

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

No. DDK/GUW/7(2)/2016-17/ (G)/

Dated: 17 /07/2017

NOTICE INVITING QUOTATION

Subject: Quotation for AMC of Computer Set.

Sealed Quotations are hereby invited from the intending Registered Firms/Agencies for "AMC of Computer Set & accessories," having Service Tax Registration / VAT Registration No. on the following terms & Conditions and should reach to the undersigned on or before 08/08/2017 upto 12 noon.

1. The rate should be quoted in figure as well as in words.
2. The rate should be quoted in the enclosed format with firm's letter pad specifying the makers name mode of payment, Validity Period, Sales Tax rebate etc. if any.
3. While submitting the Quotation, Quotationer's have to indicate the Firm's Registration No. Period of validity of Quotation mentioning VAT/GST Registration No. Service Tax Registration No. & photocopies thereof.
4. Name and address of the Quotationer's firm should be mentioned clearly including Lane, Bye Lane, House No., Post Office, Pin code etc.
5. The quotation will be opened in the office of the HOO, DDK, Guwahati at 3.00pm on 08/08/2017 in presence of representatives of Quotationer's firm, if they desire so.
6. DY. Director General(E), Doordarshan Kendra, Guwahati reserves the right to reject any and all the quotation without assigning any reasons.
7. Quotation submitted by Quotationer's should remain open for acceptance for a period of 90 (Ninety) days from the date of opening of the quotation.
8. The envelope should be superscripted with "Quotation for providing AMC of Computer Set.
9. The necessary Tax viz. Income Tax, Service Tax,GST, VAT etc. will be deducted from the bill at source as per existing rules of Govt.
10. Payment of the bill quarterly base and is subject to satisfactory performance of works.
11. Period of validity of the contract will be for 1 year from the date of acceptance of the same.
12. The spare/defective components to be replaced will be supplied by this office.

Yours faithfully,

(N.L.Chand)
Sr.Administrative Officer
for DY. Director General (E)

Please note that :-

1. No advance payment will be made.

Copy to :-

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

for DY. Director General(E)

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

QUATATION FOR AMC OF COMPUTER SET.

SL. NO	DESCRIPTION OF STORES.	NO / QUANTITY	RATE	Sale Tax, Service Tax, GST & Vat etc.	Ex – Stock delivery or Period of delivery from Dt. of order.	Remarks
1.	2.	3.	4.	5.	6.	7.
1.	<p><i>Annual Maintenance Contract for maintenance service (without Parts) of Office Computers, Printers & accessories attached to the computers. (Rate for per set) The following scope of work included:-</i></p> <p><i>1)Qtrly cleaning of equipment.</i></p> <p><i>2)Update tion of Antivirous regularly.</i></p> <p><i>3)Qtrly Disc cleanup for unwanted junc & temp. files.</i></p> <p><i>4)complain to be attended the same day or working day.</i></p>	<p>53 nos of Computers & accessories</p>				
	Total					

1. Period of Validity of Tender :

2. Date :

SIGNATURE

3. Name of firm :

4. Full Address :