



Addresses to overleaf

Sub:-Inviting quotations for painting work at Doordarshan kendra Hyderabad – Reg.

Sir,

This office is interested to take up Painting work at Doordarshan Kendra, Hyderabad.

S. No.	Description of work.	Qty.	Unit Price
1.	Under rennovation of make-up Room and associated two rooms total area of 500 sqft Needs dust cleaning ,wall tiles cleaning(area 100 sqft) and Two coats of emulsion painting.	1 job	
2.	Ground floor toilets in Technical area emulsion painting two coats including ceilings Of total area 1500 sqft after scrapping of walls and removal of cobwebs etc.	1 job	

- 1). The quotation should specifically mention delivery date, make, terms and conditions of supply. The prices should be firm and given as under
 - (a). Prices quoted should be for F.O.R. Station of destination and inclusive of charges as packing, customs etc., wherever is applicable i.e. the place of delivery.
at Doordarshan Kendra, Ramanthapur, Hyderabad.
- 2). The purchase will not pay separately for transit insurance and you will be responsible for the safe arrival of stores at the destination.
- 3). GST: Goods and service tax leviable and intended to be claimed from the should be distinctly shown alongwith prices quoted.
- 4). TERMS OF PAYMENT : After receipt of stores as per the specifications and in good condition at the destination and payment will be released
- 5). The quotation should be sent in a sealed cover addressed to the undersigned, by name, so as to reach on or before 04.09.2017 at 2.30 P.M.
THE COVER SHOULD BE SUPERSCRIBED WITH THE FOLLOWING :
 - (a). Material/ works for which quotations are enclosed.
 - (b). Reference to letter enquiry.
 - ©. Due date of opening quotation.
- 6). The date should be extended the quotations will be opened in this office **at 3.00 PM on 04.09.2017** in the presence of tenderers or their agents such as they may choose to attend.
- 7). Quotations not properly superscribed will not be considered.
- 8). The quotations submitted should remain open for acceptance for a period of ninety days from the date of opening.
- 9). Please indicate in your quotation, your permanent Income Tax Account Number and Income Tax Circle.
- 10). RIGHT OF ACCEPTANCE : The undersigned reserves the right to reject the lowest tender or all the tenders without assigning any reasons whatsoever. Further, the undersigned reserves himself the right for decreasing the quantity of materials tendered depending upon the actual requirements. The unit rate quoted on the tender shall be applicable for the quantity for which the order is placed.
- 11). Validity : Quatations should be valid for 90 days.
- 12). Delivery Period : Should be with in a week from date of receipt of the order .
- 13). GST registration certificate and vendor registration firm must be enclosed.

Yours faithfully,

(T.SESHADRI RAO)
ASST. ENGINEER
For Dy. DIRECTOR GENERAL (E)