

**Prasar Bharati**  
**(India's Public Service Broadcaster)**  
**Doordarshan Kendra: Guwahati**

**NOTICE INVITING TENDER**

Tender Ref.No. 48(2)/H/2019-20

Dated:28.08.2019

The Dy. Director General (Engg.), Doordarshan Kendra, Guwahati, on behalf of Prasar Bharati, invites E-Tenders online through [www.tenderwizard.com/PB](http://www.tenderwizard.com/PB) for the work cited below from reputed contractors/ Taxi fleet operators who fulfill the qualification criteria as prescribed under Sl. No. 8 below:-

1. NAME OF WORK : Hiring of Vehicle (Taxi) for the financial year 2019- 20 for the official use of Doordarshan Kendra, Guwahati.
2. EARNEST MONEY DEPOSIT : Rs. 10,000/-
3. DATE AND TIME OF PRE-BID MEETING. : 05.09.2019 at 12.00 Hrs. (Attendance of pre-bid meeting is mandatory)
4. LAST DATE AND TIME OF TECHNICAL BID. : 18.09.2019 up to 12.00 Noon
5. DATE AND TIME OF OPENING OF TECHNICAL BID. : 18.09.2019 at 15.00 Hrs
6. DATE AND TIME OF OPENING OF COMMERCIAL BID : Will be intimated after completion of technical bid evaluation.
7. VALID PERIOD : 12 Months.
8. QUALIFICATION CRITERION : Firm should have sufficient number of vehicles in all the categories mentioned on the tender document, on their name or tie-up with other agency by way of MOU with other agencies.
9. SPECIAL NOTE : Tenderers may contact the following telephone numbers For any clarifications, if required: Tel0361-2203407 2203406. Also the tender Document may be downloaded from [www.ddkguwahati.gov.in](http://www.ddkguwahati.gov.in)

**FOR AND ON BEHALF OF THE PRASAR BHARATI**  
**PRASAR BHARATI**  
**(INDIA'S PUBLIC SERVICE BROADCASTER)**  
**DOORDARSHAN KENDRA GUWAHATI**  
\*\*\*

Tender Ref.No. 48(2)/H/2019-20

Dated:28.08.2019.

**1. INSTRUCTIONS FOR PARTICIPATION IN E-TENDERING :**

Prasar Bharati, Doordarshan has developed a secured and user friendly system through Indian Telephone Industries (ITI), which enables Vendors / Bidders to Search, View, Download tenders directly and also, enables them to participate & submit Online Bids on the e-tendering site [www.tenderwizard.com/PB](http://www.tenderwizard.com/PB) in a secured and transparent manner maintaining confidentiality and security throughout the tender evaluation process.

All interested bidders are requested to register themselves with the portal indicated above and enroll their digital certificate with the user ID for participation in the tender.

Bidders are requested to read following conditions in connection with various conditions, wherever applicable appearing with this bid invitation for e-Tendering. The conditions mentioned herein under shall supersede and shall prevail over the conditions enumerated elsewhere in the tender document.

**a. Procedure to submit On-line Bids / Offers electronically on e-tendering portal**

Information to New bidders: An authentication mail will be sent to a registered mail id provided in your profile during registration which shall be used for authentication. User id will be enabled / activated by the helpdesk team only after email authentication from the bidders. Hence, kindly provide a valid and active email id to avoid any kind of delay.

For this purpose, Vendors / Bidders are advised to read the instructions available in the homepage of the portal where detailed procedure for submission of bids is available. You may contact the following address and contact number & e-mail for any assistance required in this regard.

For any assistance please contact the following helpdesk office numbers:

Sl. no	Particulars	Contact person	Contact Number	E_MAIL ID
1	e-Tendering Registration Queries	Registration Help Desk Registration Help Desk	011-49424365 080-40482000	twhelpdesk438@gmail.com
2	e-Tendering Process Queries	Help Desk	9894191904 / 8098469169	
3	For Digital Signature	Help Desk	011-49424365	

**b. The bidders should note the following:**

**i.** Late and delayed Bids / Offers after due date / time shall not be permitted in e-tendering system. No bid can be submitted after the last date and time of submission has reached. (However if bidder intends to revise the bid already submitted, they may change / revise the same on or before the last date and time of submission of bid). The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.

**ii.** Bidders are advised in their own interest to ensure that bids are uploaded in e-tendering system well before the closing date and time of bid.

**iii.** No printed or posted (hard copy) Bids / Offers shall be accepted.

**c. Bidders need to have Digital Signature Certificate**

Digital Signature Certificate is a unique digital code which can be transmitted electronically and primarily identifies a unique sender. The objective of digital signature is to guarantee that the individual sending the message is who (he or she) really claims to be just like the written signature. The Controller of Certifying Authorities of India (CCA) has authorized certain trusted Certifying Authorities (CA) who in turn allot on a regular basis Digital Certificates, Documents which are signed digitally are legally valid documents as per the Indian IT Act (2000).

In order to bid for Doordarshan Kendra, Guwahati through E-Tenders, all the vendors are required to obtain a legally valid Digital Certificate as per Indian IT Act from the licensed Certifying Authorities (CA)

All vendors can get Digital signature in just 15 minutes without any documentation. All you need is a short verification through Aadhar Card. For more details contact our helpline numbers on 011-49424365/080-40482000/ 9894191904

Bidders have to procure Digital Certificate (Class II/III) on their own from any of the Certifying Authorities in India.

