

PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN KENDRA:: GUWAHATI

No. DDK/GUW/5(7)/(2018-19)-(Make-up)P/

Dated: - 08/05/2018

NOTICE INVITING QUOTATION

Subject: - **Quotation for Make – up materials.**

Doordarshan Kendra, Guwahati, R.G.Baruah Road, Guwahati -24 is inviting sealed quotations from the intending Registered Firms/Agencies for Make- up materials having GST Registration No. on the following terms and conditions and should reach to the undersigned on or before **07/06/2018 (Before Noon)**.

TERMS AND CONDITIONS:-

1. The rate should be quoted in figure as well as in words.
2. The rate should be quoted in the enclosed format and submit along with the firm's letter in the letter pad.
3. While submitting the quotation, quotationer's have to indicate the firm's Registration No, Trade License, GST registration No and PAN, and submitting photocopies thereof as proof of evidence.
4. Name and address of the Quotationer's firm should be mentioned clearly i.e. lane, Bye lane, House No, Pin Code No etc on the cover.
5. Quotation in respect of Registered firms having the entity and existence within Guwahati city / GMC are only may quote.
6. The quotation will be opened in the office of the Deputy Director (E), Doordarshan Kendra, Guwahati at **3.00PM** on **07/06/2018**, in presence of representatives of Quotationer's firm, if they desire so.
7. **Deputy Director (E), Doordarshan Kendra, Guwahati reserves the right to reject any or all the quotations without assigning any reasons.**
8. Quotationer's should have to maintain specification of items once they have quoted the rates on acceptance of quotation throughout validity period.
9. Quotation should be accompanied with up-to date income tax clearance. Necessary tax will be deducted from the bill at source as per existing rules of Government.
10. **The period of validity of quotation will be 1(one) year from the date of acceptance of the same.**
11. The quotations submitted by the quotationer's will remain open for acceptance for a period of 30(thirty) days from the date of opening of quotations.
12. The quotationer's have to produce original documents for verification as when and asked for.
13. The envelope should be super scribed with "**Quotation for Make-up materials**"

Yours faithfully,

(Manabendra Kr Baruah)
Programme Executive
HEAD OF PROGRAMME

Please note that:-

1. Quotationers' request for payment through Bank, if made, will not be entertained.
No advance payment will be made.
2. **Free delivery at Doordarshan Kendra, Guwahati -24** has to be made. Details of supply of the materials will have to be clearly mentioned in the order.

Copy to:-

1. Website.
2. Notice Board, Doordarshan Kendra, Guwahati.
3. Notice Board/ HPT/Programme Production Centre, Guwahati.

HEAD OF PROGRAMME

PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN KENDRA:: GUWAHATI

QUOTATION FOR PURCHASE OF MAKE-UP MATERIALS

LAST DATE OF RECEIPT IN KENDRA

Sl.No.	DESCRIPTION OF STORES	NO/QUANTITY	RATE	SALE TAX / GST ETC IF ANY	EX-STOCK DELIVERY OR PERIOD OF DELIVERY FROM THE DATE OF ORDER	REMARKS
1.	2.	3.	4.	5.	6.	7.
1.	Pane cake (GOPINATHS- Wet 50Gms) (No-24,26,27,28,30)	Per pc				
2.	Lakme Radiance Compact Natural Shell (Net Qty-9 Gms)	-Do-				
3.	Eye liner (Lakme) Colour – Black, Coffee, Blue and Green	-Do-				
4.	Eye Pencil (Lakme) Colour – Black, Coffee, Blue and Green	-Do-				
5.	Lakme Curling Maskara (Net Vol – 9Ml)	-Do-				
6.	Eye Shadow Lakme Net Wet – 7Gms	-Do-				
7.	Pure Rouge Blusher (Lakme) Net Wet – 6G	-Do-				
8.	Hair Spray (Gatsby-200Ml)	-Do-				
9.	Lipsticks (a. Revlon b. Lakme)	-Do-				
10.	Make up Brush Set (VAGA) (Set of 5 Cosmetic Brushes)	Per set				
11.	Comb (Big)	Per Pc				

Contd.....P/2

Sl.No.	DESCRIPTION OF STORES	NO/QUANTITY	RATE	SALE TAX / GST ETC IF ANY	EX-STOCK DELIVERY OR PERIOD OF DELIVERY FROM THE DATE OF ORDER	REMARKS
1.	2.	3.	4.	5.	6.	7.
12.	Tissue Paper (Wet)	Per Pkt				
13.	Tissue Paper (Dry)	Per Pkt				
14.	Cotton (Big), G.Wt – 500GM	Per Roll				
15.	Towel (Big)	Per Pc				
16.	Sponge (Vaga)	Per Pkt				
17.	Liquid Soap (Palmolive)	Per Pc				
18.	Blades (7'O Clock)	Per Pkt				
19.	Lakme Perfect Definition Lip Liner (Net Qty- 1.1 G)	Per Pc				
20.	Scissor:- Small Medium Big	Per Pc Per Pc Per Pc				
21.	Kajal (Lakme) (Net Wet – 2G)	Per Pc				
22.	Eye Brow Pencil (Lakme)	Per Pc				
23.	Lakme Perfect Definition Eye Pencil (Net Qty- 1.1G)	Per Pc				
24.	Cleanising Milk Lotus (Net Qty – 80ML)	Per Pc				
25.	Astringent Lotion a) Lotus (Net Qty -80ML) b) Ayur (Net Qty -200ML)	Per Pc Per Pc				

Sl.No.	DESCRIPTION OF STORES	NO/QUANTITY	RATE	SALE TAX / GST ETC IF ANY	EX-STOCK DELIVERY OR PERIOD OF DELIVERY FROM THE DATE OF ORDER	REMARKS
1.	2.	3.	4.	5.	6.	7.
26.	Kryolan, TV Paint sticks (626 A)(Net Wet – 25Gm)	Per Pc				
27.	Hair straightner equipment (Brand – Philips)	-Do-				
28.	Hair Fixer Gum	-Do-				

The country of manufacture or origin of the material used in the manufacture of the stores should be indicated against each item in the remarks columns.

Date :-
Name of the firm :-
Full address :-
PAN :-
TIN :-

Validity Period :- One year from the date of acceptance of the quotation.

SIGNATURE
(With rubber stamp)