

प्रसार भारती  
(भारत का लोकसेवा प्रसारक)  
दूरदर्शन केन्द्र: पटना

पत्रांक:- डी.डी.के./पट/7(4)/2017/Printing Item

दिनांक:-10.07.2017

विषय:-स्टोर में प्रीटेंड सामग्री/फार्म आपूर्ति के संदर्भ में।

कृपया वर्णित प्रपत्र में उल्लेखित सामग्री के लिए अपना दर (कोटेशन) भेजें।

1. कोटेशन मुहर बंद लिफाफे में अधोहस्ताक्षरी के पास 01/08/2017(अपराह्न 5 बजे) तक पहुँच जाना चाहिए।

लिफाफे पर निम्नलिखित विवरण अवश्य लिखें:-

- (क) जिस सामग्री के लिए निविदा जारी किया गया है।
- (ख) पत्र का संदर्भ
- (ग) कृपया अपना GST संख्या निविदा में जरूर अंकित करें।

2. निविदा खोलने की तारीख 01/08/2017
3. यदि निविदा दूरदर्शन केन्द्र, पटना के लिए भेजने का आधार है तो खरीदार परिवहन, इन्शोरेंस अलग से नहीं अदा करेगा और संभरणकर्ता (सप्लायर) सामग्री के लिए तब तक जिम्मेदार होगा जब तक कि सामग्री अच्छी हालत में अपने लक्ष्य तक नहीं पहुँच जाती। जिन टेंडरों / कोटेशनों में परिवहन, इन्शोरेंस को अतिरिक्त व्यय के रूप में दिखलाया जाएगा, उनकी अवहेलना की जा सकती है।
4. कोटेशन प्रशासनिक अधिकारी के कार्यालय में दिनांक 01/08/2017 को 3 बजे अपराह्न टेंडर/कोटेशन भेजने वाले या एजेंट की उपस्थिति में, यदि वे आते हैं तो खोला जाएगा।
5. भेजा गया कोटेशन स्वीकृति के लिए खोलने की तिथि से एक वर्ष तक वैध रहेगा।
6. कार्य आदेश मिलने के एक सप्ताह के अन्दर निष्पादन सुनिश्चित करनी पड़ेगी।
7. किसी भी परिस्थिति में अनियमितता पाये जाने पर निविदा रद्द करने का अधिकार केन्द्राध्यक्ष के पास होगा।

## 8. पात्रता

- एजेंसी को भारत सरकार/बिहार सरकार के कार्यालय में कम से कम तीन साल तक उपरोक्त कार्य का अनुभव होना चाहिए। निविदा की तकनीकी बोली के साथ प्रमाण पत्र संलग्न करना अनिवार्य है।
- अद्यतन आयकर रिटर्न होना चाहिए। (फोटो कॉपी संलग्न करना अनिवार्य है।)
- वैसे एजेंसी ही निविदा भर सकते हैं जिन्हें केन्द्र/राज्य सरकार से मान्यता प्राप्त है।
- एजेंसी के पास सेवा शुल्क निबंधन संख्या और स्थायी आय कर लेखा संख्या (पैन) होना चाहिए।

- फर्म को सरकार या किसी संगठन ने काली सूची में नहीं रखा हो।

9. नियम और शर्तें

- निविदादाता निविदा फॉर्म के किसी कॉलम को खाली नहीं छोड़े, अन्यथा निविदा को निरस्त किया जा सकता है। यदि कोई कॉलम खाली छोड़ा जाना हो तो उसमें 'लागू नहीं' भरा जाय।

*Keish*  
10-7-17

आहरण एवं वितरण अधिकारी

कृते उप-निदेशक(अभि)

