

PRASAR BHARATI
(BROADCASTING CORPORATION OF INDIA)
PRASAR BHARATI SECRETARIAT: PTI BUILDING
NEW DELHI - 110001.

No. D-13020/ 01/2009-10/PPC

Dated 25-02-2010

M/s. (As per list attached)

Sir,

Sealed quotations from leading Stationers are invited for supply of office stationery/sundry items for a period of 02 years for use in the Prasar Bharati Sectt. as per list of items enclosed. Presently the monthly average consumption of these items in Prasar Bharati is Rs.1,00,000/- (approx.).

2. The quotations may be sent in sealed cover addressed to the Asst. Manager (PPC-I), Prasar Bharati Secretariat, 2nd Floor, PTI Building, Parliament Street, New Delhi and may be dropped latest by 3.00 P.M. on or before 15th March , 2010 in the Tender Box placed at the Reception of P.B. Sectt. . Quotations received after stipulated date/time shall not be entertained. The quotations should be accompanied with an earnest money of Rs. 10,000/- in the form of Bank Draft in the name of DDO, Prasar Bharati Sectt., New Delhi. No quotation without earnest money will be acceptable. The earnest money deposited by the tenders whose rates are not approved, will be returned to them after the bid is finalized.

3. The successful tenderer / firm will have to deposit Rs.25,000/- (Rupees Twenty Five thousand only) as security deposit in the shape of Demand Draft in favour of D.D.O., Prasar Bharati Secretariat, New Delhi for the contractual period. It may please be noted that in the event of non-satisfactory service during the contract period, security money so deposited will be forfeited.

2. The supply will be governed by the following terms and conditions :

- (a) The rates quoted in response to the quotations will remain in force for a period of 2 (Two) years from the date of finalisation of rates without any change whatsoever.
- (b) The articles should be of original standard quality/brand. This office will not accept the duplicate items. As such, the items offered should be quality / branded items from the original manufactures. The supplier will ensure replacement within a weeks time in respect of the defective items at his own cost.
- (c) The rates should be inclusive of delivery charges to the Prasar Bharati Sectt., PTI Building, New Delhi.
- (d) The firm whose quotation is accepted shall be required to supply the indented items within 24 hours of placing supply order.
- (e) In case of any emergency, the firm should be able to supply items within 2 hours or even on holidays including gazetted holidays.

Contd....2/-

- (f) The firms should be in existing for over 10 years in the field and registered with Delhi Sales Tax Department. Sales Tax Assessment Report of last 3 years should be submitted along with copies of Income Tax return filed during the last 3 years.
- (g) The firms are required to prove their competence for undertaking the job in question and shall therefore furnish proof of their standing and goodwill Certificate/Documentary proof of satisfactory supply to other Ministries/ Departments (with complete address and telephone numbers), if available.
- (h) The firm should have permanent TIN / Sales Tax number and should produce documentary evidence of providing stationery/sundry items to any Government Department .
- (i) Income Tax clearance certificate for last three years must be attached.

5. Tenderers may quote their unconditional rates strictly as per list of items enclosed. Cutting, over-writing, if any, should be countersigned. Contract will be awarded to the tenderer taking one unit of each item of the list into consideration. Tenderers not quoting for all the items may not be considered.

6. The quotations received will be opened on the same date i.e., 15th March , 2010 at 3.30 P.M. in the cabin of Manager (Pers.), Prasar Bharati Sectt., 2nd Floor, PTI Building, New Delhi. The tenderers or their authorized representatives may, if they so desire, be present at the time of opening of quotations.

7. Prasar Bharati Sectt. reserves the right to accept or reject any quotation in full or part without assigning any reason there of. The decision of Prasar Bharati Sectt. in this regard shall be final and binding on the firm. Any clarification in the matter may please be obtained from the undersigned on telephone No. 23737662.

8. In case of any dispute between the Agency and Prasar Bharati Sectt. arising out of or in relation to the agreement, the dispute shall be referred to a sole arbitrator to be appointed by Prasar Bharati Sectt. and the decision of such arbitrator shall be conclusive and binding on both the parties. The arbitration proceedings shall be held in Delhi and shall be governed by the provisions of Arbitration and Conciliation Act, 1996 as amended from time to time.

9. Courts of Delhi will have jurisdiction over all legal disputes under the agreement.

Yours faithfully,

Encl. : As above.

Sd/-
(B.K. Saha)
Manager(Perspnnel)
Tel. No. : 23737662

Copy to :-

- 1. Incharge, IT Division, DG:AIR, New Delhi for placing on website.
- 2. Notice Board.

LIST OF STATIONERY/CONSUMABLE ITEMS