

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

No. DDK/GUW/39(11)/2017-18/ (G) /

Dated: - 15/06/2017

NOTICE INVITING QUOTATION

Subject : Quotation for Stationery items.

Sealed Quotations are hereby invited from the intending Registered Firms/Agencies having VAT Registration No, GST No for Supply of Stationery item 12/07/2017.

1. The rate should be quoted in figure as well as in words.
2. The rate should be quoted in the enclosed format and submitted along with firm's letter in the letter Pad.
3. Quotationer have to indicate the Firm's Registration No, Trade License, VAT Registration No. & PAN & GST No submitting Photocopies thereof.
4. Name and address of the Quotationer Firm should be mentioned clearly, indicating Lane, By Lane House No, Post Office, Pin Code etc and all required details..
5. The quotation will be opened in the office of the DDG(E), DDK, Guwahati at 3.00 pm on 12/07/2017, in presence of representatives of Quotationer Firm, if they desire so.
6. DDG(E), Doordarshan Kendra, Guwahati reserves the right to reject any or all the quotations without assigning any reason.
7. Quotation should remain open for acceptance for a period of 1 (one) month from the date of opening of the Quotation.
8. The envelope should be superscribed with Quotation for supply of Stationery items.
9. Quotation should be accompanied with upto date Income Tax clearance. Necessary Tax will be deducted from the bill at source as per existing rules of Govt.
10. Payment of the bill is subject to availability of fund.
11. Period of validity of the Quotation will be for 1 (One) year from the date of acceptance of the same.
12. Quotation forms may be obtained form Stationary Store, DDK, Guwahati during office hours.

Yours faithfully,

(Bidya Pator)
Drawing & Disbursing Officer
for DY. Director (E)

Please note that :-

1. Quotationers' request for payment through Bank, if made, will not be entertained. No advance payment will be made.
2. Details of Catalogue, price list of the firm should be enclosed, where applicable.
3. Free delivery at Doordarshan Kendra, R.G.B. Road, Guwahati-24, has to be made.
4. If the item is under DGS & D Rate contract, reference of the DGS & D rate contract should be invariably indicated.
5. Sample of the items will be required to be presented as and when asked for.

Copy to :-

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

for DY. Director (E)

PRASAR BHARATI
(BROADCASTING CORPORATION OF INDIA)
DOORDARSHAN KENDRA: GUWAHATI
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Stationery Items

Sl.No.	Particulars of Stationery items	Qty	Rate	Remarks
01.	Duplicating Paper (Kores/JK) (500 sheets in a ream)			
02.	Photostat Paper F/C MX 75(JK/			
03.	Photostat Paper A4 Spectrum(JK/ Century)-75			
04.	Kores Fax Roll (50 mtr.)			
05.	Kores Fax Roll (30 mtr.)			
06.	Type Paper Best Quality (Kores/JK)			
07.	Note Sheets (Kores/JK)			
08.	Note Sheets with Margin (Kores/JK)			
09.	Carbon Paper Typing F/C (Kores)			
10.	Carbon Paper Pencil F/C (Kores)			
11.	File Cover Ordinary			
12.	File Wrapper (Best quality)			
13.	File Board (Best quality)			
14.	Binding Ruled Register (Classmate)			
	a) No. 4			
	b) No. 10			
	c) No. 16			
	d) No. 20			
15.	Typing Ribbon Silk (Kores)			
16.	Typing Ribbon Cotton(Kores)			
17.	Correcting fluid (White) (Kores)			
18.	Pen Eraser (Luxar) (white)			
19.	Plastic Refill (Doctor Pointed)			
20.	Stapler Pin (Kores) No. 24/6			
21.	Stapler Pin (Kores) No. 10/14			
22.	Gel Ball Pen (Flair/Classmate)			
23.	Holder Pen (Flora Moon)(Both side- Best quality)			
24.	Holder Pen (Flora Moon) (Single side- Best quality)			
25.	Alpin (Kores/Corporate)			
26.	Jams clip (Big) (Kores) Plastic			
27.	Jams clip (Small)(Kores) Plastic			
28.	Pin Cushion (Good quality)			
29.	Wooden Pencil (HB)			
30.	Eraser (Pencil)			
31.	Sharpener (Pencil)			
32.	Plastic Scale (Good quality)			
33.	Stamp Pad Medium (Kores)			
34.	Stamp pad Big (Kores)			
35.	Stapler Machine Small (Kangaroo)			
36.	Stapler Machine Big (Kangaroo)			
37.	Sketch Pen (Black)			
38.	Sealing Wax			
39.	File Tag Medium (Best Quality)			
40.	File Tag (Long Size)Best quality			
41.	Guard File			
42.	Gum Paste 300 ml			
43.	Gum Paste 750 ml			
44.	Paper Weight			
45.	Clip Board (Plastic)			
46.	Clip Board (Hard Board)			
47.	Slip Pad (Small)			
48.	Slip Pad (big)			
49.	Note Pad (Best Quality)			
50.	Steno Note Book (Best Quality)			

