

(Broadcasting Corporation of India)  
**Broadcasting House: All India Radio,  
New Delhi- 110001**

**TENDER ENQUIRY FORM**

T.E No. DEL. 1(2)/NBH/Telos /2011-12-E

Dated .....

M/s.....

**Subject: Supply of Phone based CPU Card of desktop directors for Telos 2 X 12.**

Dear Sir,

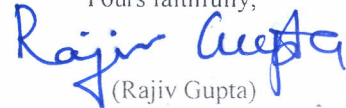
Please furnish your quotation for the supply and delivery of the following items as under in good condition at the destination.

Sl. No.	Description	Quantity
1.	Supply of Phone based CPU card (TE 2813) of Desktop Director of Telos 2 x 12 phone in unit	02-05 nos.

- The quotation in a sealed ENVELOPE superscribed with the following details on the quotation should be addressed to undersigned by name so as to reach him on or before **3.00 pm on 26.12.2011**.
  - Material/work for which quotations are enclosed.
  - Reference of letter of enquiry
  - Due date of opening of quotation.
- Quotation received without proper sealing may be rejected.
- The quotation should specifically and clearly mention the following:
  - Make of the material
  - Delivery period.
  - Forwarding and freight charges, if any
  - any other charges.
- Taxes: The Tenderer should quote VAT/Service Tax/PAN No. separately wherever applicable. They should furnish these numbers in their quotation.**
- Excise Duty: The tenderer should mention excise duty in clear terms separately, if applicable.
- Terms of payment: Full payment will be made after goods are received in good condition by the consignee.
- Sample:** The firms should send a sample wherever possible. The item should be ISI marked preferably. Complete technical details/catalogue reqd. as per AIR specifications should be furnished along with tender.
- Validity:** quotation should remain valid for a period of six month from the date of opening.
- The quotation will be opened in this office **at 3.30pm on 26.12.2011** in the presence of such tenderers or their agents who may like to be present.
- This office reserves the right to accept any quotation not necessarily the lowest. This office also reserves the right of increasing./decreasing the quantity of material depending on actual requirement.
- The stores offered should be guaranteed for a minimum period of 1 year for satisfactory service against any manufacturing defect.
- This office reserves the right to seek earnest money/security deposit at any stage.
- The quotation not confirming to conditions as above may be rejected without any further reference.
- This information is also available on AIR net. [www.allindiaradio.org](http://www.allindiaradio.org).

**A copy for pasting on notice board.**

Yours faithfully,



(Rajiv Gupta)  
Assistant Engineer,  
for DDG (E)