प्रसार भारती  
(भारत का लोकसेवा प्रसारक)  
दूरदर्शन केन्द्र: पटना

स्टोर में प्रीटेड सामग्री/फार्म आपूर्ति के संदर्भ में।

कार्यालय/केन्द्र में प्राप्त होने की अन्तिम तारीख:- 01/08/2017

क्रम संख्या	सामग्री का विवरण	Series	संख्या/मात्र I	दर	बिक्री कर और सामान्य आदि यदि कोई हो	अभ्युक्तियां
1	Accession Register (Both Side Printed)	GFR-35	200 Folio			
2	Accounts of Cheques Forms	CAM-2	200 Folio			
3	Acknowledgement Card for Manuscript	P-47	100 Forms			
4	Acquittance Roll Large	TR-28	100 Folio			
5	Annual Statement of PF Account	CAM-49	100 Forms			
6	Application for claiming refund of Medical Expenses (AIR)	Med	100 Forms			
7	Application for House Building Advance	S-252	100 Forms			
8	Application form for Claiming Refund of Medical Expenditure	Med-97	100 Forms			
9	Application form for leave (EL Form)-Diglot	SR-1	100 Forms			
10	Artist Cheque Sending Voucher	A-1(b)	100 Forms			
11	Artist Payment Voucher	A-1(a)	100 Forms			
12	Attendance Register (Big)	S-37-2	50 Folio			
13	Attendance Register (Small)	S-37-1	50 Folio			
14	Attestation Forms		100 Forms			
15	Bank Book (Ledger Paper)		400 Folio			
16	Bill for Drawing of GPF Advance/withdrawals of Festival	TR-58A	100 Forms			
17	Bill Register for NGO	TR-28(a)	100 Folio			
18	Bill Register for GO	TR-28(b)	100 Folio			
19	Breakdown Register for HPT		200 Folio			
20	Captive Earth Station Log Book (Uplink Log Book)		200 Folio			
21	Car Log Book	A-60	200 Folio			
22	Car Requisition Forms	A-59	100 Forms			
23	Cash Book (GAR-3)	TR-4	200 Folio			
24	Cash Book Ledger Paper		400 Folio			
25	Cash Book of Contingent Expenditure	A-37	200 Folio			
26	Certificate of Transfer of Charge	TR-1	100 Forms			
27	Challan Form	TR-6	100 Forms			
28	C.L. & RH Account Register	S-189	200 Folio			
29	Contract Forms for Talks/Shorts Stores	P-1	100 Forms			
30	Contract Forms for Translation works	P-2	100 Forms			

31	Contract Forms for Indian Music	P-3	100 Forms			
32	Contract Forms for Western Music	P-4	100 Forms			
33	Contract Forms for Participating/Producing Drama	P-5	100 Forms			
34	Contract Forms for Poetry Recitals	P-6	100 Forms			
35	Contract Forms for royalties for Broadcasting Telecasting	P-7	100 Forms			
36	D.O. letter Pad Bond Paper with printing double colour		100 Forms			
37	D.O. letter Pad Bond Paper with printing Single colour		100 Forms			
38	Daily Transmission Report	P-29	100 Forms			
39	Diesel Generator Log Book		200 Folio			
40	Diesel Generator Log Book 125 KVA		200 Folio			
41	Dispatch Register	S-32	200 Folio			
42	Due Drawn Statement		100 Forms			
43	Earned Leave Memo		100 Forms			
44	Electric Energy Consumption Register	A-39	200 Folio			
45	Envelop(6x4)Brown Kraft paper with Printing	SE-4	100 Piece			
46	Envelop(9x4)Brown Kraft paper with Printing	SE-5	100 Piece			
47	Envelop(11x5)Brown Kraft paper with Printing	SE-6	100 Piece			
48	Envelop(16x6)Brown Kraft paper with Printing	SE-7	100 Piece			
49	Envelop(16x6)Lamination paper with Printing	SE-7	100 Piece			
50	Envelop(16x12)Brown Kraft Lamination paper with Printing	SE-8	100 Piece			
51	Envelop(16x12)Brown Kraft paper cloth lined with Printing	SE-8	100 Piece			
52	Envelop(16x12) Kraft Laminated paper with printing		100 Piece			
53	Envelop(10x12) Kraft paper with printing		100 Piece			
54	Equipment Service Record Form		100 Forms			
55	Essentially Certificate A	Med-103	100 Forms			
56	Essentially Certificate B	Med-104	100 Forms			
57	File Cover 10 Kg White board without inside cloth lining with	S-97	100 Piece			
58	File Cover 10 Kg with cloth lining White board with printing on	S-97	100 Piece			
59	File Cover 18 Kg Extra thick Board inside cloth lining with	S-97	100 Piece			
60	Queue Sheet File 10 Kg Yellow board inside cloth lining with printing on three sides	S-97	100 Piece			
61	Queue Sheet File 10 Kg Yellow board without inside cloth lining with printing on three sides	S-97	100 Piece			
62	File Movement Register	S-236	100 Folio			
63	Form for Assessment of Officer on Probation		100 Forms			
64	Form for APAR Of Director/Officers		100 Forms			
65	Form for APAR Of Programme Officer(Group A & B)		100 Forms			
66	Form for APAR Of Programme Officer (Group C)		100 Forms			
67	Form for APAR Of Station Engineer		100 Forms			