Sl.No.	Particulars of Stationery items	Qty	Rate	Remarks
51.	Dak Pad			
52.	Pen Stand (2 holder)Best quality			
53.	Pen Stand (4 holder)Best quality			
54.	Plastic File Cover/Folder (Best Quality)			
55.	Paper Clip (Best quality)			
56.	Punching Machine (2 holes) (best quality)			
57.	Punching Machine (Single holes)			
58.	Scissors 7"			
59.	Paper Cutting Knife(Big)			
60.	Paper Cutting Knife (Small)			
61..	Cello Tape (Small)			
62.	Cello Tape (Medium)			
63.	Cello Tape (Big)			
64.	Brown Tape (Big)			
65.	Poker (Best Quality)			
66.	Desk Calendar Refill			
67.	Desk Calendar Stand			
68.	Paper Tray (Plastic)			
69.	Marker Pen (White Board)			
70.	Marker Pen (Permanent)			
71.	Marker Pen (OHP/CD)			
72.	File Flag(Big)			
73.	Pilot Pen (Best Quality) (Flair/Classmate)			
74.	Duster for White Board.			
75.	Refil for Pilot pen			
76.	Highlighter (Best quality)			
77.	Fevi Stick. (Kores)			
78.	Photo Paper A4 size (Pkt of 20 sheets)			
79.	File flag(Small)			
80.	Blank C.D. (Moser bear) with Box			
81	Blank C.D. (Moser bear) with out Box			
82.	Gum Tube (best quality)			
83.	Ink forStamp Pad			
84.	Blank DVD with Box.			
85.	Blank DVD without Box.			
86.	Four Folder File Cover.			
87.	Plastic stick file cover (best quality)			
88.	Stamp pad ink(Kores) (best quality)			

The country of manufacture and /or origin of the material used in the manufacture of the store should be indicated against each item in the remarks column.

1. Period of Validity of Tender :
2. Date of submission of Quotation :

SIGNATURE

Name of firm & Reg. No/Trade licence :

(With Seal)

Full Address & PIN No.:

TIN No. :

PAN Card No. :

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

No. DDK/GUW/7(2)/2017-18/ (G) /

Dated:- 15/06/2017

NOTICE INVITING QUOTATION

Subject : Quotation for Consumable items.

Sealed Quotations are hereby invited from the intending Registered Firms/Agencies having VAT Registration No.GST No. for Supply of Stationery items, on the following Terms & Conditions. Quotationers should reach the undersigned on or before 12 Noon. of 12/07/2017.

1. The rate should be quoted in figure as well as in words.
2. The rate should be quoted in the enclosed format and submitted along with firm's letter in the letter Pad.
3. Quotationer have to indicate the Firm's Registration No, Trade License, VAT Registration No. & PAN, GST NO submitting Photocopies thereof.
4. Name and address of the Quotationer Firm should be mentioned clearly, indicating Lane, By Lane House No, Post Office, Pin Code etc and all required details..
5. The quotation will be opened in the office of the DDG(E),DDK, Guwahati at 3.00 pm on 12/07/2017, in presence of representatives of Quotationer Firm , if they desire so.
6. DDG(E), Doordarshan Kendra , Guwahati reserves the right to reject any or all the quotations without assigning any reason.
7. Quotation should remain open for acceptance for a period of 1(one) month from the date of opening of the Quotation.
8. The envelope should be superscribed with Quotation for supply of Stationery items.
9. Quotation should be accompanied with upto date Income Tax clearance. Necessary Tax will be deducted from the bill at source as per existing rules of Govt.
10. Payment of the bill is subject to availability of fund.
11. Period of validity of the Quotation will be for 1 (One) year from the date of acceptance of the same.
12. Quotation forms may be obtained form Stationary Store, DDK, Guwahati during office hours.

