HELPAGE INDIA
Letter of Enquiry / Request for Quotation (RFQ)
Date: 23 Nov. 2026
Subject: Quotation Philips DVT1170 Audio Recorder, Quantity - 10

Greetings from HelpAge India!

HelpAge India is a leading non-profit organization dedicated to serving and improving the quality of life of older persons across India.

HelpAge India invites quotations from eligible suppliers as below mentioned specification:

Voice Recoder - Philips DVT1170 Audio Recorder with 8 GB of built-in storage, a micro-SD card slot, and a 360° microphone. Quantity 10 nos.

Terms & Conditions

1. The quoted prices shall be inclusive of GST and all other applicable taxes, duties, and charges. The financial proposal must be submitted strictly in the format prescribed under **Annexure A** enclosed herewith.
2. The quotation must be submitted only by email to procurement@helpageindia.org.
3. The last date for submission of quotations is **28th November 2026**.
4. Vendors are requested to submit copies of their GST Registration Certificate and PAN Card along with the quotation.
5. HelpAge India reserves the right to accept or reject any or all quotations without assigning any reason.
6. For any queries, please contact the Procurement Department at 011-42030400.

Important:

7. Please do not CC your quotation to any other email ID.
8. Quotations sent to any email ID other than *Procurement@helpageindia.org* will be summarily rejected

HelpAge India, C-14, Qutab Institutional Area,
New Delhi – 110016.
Ph. 01142030400

Annexure A

FINANCIAL PROPOSAL

Subject: Supply of Voice Recorders – Philips DVT1170

S. No.	Description of Item	Quantity	Unit Price (₹)	Total Amount (₹)
1	Voice Recorder – Philips DVT1170 Audio Recorder with 8 GB built-in storage, micro-SD card slot, and 360° microphone	10 Nos.		
	Subtotal			
	GST @ ___%			
	Grand Total (Including GST)			

Commercial Terms & Conditions:

1. **Delivery Period:** _____ days from the date of purchase order.
2. **Payment Terms:** _____
3. **Warranty:** _____
4. **Price Validity:** _____
5. **Taxes:** _____

Total Quoted Amount (In Words): Rupees _____ Only.

For [Company Name]

Authorized Signatory
Name: _____
Designation: _____
Date: _____
Company Seal