68	Form for APAR Of Assistant Engineer		100 Forms			
69	Form for APAR Of SEA/EA		100 Forms			
70	Form for APAR Of Sr. Tech./Mast Tech/ Technician		100 Forms			
71	Form for APAR Of Head Clerk/Assistant		100 Forms			
72	Form for APAR Of UDC/LDC		100 Forms			
73	Form for APAR Of Stenographer		100 Forms			
74	Form for APAR Of Motor Car Driver		100 Forms			
75	Form for APAR Of Staff Artist/Announcer/Compare/News Reader/News Readers cum Translator cum Announcer/Music		100 Forms			
76	Form of Confidential Report of Class IV Staff (1 Sheet/2 pages)		100 Forms			
77	Form for Returning Manuscript	P-48	100 Forms			
78	Form of any type containing material on one side printing		100 Forms			
79	For of Leave Accounts	ATC-2A	100 Forms			
80	Form of lost person	P-43	100 Forms			
81	Fully Voucher /Contingent bill	TR-30	100 Forms			
82	Gate Pass in Triplicate for talking outside the materials	A-135	50 x 3 Forms			
83	GPF Broad Sheet Loose	CAM-48	100 Forms			
84	GPF Broad Sheet Register	CAM-48	200 Folio			
85	GPF Ledger Folio Register	CAM-47	200 Folio			
86	Increment Register	SY-299	200 Folio			
87	Index Card for Casual Artist	P-34	100 Cards			
88	Inspection Register (For Book Library)		200 Folio			
89	Intimation of Result of Audition to unsuccessful candidates	P-56	100 Forms			
90	Inventory of Assets	A-20	200 Folio			
91	Invitation Card Both side printing with envelop		100 Piece			
92	Invitation Card Executive (9" X 11") one side printing Single Colour		100 Piece			
93	Invitation Card One side printing with envelop		100 Piece			
94	Invitation for Voce Test	P-49	100 Forms			
95	Issue and Return Register		200 Folio			
96	Journal	A-71	200 Folio			
97	Last Pay Certificate	TR-73	100 Forms			
98	Layout Register (Big)		200 Folio			
99	Ledger	A-72	200 Folio			
100	Letter forwarding Cheque/Draft	CAM-13	100 Forms			