Yours faithfully,

(Bidya Pator)
Drawing & Disbursing Officer
for DY. Director (E)

Please note that :-

1. Quotationers' request for payment through Bank, if made, will not be entertained. No advance payment will be made.
2. Details of Catalogue, price list of the firm should be enclosed, where applicable.
3. Free delivery at Doordarshan Kendra, R.G.B. Road, Guwahati-24, has to be made.
4. If the item is under DGS& D Rate contract, reference of the DGS & D rate contract should be invariably indicated.
5. Sample of the items will be required to be presented as and when asked for.

Copy to :-

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

for Dy. Director(E)

PRASAR BHARATI
(BROADCASTING CORPORATION OF INDIA)
DOORDARSHAN KENDRA: GUWAHATI
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Consumable Items

Sl.No	Particulars of Consumable items	Quantity	Rate
01.	Phenyl Black 5 Liter Gallon (Bengal Chemicals/ Suraksha)	Per Gallon	
02.	Phenyl White 5 Liter Gallon (Bengal Chemicals/Suraksha)	Per Gallon	
03.	Vim/Biz Powder (1 Kg Packet)	Per Pkt.	
04.	Bleaching Powder.(doctor)(400gm Packet)	Per Pkt.	
05.	Liquid Soap (215ml)(Hand wash) (Dettol/ Lifebuoy)	Per pc	
06.	Liquid Soap (Dettol)	Per liter.	
07.	Lifeboy Soap (90 gms.)	Per Pc.	
08.	Lux Soap (90 gms.)	Per pc.	
09.	Naphthalene Ball (100gms. Packet)	Per Pkt.	
10.	Odonil (75 gms.)	Per pc.	
11.	Sanifresh/Harpic Liquid. (500 ml.)	Per pc.	
12.	Phool Jharu (Best quality)	Per pc.	
13.	Bamboo Jharu (best quality)	Per Pc.	
14.	Mansion Polish (400gm)	Per pc.	
15.	Ceiling Brush (best quality)	Per pc.	
16.	Coconut Jharu (best quality)	Per pc.	
17.	Battery Everady Big (Red)	Per pc.	
18.	Floor Mopper	Per pc.	
19.	Hand Towel (Best Quality)	Per pc.	
20.	Top Table Glass (6mm)	Per sq.ft.	
21.	Drinking Glass Thumbler yera/ Milton)	Per pc.	
22.	File Tray(plastic)	Per pc.	
23.	Ceiling Brush	Per pc.	
24.	Waste Paper Basket (Best quality)	Per pc.	
25.	Room Freshener (best quality)	Per pc.	
26.	Good Knight Machine format	Per pc.	
27.	Baygon/Mortain Spray (425 ml)	Per pc.	
28.	Plastic Mug (cello)	Per pc.	
29.	Lock & Key (Godrej 7 & 8 lever)	Per pc.	
30.	Lock & Key Godrej (6 liver)	Per pc.	
31.	Duster Cloth (Green) (best quality)	Per Meter	
32.	Markin Cloth (best quality)	Per Meter	
33.	Detergent Powder (1/2 Kg Packet) (surf)	Per pkt.	
34.	Acid Floor Cleaning (best quality)	Per Bottle	
35.	Plustic Bucket-16 Ltr.	Per piece.	
36.	Jute Bundle	Per bundle	
37.	Cup & Plate (6 pairs) set (Bonchina)	Per set	
38.	Water Plastic Jug (cello)/good quality	Per No.	
39.	Pencil Battery	Per No.	
40.	Good Knight Refill/All Out Refill	Per No.	
41.	Good Knight Liquidator Machine	Per No.	
42.	Wall Brush (Wooden Handle)	Per No.	
43.	Mosquito Coil	Per Pkt.	
44.	Collin Spray (250ml)	Per No.	
45.	a) Brief Case VIP BLBC New LG	Each	
	b) Brief Case VIP EBTBCMD.	Each.	
46.	a) Brief Case Aristocrat. Assent BCLG	Each.	
	b) Brief Case Aristocrat. Platinum BCXL	Each.	

