1.	Refurbishing and repairing of existing wooden console tables of studios including replacement of console table top with 19 mm thick wooden board with Sunmica sheet (1mm thick) and cedar ply (4 mm) at outer side of console table including repair of wooden frame with teak wood batten (2ö x 2ö) length 3½ feet each long complete in all respect. Polishing of table with materials. <b>Work is to be carried out as per AIR Drawing.</b>	5 Nos.		
2.	Providing and fixing of wooden board corners (19 mm thick) size 15ö x 15ö with fixing of 1mm thick sunmica sheet and fixing of 4 mm thick cedar ply at outer side in each studio (2 Nos. of corner on the backside of announcer) total 9 studios and control room. <b>Work is to be carried out as per AIR Drawing.</b>	20 Nos.		

**NOTE:** (i) This work is to be carried out in running station so this work is required to be get done in coordination with local station authorities and Installation Officer.

(ii) Total work hours per day shall be decided on the availability of the stations.

(iii) Material will get pre approved before starting of work

(iv) Once the work started it is to be get finished within 15 days.

1. Make & Model Offered: Make \_\_\_\_\_ Model \_\_\_\_\_

2. Excise Duty, Sales Tax/ VAT

3. (a) Sales Tax/Vat No. \_\_\_\_\_ (b) PAN No. \_\_\_\_\_

4. Completion period:- **45 days from date of order**

5. Consignee:- **Installation Officer AIR Jalandhar**

6. Validity:- **Min. 45 days**

7. **Terms of payment:** 100% after supply of material at site.

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

Date.

Name (in capital) \_\_\_\_\_

Seal: Signature of the Tenderer