

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

TENDER ENQUIRY FORM

No. DEL. 1(2)/NBH/Printer Repair/ 2011-12-E

Dated

M/s.....
.....
.....

Subject: Repair of Faulty hp printers.

Dear Sir,

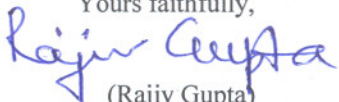
Please furnish your quotation for the repair work for printers as mentioned under:-

| S. No. | Description | Quantity |
|--------|--|----------|
| 1. | hp laser jet 4250 dn Sr. No. CNHXR 54645 | 01 no. |
| 2. | hp laser jet 2200 dn Sr. No. SGRGB 77390 | 01 no. |
| 3. | hp laser jet 2200 dn Sr. No. SGKJ 91005 | 01 no. |
| 4. | hp laser jet 2200 dn Sr. No. SGKGJ 91016 | 01 no. |
| 5. | hp laser jet 4250 dn Sr. No. CNHX 07571 | 01 no. |
| 6. | hp laser jet 4015 n Sr. No. CNFY 228736 | 01 no. |

N.B.: Firm may visit the office during the office hours during working days for inspection of faulty printers.

- 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 30/05/2011**
 - Material 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 tenderers should specifically and clearly mention the following in their quotations:
 - Make of the material
 - Delivery period.
 - Forwarding and freight charges, if any
 - Any other charges.
- VAT: the Tenderer should quote VAT/Service tax/ PAN No, separately. 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. Then item should be ISI marked preferably. Required technical details/catalogue reqd. as per our specification should be furnished along with tender.
- Validity: The quotation should remain valid for a period of six month from the date of opening.
- The quotation will be opened in this office at **3.30 pm** on the last date i.e. **30/05/2011** in the presence of such tenderers or their agents who may like to be present.
- 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.
- Tolerance Clause: Upto 25% of the quantity can be covered at the time of placement of order.
- This information is also available on AIR net. www.allindiaradio.org.

A copy for pasting on notice-board.

Yours faithfully,

(Rajiv Gupta)
Assistant Engineer,
For Suptdg. Engineer