Sl.No.	Particulars of Consumable items	Quantity	Rate
47.	Latrine Brush	Per pc.	
48.	Fevi Quick	Per pc.	
49.	Plastic Bucket (18 lts) Cello make.	Per pc.	
50.	Plastic Serving Tray (Best Quality)	Per Pc.	
51.	Chair Cushion (Kurlon)	Per pc.	
52.	Wire Brush	Per pc.	
53.	Rat Killer	Per Pc.	
54.	Vacuum Flux	Per pc.	
55.	Carbolic Acid	Per litre.	
56.	Gunny Cloth	Per Mtr.	
57.	Tea Coaster (Best Quality)	Per Set.	
58.	Aluminum Bucket (20 liters)	Per pc.	
59.	Steel Knife (Best Quality)	Per pc.	
60.	Citronella (Clean angel)	Per ltr.	
61.	Waste Paper Busket with cove Big size	Per Pc.	
62.	Battary AAA	Per Pc.	
63.	Thread Ball (Big)	Per Pc.	
64.	Herpic Hygienic	Per pkt.	

The country of manufacture and /or origin of the material used in the manufacture of the store should be indicated against each item in the remarks column.

1. Period of Validity of Tender :

2. Date of submission of Quotation :

Name of firm & Reg. No/Trade licence :

SIGNATURE

(With Seal)

Full Address & PIN No.:

TIN No. :

PAN Card No. :

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

No. DDK/GUW/39(11)/2017-18/ (G)/

Dated: 15/06/2017

NOTICE INVITING QUOTATION

Subject : Quotation for Computer & Xerox Toner, Cartridge, Fax Cartridge & Computer Accessories.

Sealed Quotations are hereby invited from the intending Registered Firms/Agencies having VAT Registration No. GST No etc. for **Supply of Computer & Xerox Toner, Cartridge & Computer Accessories** on the following Terms & Conditions. which should reach the undersigned on or before **12 Noon. of 12 /07/2017.**

1. The rate should be quoted in figure as well as in words.
2. The rate should be quoted in the enclosed format and to be submitted along with firm's letter in the letter pad.
3. Quotationer have to indicate the Firm's Registration No, VAT Registration No, PAN, GST No & Trade License from GMC submitting Photocopies thereof.
4. The Firm should mention clearly the Name and address of the Quotationer, indicating Lane, By lane, House No, Post Office, Pin Code etc and all required details.
5. The quotation will be opened in the office of the DDG(E), DDK, Guwahati at 3.00 p.m on 12/07/2017, in presence of Tenderer (s) / representative(s) of Firm which they may attend , if they desire so.
6. Head of Office, Doordarshan Kendra, Guwahati reserves the absolute right to reject either any or all the quotations without assigning any reason.
7. Quotation should remain open for acceptance for a period of 1(one) month from the date of opening of the Quotation.
8. The envelope should be superscribed with Quotation for supply of Computer & Xerox Toner, Cartridge & Computer Accessories .
9. Quotation should be accompanied with upto date income tax clearance. Necessary Tax will be deducted from the bill at source as per existing rules of Govt.
10. Payment of the bill is subject to availability of fund.
11. Period of validity of the Quotation will be for 1 (One) year from the date of acceptance of the same.
12. Quotation forms may be obtained form Stationary Store, DDK, Guwahati during office hours.

Yours faithfully,

(Bidya Pator)
Drawing & Disbursing Officer
DY..Director (E)

Please note that :-

1. Quotationers' request for payment through Bank, if made, will not be entertained. No advance payment will be made.
2. Details of Catalogue, price list of the firm should be enclosed, where applicable.
3. Free delivery at Doordarshan Kendra, R.G.B. Road, Guwahati-24, has to be made.
4. If the item is under DGS & D Rate contract, reference of the DGS & D rate contract should be invariably indicated.
5. Sample of the items will be required to be presented as and when asked for.