101	Log Sheet Register for AC Plant Reading		200 Folio			
102	LTC Advance Sanctioning Memo		100 Forms			
103	Maintenance Register of Journals		200 Folio			
104	Maintenance Register for News Paper		200 Folio			
105	Medical Charges Re-imbusement Register		200 Folio			
106	Meter Reading Log Book		200 Folio			
107	Money Receipt Book	TR-5	100 Folio			
108	Order Purchase Voucher (In duplicate)	A-47	50X2 Forms			
109	OTA Claim form for Ministerial Staff		100 Forms			
110	Overtime Allowances Register		200 Folio			
111	Pay Bill Sheet Inner	TR-22(1)	100 Forms			
112	Pay Bill Sheet Outer	TR-22(O)	100 Forms			
113	Pay Order Book	A-2	200 Folio			
114	Peon Book	S-38	100 Folio			
115	Periodical Increment Certificate	TR-24	100 Forms			
116	Permit to Casual Artist	A-108	100 Forms			
117	Permit to enter Protected Place (for Visitor)	A-109	100 Forms			
118	Petrol, Oil & Maintenance Account for Station Car	A-61	200 Folio			
119	Programme Proposal and Contract Issue Register	P-32	200 Folio			
120	Provident Fund Pass Book		50 Folio			
121	Pump Log Book		200 Folio			
122	Quarter Occupation Report with Application (Full sets-5 sheets)		100 Forms			
123	Quarter Vacation Report		100 Forms			
124	R.N. Downlink Channel log Book		200 Folio			
125	Receipt Register (Diary Register)	S-31	200 Folio			
126	Receipt Register (for Book Library)		200 Folio			
127	Register of CD Pre-recorded Receipt/Issue (Tape Lib.)		300 Pages			
128	Register of Sponsored Programme Receipt/Issue (Tape Lib.)		150 Pages			
129	Register of Spot/Jingle Receipt/Issue (Tape Lib.)		100 Pages			
130	Register of Primary Quota/CD Issue/ receipt (Tape Lib.)		100 Pages			
131	Register of Advance Tape/CD Catalogue (Tape Lib.)		100 Pages			
132	Register of Advance Broadcast Items Receipt/Issue (Tape Lib.)		400 Pages			

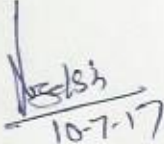
133	Register for Booking of Telephone Lines and Verification of Rental Bills	A-30	200 Folio			
134	Register for watching Receipts for Journals and Renewal of Subscription	A-25	200 Folio			
135	Register of Watching the Return of Library Books	A-24	200 Folio			
136	Register of Visit of Transmitter/relay Centres/Studios	A-34	200 Folio			
137	Register of Advance & Recoveries	S-268	200 Folio			
138	Register of Annual Verification	A-13	200 Folio			
139	Register of any type containing both side printing		200 Folio			
140	Register of any type containing Single side printing		200 Folio			
141	Register of Arrears Claims	A-38	200 Folio			
142	Register of Assets of Historical/Artist value-both side	GFR-42	200 Folio			
143	Register of Cheque Book	A-31	200 Folio			
144	Register of Cheque Drawn	CAM-10	200 Folio			
145	Register of Cheque Issue	TR-74	200 Folio			
146	Register of Cheque prepared by Cheque Writer	A-43	200 Folio			
147	Register of Costly Items	A-116	200 Folio			
148	Register of Defective Stores	A-49	200 Folio			
149	Register of Expenditure on Pay & Allowances	A-62	200 Folio			
150	Register of Fixed Assets (GFR 40)	A-54	200 Folio			
151	Register of Keys	A-35	100 Folio			
152	Register of Loans	CAM-39	200 Folio			
153	Register of Loans of Stores Received	A-51	200 Folio			
154	Register of Overtime Allowances		200 Folio			
155	Register of Photographs	A-21	200 Folio			
156	Register of Performa Liabilities	A-73	200 Folio			
157	Register of Purchase & Processing of Bill	A-114	200 Folio			
158	Register of Receipt Book	A-32	200 Folio			
159	Register of Requisition of Bank Draft	CAM-12	200 Folio			
160	Register of Service Book	A-12	200 Folio			
161	Register of Supplier's Bill	A-18	200 Folio			
162	Register of Supplier's Bill Fixed Charges	A-19	200 Folio			
163	Register of Telephone and Local Bill(Form No.91)		200 Folio			

