

PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN KENDRA: GUWAHATI

No. No.DDK/GUW/MISC/St.Stores(Lab)/2015-16/S

Dated: 26/09/2017

Subject: Quotation for AMC for day to day maintenance / periodical upkeepment of Hostel Type quarter of DDK,Guwahati .

Sir,

Please furnish your quotation for the works mentioned in the enclosed sheet. The rate should be quoted in figure as well as in words.

1. The quotation should be furnished in the enclosed format and sent to this office in sealed covers, so as to reach this office within 11.00 A.M. on or before 24/10/2017.
2. The details of quotations may be superscribed on the cover, as shown below :-
 - a. Works for which quotations are enclosed.
 - b. Reference to letter of Enquiry.
 - c. Name and address of the tenderer.
3. *The quotation will be opened in the office of DDG(E), DDK, Guwahati at 3.00P.M on 26/10/2017 in presence of such tenderers or their representatives, who may choose to attend.*
4. Quotation submitted should remain opened for acceptance for a period of 30 days from the date of opening and the validity of the quotation will be for one year from the date of acceptance.
5. Quotationer's should strictly comply with the terms and conditions as mentioned in the enclosed format.
6. Details of GST Registration number, Trade Licence, /TIN/PAN No. etc. should be furnished along with quotations, enclosing necessary certificates/documents, is mandatory.
7. The DDG(E),Doordarshan Kendra, Guwahati reserves the right to reject any or all of the quotations without assigning any reason.
8. Quotations will have to be submitted in the **original quotation form** issued from this office along with the forwarding letter in firm's letter pad.
9. No advance payment is admissible for the said works. Payment will be made on monthly basis after satisfactory completion of works.
10. Tax will be deducted at source as per rules.
11. All cleaning materials/tools & fixtures are to be provided by the firm.
12. Quotation must be sent in the name of **DY. Director General (E), Doordarshan Kendra, R.G.Baruah Road, Guwahati-24.**
13. Successful tenderer should execute the work in accordance with the approved schedule as in Annexure attached.
14. The care taker should obtain the signature from nominated residence at the particular block, that the said work was completed.
15. If the contractor is not doing the work satisfactorily, the work order will be terminated without any notice.
16. .HSN/SAC code of the work is to be quoted in the Quotation.
17. Proof of experience certificate minimum 2 years in similar type of work to be attached.
18. Experience/Eligibility criteria for bidder
- 19.. Force Major clause/termination clause to be attached.
20. Payment will be released every month after completion of work successfully.

Yours faithfully,

Enclo:- As above.

(BIDYA PATOR)
Drawing & Disbursing Officer
for DY. Director General (E)

Copy to :-

- 1) Website.
- 2) Notice Board, Doordarshan Kendra, Guwahati.
- 3) Notice Board, HPT/ Programme Production Centre, Guwahati.

For Dy Director General(E)

PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN KENDRA;GUWAHATI
SCHEDULE OF AMC FOR ONE YEAR

SCHEDULE OF AMC FOR ONE YEAR

Days	Name of work			HSN/SAC CODE	Amount
1	Collection of garbage from door to door early in the morning and dumping in to the main dustbin available inside the campus	Daily	Sl.No. 1 to 7 One job		
2	Sweeping & cleaning of stair cases of each quarter, meter panel area (under the stair case) removal of cobweb in the above area, sweeping of pavements/roads inside the colony)	Daily			
3	Cleaning of stair cases and meter panel area (under the stair case) with water.	Daily			
4	Cleaning of all drains around each block with bleaching power.	Weekly			
5	Removing of grass and wild growth in and around the quarters.	Weekly			
6	Transportation of accumulated garbage from the main dustbin of the colony to public garbage yard.	Fortnight			
7	Cleaning of roof of all the staff quarters	Quarterly			

Note: The rates should be on monthly basis and valid for the entire period of AMC Firm's Quotation No.-----and date.....

Details of encloser:

- 1.
- 2.
- 3.

Signature
With rubber stamp of the firm.

PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN KENDRA: GUWAHATI

No. No.DDK/GUW/MISC/St.Stores(Lab)/2017-18 /S

Dated: 26/09/2017

Subject: Quotation for AMC for day to day maintenance / periodical upkeepment of DD staff quarter colony Complex of DDK,Guwahati.

Sir,

Please furnish your quotation for the works mentioned in the enclosed sheet. The rate should be quoted in figure as well as in words.