Copy to :-

- 1) Website, Doordarshan, Kendra, Guwahati-24.(www.ddk.Guwahati.gov.in.)
- 2) Notice Board, Doordarshan Kendra, Guwahati.
- 3) Notice Board, HPT/ Programme Production Centre, Guwahati.

for DY..Director (E)

PRASAR BHARATI
(BROADCASTING CORPORATION OF INDIA)
DOORDARSHAN KENDRA : GUWAHATI

QUOTATION FOR Computer Cartridge, Toner & Fax Cartridges

Sl. No	Description of Stores	No/ Qty	Rate in `.	Sales Tax & General etc if any	Ex Stock delivery or period of delivery from Dt of order	Remark
1.	Brother TN 1020 Cartridge	Each				
2.	HP Color LaserJet Black CB540A	Each				
3.	Cyan-CB541A	Each				
4.	Yellow-CB542A	Each				
5.	Magneta-CB543A	Each				
6.	Computer Speaker(Branded)	Each				
7.	HP 12A Black Toner(Original)	Each				
8.	HP 13A Black Toner(Original)	Each				
9.	HP 15A Black Toner(Original)	Each				
10.	HP 88A Black Toner(Original)	Each				
11.	HP 36A Black Toner(Original)	Each				
12.	Canon Image Class MF 3010(Original)	Each				
13.	Fax Cartridge 701 Fax Machine	Each				
14.	Net Proctor Antivirus T S (5 User)	Each				
15.	Net Proctor Antivirus T S (1 User)	Each				
16.	Panasonic Fax Cartridge KX-FA 93	Each				
17.	Brother FAX Cartridge Model 878	Each				
18.	Sharp Fax Cartridge UX 5CR	Each				
19.	Panasonic Fax Cartridge KXFA -55	Each				
20.	Quick heal I S Antivirus (10 User)	Each				
21.	Quick heal I S Antivirus (05 User)	Each				
22.	Quick heal I S Antivirus (3 User)	Each				
23.	HP Cartridge Black 920 XL	Each				
24.	Cyan 920 XL	Each				
25.	Yellow 920XL	Each				
26.	Magenta 920XL	Each				
27.	HP Cartridge Black 950XL	Each				
28.	HP Cartridge Cyan 951XL	Each				
29.	HP Cartridge Yellow 951XL	Each				
30.	HP Cartridge Magneta951XL	Each				
31.	Compatible Cartridge 88A	Each				
32.	Compatible Cartridge 12A	Each				
33.	Compatible Cartridge Canon 925 (36A)	Each				
34.	Tonner for Canon Runner2420L	Each				
35.	HP Deskjet Ink 2520hc Black	Each				
36.	HP Deskjet Ink 2520hcColoured	Each				
37.	Pen Drive 8GB (Kingston/HP/Sony)	Each				
38.	Pen Drive 16GB (Kingston/HP/Sony)	Each				
39.	Mouse USB (IBall/Logitech)	Each				
40.	Keyboard USB (IBall/Logitech)	Each				
41.	UPS 621 (I-Ball)	Each				
42.	UPS 500 VA (APC/Elnova)	Each				
43.	1 KVA UPS (I-BALL)	Each				
44.	1 KVA UPS (APC)	Each				
45.	20" LED TFT (I-Ball)	Each				
46.	20" LED TFT (Samsung)	Each				
47.	SATA DVD Writer (Liteon/LG)	Each				
48.	2 GB DDR-2 RAM (Kingston/Zion)	Each				
49.	2 GB DDR-3 RAM (Kingston/Zion)	Each				
50.	4 GB DDR-3 RAM (Kingston/Zion)	Each				
51.	8 GB DDR-3 RAM (Kingston/Zion)	Each				
52.	Internal 2 TB SATA HDD (WD/Toshiba/Hitachi)	Each				
53.	Internal 1 TB SATA HDD (WD)	Each				
54.	External 2 TB SATA HDD (WD/Seagate/Toshiba/Sony/Hitachi)	Each				
55.	External 1 TB SATA HDD (WD/Seagate/Toshiba/Sony/Hitachi)	Each				
56.	Xerox Toner 5016/5020(original)	Each				
57.	Xerox Toner 3100(original)	Each				

58.	Xerox Toner 5225(original)	Each				
59.	Xerox Toner 5834(original)	Each				
60.	Xerox Toner WC 5021(original)	Each				
61.	Xerox Tonner 5022(original)					
	HP LaserJet cartridge CPI1525n	Each				
	CE -320 B					
	CE-321 C					
	CE-322 M					
	CE-323 Y					
62	HP Lase jet M5025 MFP	Each				

The country of manufacture and /or origin of the material used in the manufacture of the store should be indicated against each item in the remarks column.