164	Register of Telephone STD Bills( Form No.94-2)		200 Folio			
165	Register of Typewriters		100 Forms			
166	Register of Un-disbursed Pay & Allowance	TR-71A	100 Folio			
167	Register of Unserviceable Store	A-133	200 Folio			
168	Register of Various kind of Special Leave	A-11	200 Folio			
169	Requisition Form for Printing	A-160	100 Forms			
170	Requisition Form for Stationery	SY-305	100 Forms			
171	Requisition Form for Consumable		100 Forms			
172	Requisition Form for Engineering Store		100 Forms			
173	Revised Pay Bill Register(GAR-17)	TR-22(A)	200 Folio			
174	S.B. Account form (In Triplicate)		100 Forms			
175	Sanction Register	A-3	200 Folio			
176	Sanction Book-in triplicate	A-44	50x3Forms			
177	Schedule of G.P.F Deduction (GAR-41)	TR-56	100 Forms			
178	Service Breakdown/Equipment fault Report		100 Forms			
179	Service Postage Stamps Account Register	S-233	200 Folio			
180	Stock and Distribution Register of Stationery & Forms	SY-240	200 Folio			
181	Stock Register Consumable	S-150	200 Folio			
182	Stock Register of Cheque Book/Forms	CAM-1	200 Folio			
183	Stock Register of Consumables such as Stationery, Chemicals	GFR-41	200 Folio			
184	Store Ledger	A-9	200 Folio			
185	Stores Issued Book(For Engineering Store)	A-101	200 Folio			
186	Stores Received Book(For Engineering Store)	A-100	200 Folio			
187	Studio Log Book	P-30	200 Folio			
188	Sub Voucher for Petty Contingent Bill	TR-30A	100 Forms			
189	T.A. Sub-Bill(Tour)	TR-25(A)	100 Forms			
190	T.A. Sub-Bill(Transfer)	TR-25(B)	100 Forms			
191	T.A. Sub-Bill(LTC)	TR-25(C)	100 Forms			
192	T.A. Advance Sanctioning Memo		100 Forms			
193	Tabulation Forms		100 Forms			
194	Tour Certificate		100 Forms			
195	Tour Details Form		100 Forms			



196	Tour Order Form		200 Folio			
197	Transmission Log Book 20 KW		200 Folio			
198	Transmission Log Book 100 KW		200 Folio			
199	Transmission Log Book 400 KW		200 Folio			
200	Transmission Queue Sheet/Requisition for Engg/Studio	P-28	100 Forms			
201	Transmission Reading Log Book 1 KW		200 Folio			
202	Transmission Reading Log Book 400 KW		200 Folio			
203	Uniform Issue Register(Form No.94-4)		200 Folio			
204	Uniform Stock Register (Form No.94-3)		200 Folio			
205	Visitors Gate Pass	A-135	100 Forms			
206	Visitors Gate Pass Register	A-135	200 Folio			
207	Weekly Expenditure statement		100 Forms			
208	Vocational Training certificate(Four Colour)		Per piece			
209	Camerman Assignment Register		100Leaf			
210	Scenic Stock Register	A-115	300leaf			
211	Eng Log Book		100leaf			
212	Journal (Transfer Entry)		100Leaf			

1. टेंडर/कोटेशन की वैध मान्यता की अवधि।
2. कार्य आदेश मिलने के एक सप्ताह के अन्दर कार्य निष्पादन सुनिश्चित करनी पड़ेगी।
3. फर्म दुकान का रजिस्ट्रेशन संख्या, पैन संख्या इत्यादि का भी उल्लेख करें।
4. कार्य निष्पादन स्थल दूरदर्शन केन्द्र, पटना

  
 10-7-17  
 आहरण एवं वितरण अधिकारी  
 कृते उप-निदेशक(अभि)

तारिख:-

फर्म का नाम :-

फर्म का पता:-