

**SPEED POST**

आदर्श विचार सुधार

**PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)**

No. : NO. KOL-TV/1(2)/2019-20/EQ-17.

Dated: 19.02.2020.

To,

Sub: Procurement of 02 Nos. Decklink Studio 4K Video Capture
& Playback Cards at Doordarshan Kendra, Kolkata.

Dear Sir,

Please furnish your Quotation in sealed envelope for above stated as per details given below:

1. The Quotation/Tender should be addressed to **Dy. Director General (Engineering), Doordarshan Kendra, Kolkata-700095.**
2. The Quotation/Tender may be dropped into the Tender Box or sent by post so as to reach on or before **05.03.2020 within 3 p.m.**
3. The envelope- cover should be super-scribed with the following details:
 - a) **The subject/works for which Quotation/Tender called for.**
 - b) **Reference of enquiry letter/tender to be mentioned on the envelope.**
 - c) **Due date for opening of quotation/tender should also to be mentioned.**
4. The **sealed Quotation** will be opened in the office of the undersigned on **05.03.2020 at 3.30 p.m.** in the presence of tenderers or their authorized representatives who may choose to attend.
5. The quotation should specifically mention delivery date, make, terms and condition of supply. The prices should be firm and given as under.
6. Prices quoted should be for F.O.R. station of destination and inclusive of charges as packing customs etc. which is applicable. The place of delivery is **Doordarshan Kendra, Kolkata**
7. The purchaser will not pay separately for transit insurance and you will be responsible for the safe arrival of stores at the destination.
8. GST: GST leviable and intended to be claimed should be distinctly shown along with prices quoted. Where this is not done, no claim for sales tax will be admitted at any later stage on any ground.
9. **TERMS & PAYMENT:** No advance payment will be made. 100% payment will be made after receipt of stores as per the specifications and in good condition at the destination. Bills in triplicate have to be submitted. Bills will be processed for payments. Payment will be made by cheque only.
10. The rate should remain valid for the period of one year from the date of acceptance of Quotation/Tender.
11. **The firm is requested to submit copies of current Trade License Certificate indicating the relevant Trade/Service, with copies of GST Registration Certificate & PAN Documents.**
12. **The quotations should be mentioned clearly the rate & GST separately/OTHER TAXES etc.**
13. **Quotation should be sent in letter head pad of the Co./Firm as per the schedule supply/works attached.**
14. The firm is requested to submit necessary credentials in support of their experience in supplying of items similar to the one as mentioned in the above subject.
15. **RIGHT OF ACCEPTANCE:** DDG(E), DDK, Kolkata reserves the right to reject the lowest tender or all the tenders without assigning any reasons whatsoever. Further, the DDG(E), DDK, Kolkata reserves the right for reducing the quantity of materials tendered depending upon the actual requirements. The unit rate quoted in the tender shall be applicable for the quantity for which the order is placed. Schedule of Supply/Works, Terms & Conditions, and Technical specifications is enclosed.

Details are given below:-

1. Procurement of Decklink Studio 4K Video Capture
& Playback Cards at Doordarshan Kendra, Kolkata = 02 Nos.

(ARUNABHA BAGCHI)
Assistant Engineer,
for Dy. Director General (Engineering).

Prasar Bharati, Doordarshan Kendra, Kolkata, Doordarshan Bhawan,
18/3 Uday Shankar Sarani, Golf Green, Kolkata – 700 095
Tele/Fax :- 033-24235656
E-mail :- doordarshan_kolkata@rediffmail.com