1. Period of Validity of Tender :
2. Date of submission of Quotation :
3. Name of Firm & Reg. No/Trade License :
4. Full Address i.e. PIN :
5. TIN :
4. PAN Card No :

SIGNATURE
(With Seal)

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

No. DDK/GUW/38(5)/STY/2017-18/G/

Dated: 15/06/2017

Sub :- Quotation for Repairing/supply of material for office furniture and Sofa- Set .

Sir,

Please furnish the rate in your quotation for the works mention in the enclosed sheet.

1. The quotation should be furnished in the enclosed format and sent to this office in sealed covers so as to reach this office on or before 12.00 Noon. Of 12.07.2017 .
2. The details of quotations may be superscribed on the cover as shown below :-
 - a) Works for which quotations are enclosed.
 - b) Reference to letter of enquiry.
 - c) Name and address of the tenderer.
3. The quotation will be opened in the O/O the DDG(E), DDK, Guwahati at 3Pm on 12/07/2017 in the presence of a such tenderers or their representative, who may choose to attend.
4. Quotation submitted should remain opened for acceptance for a period of 30 days from the date of opening and the validity of the quotation will be for 1year from the date of acceptance.
5. Quotationer's should strictly comply with the terms and conditions as mentioned in the enclosed format.
6. Details of ST/VAT/ Service Tax Registration/TIN/GST/PAN No. trade Licence etc. should be furnished along with quotations, enclosing necessary certificates/documents.
7. The DDG(E)/HOO, Doordarshan Kendra, Guwahati reserves the right to reject any or all the quotations without assigning any reasons.
8. Quotations will have to be submitted in the original quotation form issued from this office along with the forwarding letter in firms letter pads.
9. Tax will be deducted from the source as per rules & No advance payment is admissible.
10. Payment shall be made only after satisfactorily completion of work.
11. Quotation must be sent in the name of DDG(E), Doordarshan Kendra, Guwahati.
12. Office is not responsible for any untoward incident if happens/occur at the time of work done by your labour.
13. Preference will be given who has heaving own work shop.

Yours faithfully,

Encl : As above

(Bidya Pator)
Drawing & Disbursing Officer,
for DY. DIRECTOR(E)

Copy to :- Website/ Notice Board DDK, Guwahati/HPT Guwahati /PPC(NE),
Guwahati

Sub: Repairing item of Office Furnitures

Sl.No	Particular	Qty	Rate
1	Steel table (new lock supply)	1No	
2	Steel table (lock changing charge)	1No	
3	Steel table (repairing and painting)	1No	
4	Steel table (new top supply Bhutan board)	1No	
5	Table top fitting charges	1No	
6	Steel table (drawer servicing)	1No	
7	Table (glass supply)6mm& 8mm	Per sqft	
8	Steel table (Godrej new lock supply)	1No	
9	Steel almirah (new lock supply)	1No	
10	Steel almirah (lock changing charge)	1No	
11	Steel almirah Repairing& painting (big size)	1No	
12	Steel almirah (new handle supply)	1No	
13	Steel almirah (handle changing charge)	1No	
14	Steel almirah (new godrej lock supply)	1No	
15	Revolving chair (godrej new hydraulic supply)	1No	
16	Revolving chair (new hydraulic supply (general)	1No	
17	Revolving chair (hydraulic changing charge)	1No	
18	Revolving chair (new handle supply)	1No	
19	Revolving chair (handle changing charge)	1No	
20	Revolving chair (new wheel supply)	1No	
21	Revolving chair (wheel changing charge)	1No	
22	Door closer (general) new supply)	1No	
23	Door closer (godrej) new supply)	1No	
24	Door closer (fitting charge)	1No	
25	Sofa set (single sitter repairing charges)	1No	
26	Sofa set (three sitter repairing charges)	1No	
27	Sofa cloth (velvet good quality)	Per/mt	
28	Sofa cushion	1No	
29	Revolving chair repairing & cloth changing	1No	
30	Repairing of Computer table drawer/palla & channel	1No	
31.	Steel almirah Repairing& painting (Small size)	1No.	

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

No. DDK/GUW/6(2)/2017-18/ (G)/

Dated: 15/6/2017

NOTICE INVITING QUOTATION

Subject : Quotation for Furniture items.

