

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

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

Dated: 22/08/2017

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/.09/.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 12/09/2017 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/GST/PAN No. trade Licence etc. should be furnished along with quotations, enclosing necessarycertificates /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.
14. SAC Code of the work is to be quoted in the quotation.

Encl : As above

Yours faithfully

(N.L.Chand)
Sr.Administrative 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	SAC CODE	Qty	RATE	REMARKS
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		