

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

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

Dated: - 22/08/2017

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 items, on the following Terms & Conditions. Quotationers should reach the undersigned on or before 12 Noon. of 12/09/2017.

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, PAN & GST No submitting necessary certificates /documents.
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 12/09/2017, 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.
13. SAC code of the item is to be quoted in the quotation.

Yours
faithfully,

(N.L.Chand)
Sr.Administrative 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**

@@@@@@@@

Stationery Items

Sl.No.	Particulars of Stationery items	Sac Code	Qty	Rate	Remarks
01.	Duplicating Paper (Kores/JK) (500 sheets in a ream)				
02.	Photostat Paper F/C MX 75(JK/Xerox)				
03.	Photostat Paper A4 Spectrum(JK/ Xerox)-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	Sac code	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. :

GST No :