Sealed Quotations are hereby invited from the intending Registered Firms/Agencies having VAT Registration No. for Supply of Furniture items, on the following Terms & Conditions. Quotationers should reach the undersigned on or before 12 noon. of 12/07/2017.

1. The rate should be quoted in figure as well as in words.
2. The rate should be quoted in the enclosed format and submitted along with firm's letter in the letter Pad.
3. Quotationer have to indicate the Firm's Registration No, Trade License, VAT Registration No. & PAN & GST No submitting Photocopies thereof.
4. Name and address of the Quotationer & Show Room etc indicating Lane by-lane, House No etc are all required details.
5. The quotation will be opened in the office of the DDG(E), DDK, Guwahati at 3.00 pm on 12/07/2017, in presence of representatives of Quotationer Firm, if they desire so.
6. DDG(E), Doordarshan Kendra, Guwahati reserves the right to reject any or all the quotations without assigning any reason.
7. Quotation should remain open for acceptance for a period of 1(one) month from the date of opening of the Quotation.
8. The envelope should be superscribed with Quotation for supply of Furniture items.
9. Necessary Tax will be deducted from the bill at source as per existing rules of Govt.
10. Payment of the bill is subject to availability of fund.
11. Period of validity of the Quotation will be for 1 (One) year from the date of acceptance of the same.
12. Quotation forms may be obtained from Stationary Store, DDK, Guwahati during office hours.

Yours faithfully,

(Bidya Pator)
Drawing & Disbursing Officer
for Dy. Director (E)

Please note that :-

1. Quotationers' request for payment through Bank, if made, will not be entertained. No advance payment will be made.
2. Details of Catalogue, price list of the firm should be enclosed, where applicable.
3. Free delivery at Doordarshan Kendra, R.G.B. Road, Guwahati-24, has to be made.
4. If the item is under DGS & D Rate contract, reference of the DGS & D rate contract should be invariably indicated.
5. Sample of the items will be required to be presented as and when asked for.

Copy to :-

1. Website. .(www.ddk.Guwahati.gov.in.)
2. Notice Board, Doordarshan Kendra, Guwahati.
3. Notice Board, HPT/ Programme Production Centre, Guwahati.

for Dy. Director I(E)

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

QUATATION FOR OFFICE FURNITURE

SL. NO	DESCRIPTION OF STORES.	NO/ QUANTITY	RATE	Sale Tax & General etc.If any.	Ex – Stock delivery or Period of delivery from Dt. of order.	Remarks
1.	2.	3.	4.	5.	6.	7.
01	Book Shelves (Glass Fitted) 4 shelves Size : 66" x 32" x 15" (22 gauze)	Each				
02	Steel Almirah (Size : 78"x36"x19 (22 gauze)	Each				
03	Plastic Chair (Supreme) with Arms.	Each				
04.	Steel Table R/side 3 drawer with B/Board(22 gauze) (Size : 4 ½ft x 2 ½ ft x 2 ½ ft)	Each				
05.	Steel Table R/side 3 drawer and L/side Shelves with B/Board. (Size: 5ft x 3ft) (22 gauze).	Each				
06.	Steel Rack (Big) (Good quality)	Each				
07.	Steel Rack (Small) (Good quality-22 gauze)	Each				
08.	Steel Almirah (Size : 50"x17"x13")22 gauze	Each				
09.	Visitors Chair (Good Quality)	Each				
10.	Revolving Chair branded.	Each				
11.	Visitor Chair (3 in 1) Steel make.	Each				
12.	Visitor Chair (3 in 1) Iron make..	Each				
13.	Computer Table with drawer(good quality)	Each				
14.	Computer Chair.(Branded)	Each				
15.	Sofa Set (3 seater) Best Quality.	Each				
16.	Sofa Set (1 seater) Best Quality.	Each				
17.	Executive Chair. High Back (Branded)	Each				
18.	Executive Office table (Branded)	Each				
19.	Centre Table					

The country of manufacture and /or origin of the material used in the manufacture of the store should be indicated against each item in the remarks column.

- 1.Period of Validity of Tender :
2.Date of submission of Quotation :
Name of firm & Reg. No/Trade license:
Full Address & PIN :
TIN
PAN Card No. :

SIGNATURE

(With Seal)