

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

**TENDER ENQUIRY FORM**

T.E. No. DEL. 1(2)/NBH/Printers/2007-08-E

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

**Subject: Supply of Heavy duty Lazer Printer.**

Dear Sir,

Please furnish your terms quotation for the supply and delivery in good condition at the destination for the supply of stores mentioned as under.

S. No.	Description	Quantity
1.	Heavy Duty Laser Printers (with printing duty cycle of 2,00,000 pages per month) <b>(For specs – see enclosed annexure)</b>	02 nos.

1. 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 25/03/2008**
  - i) Material for which quotations are enclosed.
  - ii) Reference of letter of enquiry
  - iii) Due date of opening of quotation.
2. Quotation received without proper sealing may be rejected.
3. The tenderers should specifically and clearly mention the following in their quotations:
  - i) Make of the material
  - ii) Delivery period.
  - iii) Forwarding and freight charges, if any
  - iv) Any other charges.
4. **VAT: the Tenderer should quote VAT separately. They should furnish their VAT number in their quotation.**
5. Excise Duty: the tenderer should mention excise duty in clear terms separately, if applicable.
6. Terms of payment: Full payment will be made after goods are received in good condition by the consignee.
7. 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.
8. Validity: The quotation should remain valid for a period of six month from the date of opening.
9. The quotation will be opened in this office at 3.00pm on the last date i.e. **25/03/2008** in the presence of such tenderers or their agents who may like to be present.
10. 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.
11. The stores offered should be guaranteed for a minimum period of 1 year for satisfactory service against any manufacturing defect.
12. This office reserves the right to seek earnest money/security deposit at any stage.
13. The quotation not conforming to conditions as above may be rejected without any further reference.
14. Tolerance Clause: Upto 25% of the quantity can be covered at the time of placement of order.
15. This information is also available on AIR net. [www.allindiaradio.org](http://www.allindiaradio.org).

Yours faithfully,

(Rajiv Gupta)  
Assistant Engineer,  
For Suptdg. Engineer