1. The quotation should be furnished in the enclosed format and sent to this office in sealed covers, so as to reach this office within 11.00 A.M. on or before 24/10/2017.
2. The details of quotations may be superscribed on the cover, as shown below :-
 - a. Works for which quotations are enclosed.
 - b. Reference to letter of Enquiry.
 - c. Name and address of the tenderer.
3. *The quotation will be opened in the office of DDG(E), DDK, Guwahati at 3.00P.M on 24/10/2017 in presence of such tenderers or their representatives, who may choose to attend.*
4. Quotation submitted should remain opened for acceptance for a period of 60 days from the date of opening and the validity of the quotation will be for one year from the date of acceptance.
5. Quotationer's should strictly comply with the Scope of work, terms and conditions as mentioned in the enclosed format.
6. Details of GST Registration number, Trade Licence, /TIN/PAN No. etc. should be furnished along with quotations, enclosing necessary certificates/documents, is mandatory.
7. The DDG(E),Doordarshan Kendra, Guwahati reserves the right to reject any or all of the quotations without assigning any reason.
8. Quotations will have to be submitted in the **original quotation form** issued from this office along with the forwarding letter in firm's letter pad.
9. No advance payment is admissible for the said works. Payment will be made on monthly basis after satisfactory completion of works.
10. Tax will be deducted at source as per rules.
11. .All cleaning materials/tools & fixtures are to be provided by the firm.
12. Quotation must be sent in the name of **DY. Director General (E), Doordarshan Kendra, R.G.Baruah Road, Guwahati-24.**
13. Successful tenderer should execute the work in accordance with the approved schedule as in Annexure attached.
14. The care taker should obtain the signature from nominated residence at the particular block, that the said work was completed.
15. If the contractor is not doing the work satisfactorily, the work order will be terminated without any notice.
16. .HSN/SAC code of the work is to be quoted in the Quotation.
17. Proof of experience certificate minimum 2 years in similar type of work to be attached.
18. Experience/Eligibility criteria for bidder.
19. Minimum No of 2 persons to be deployed each day.
20. Force Major Clause/termination clause to be attached.

Yours faithfully,

Encl:- As above.

(BIDYA PATOR)
Drawing & Disbursing Officer
for DY. Director General (E)

Copy to :-

- 1) Website.
- 2) Notice Board, Doordarshan Kendra, Guwahati.
- 3) Notice Board, HPT/ Programme Production Centre, Guwahati.

For Dy Director General (E)

PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN KENDRA: GUWAHATI

No. DDK/GUW/MISC/Sty (Lab)/2015-16/S

Dated. 26/09 /2017

SCHEDULE OF A.M.C FOR ONE YEAR
(Cleaning of DD Colony, Hengrabari)

Last date for receiving the Quotations: Till 11.00 a.m. of 24/10/2017

1.[a]

Days	Block	Description	Amount (Rs.) Per month	SAC Code & % of GST
Sunday	Cleaning & moping of stair case, removal of cobweb , open drain & surrounding road of A & E type quarters	(I) A to C Complete 1 job.		
Monday	Cleaning & moping of stair case, removal of cobweb for all B type quarters			
Tuesday	Cleaning of open drain surrounding road for all B type quarters.			
Wednesday	Cleaning & moping of stair case, removal of cobweb for all C type quarters			
Thursday	Cleaning of open drain & surrounding road for all C type quarters.			
Friday	Cleaning& moping of stair case, removal of cobweb for all D type quarters			
Saturday	Cleaning of open drain & surrounding road for all D type quarters.			
(b)	Quarterly roof cleaning of all the staff quarters			
C)	1) Daily cleaning of guest house (i) sweeping, moping & cleaning drains. 2) Monthly removal of wild growth/grass on the pay ground of DDColony & Cleaning of main drains.			
(II)	Special cleaning of accumulated mud due to water logging	On all roads & drains 1 job as and when required Rate for each occasion to be quoted.		

Details of staff quarter.

1. Type 'E' – 2 story building Qtr. No. 1 & 2.
2. Type 'D' – 4 story building 5 blocks Qtr. No. 1 to 36.
3. Type 'C' – 4 story building 6 blocks Qtr. No. 1 to 40
4. Type 'B' – 4 story building 6 blocks Qtr.No.1 to 44.
5. Type 'A' – 4 story building 2 blocks Qtr. No. 1 to 12.

Note : The rates should be on per month basis and valid for the entire period of AMC Firm's Quotation No.....
and Date

Details of enclosures :-

- 1.
- 2.
- 3.
- 4.

Signature
Full address with rubber stamp of the Firm.