**d. Submission of Documents**

The tender documents including quoted Price Bid have to be submitted online only. However, documents which necessarily have to be submitted in originals like EMD and any other documents mentioned in the tender documents have to be submitted offline. *Doordarshan Kendra, Guwahati shall not be responsible in any way for failure on the part of the bidder to follow the instructions.*

Tenderers are requested to pay Earnest Money Deposit for the amount mentioned in the NIT in the form of Demand Draft in favour of “Drawing and Disbursing Officer, Doordarshan Kendra, Guwahati” payable at Guwahati. Scanned copy of the DD shall be uploaded in the e-Tender portal while quoting for the tender. The original Demand Draft shall be submitted to the following address before the due date and time of the tender.

The Deputy Director General (Engg.)  
Doordarshan Kendra,  
R. G. Baruah Road,  
Guwahati – 781024

**e. Size of documents for uploading**

It is advised that the bidder uploads small sized documents at a time to facilitate easy uploading into e-tendering site. Doordarshan Kendra, Guwahati, does not take any responsibility in case of failure of the bidder to upload the documents within specified time of tender submission. Doordarshan Kendra, Guwahati will not be responsible for any delay under any circumstances for non-receipt of Tenders/submission of filled in tender document by due date & time.

**f. Submission and Opening of Bids**

Bid along with all the copies of documents should be submitted in the electronic form only through Prasar Bharati e-tendering system. Before the bid is uploaded, the bid comprising of all attached documents should be digitally signed using digital signatures issued by an approved Certifying Authority (CA) in accordance with the Indian IT Act 2000. The bidder should go through the detailed instructions available in the homepage of the portal for enrolment and online bid submission process. Bidder has to ensure that

their bid is complete in all respect before pressing on the “FREEZE BID” button. No revision or amendment in bid shall be possible after the “FREEZE BID” button is pressed.

**g. Last Date for Submission of Bids:**

Bidders are advised in their own interest to ensure that bids are uploaded in e-tendering system well before the closing date and time of bid. Vendors / Bidders must use any computer having Windows XP versions or higher operating system and an Internet web browser version internet explorer V8.0 or higher recommended.

**Note: Bidders are requested to go through the “Terms & Conditions”, “Glossary of terms” and “Privacy Policy” available in the homepage of the e-tendering portal i.e. [www.tenderwizard.com/PB](http://www.tenderwizard.com/PB) to have a clear understanding of the steps to be followed for bid submission. The instructions are for general reference only and the tenderers have to abide by the terms and conditions of this tender.**

Deputy Director General (Engg.)  
Doordarshan Kendra, Guwahati  
For & behalf of “PRASAR BHARATI”

GENERAL TERMS AND CONDITIONS FOR HIRING OF VEHICLES( TAXIS) TO  
DOORDARSHAN KENDRA, GUWAHATI ON ANNUAL CONTRACT BASIS

1. The Supplier/Contractor should have under his ownership and possession, a minimum number of the following vehicles mentioned below, which are not more than four years old ie., Models of 10/2015 or later registered with the appropriate Transport Authority.

a) Tata Sumo/ Tavera Car (with carrier) (A/C Non A/c)	04
b) Tempo Traveller (with removable back seat and with all India permit)	01
c) Indigo/Etios/Swift Dzire/Hyundai Xcent A/C	04
d) Innova/Xylo (A/c)	02
e) Corolla Altis/ Hondacity	01
f) DI 407 Non AC	01
g) Tata Truck 709 Non AC	01
h) Maruti Van	04
i) Indica/Alto A/C	02

2. All the vehicles should be in good condition and acceptable by a Committee formed by the Head of the Office, Doordarshan Kendra, Guwahati. The Contractor should be ready to give early morning/night services for pick up/drop of employees and also to undertake outstation tours.

3. Scanned copies of the Registration Certificate Book and Insurance of each vehicle, should be uploaded with the Technical bid for verification. Quotations which are received without copies of RC books will not be accepted. The successful tenderer at the time of the execution of the agreement shall produce the original Registration Certificate of the vehicles for verification.

4. The contracting agency participating in the tender can have tie-up / MOU with other agencies for supply of vehicles. In such cases, the copies of MOU / agreement and the type of vehicle in possession by the other agency along with their RC details should be furnished along with Technical bid.

5. The Supplier/Contractor may be required to supply vehicles upto maximum numbers specified above, which are the minimum qty of vehicles they should possess. The extra expenditure, if any, that the Prasar Bharati may have to incur due to non-supply of specified number of vehicles to Doordarshan Kendra, Guwahati will have to be borne by the supplier and the amount in question will be recovered from the supplier

by making adjustment against any amount due to the supplier or from the security deposited by the supplier.

6. The Supplier/Contractor should be able to supply more than the number of vehicles specified at Sl.No.1 above, if situation demands even on short notice.

**7. The vehicles supplied by the operator should be of yellow board registration (T Board/ commercial vehicle ) as mandated by RTO with the facility for interstate operation.**

8. The milometers of the all vehicles supplied should be in working order, duly certified and calibrated by Government agency.

9. The mileage reading will start and terminate at Doordarshan Kendra, Guwahati. No mileage will be allowed for any lunch/ tea break etc.

10. The Registration number of the vehicles, name of the Driver, opening/ closing milometer reading, arrival/ departure time at/ from Doordarshan Kendra, Guwahati should be got entered by the Security Guard on duty in the register kept for the purpose at the main gate. Opening/ Closing milometer reading and time of arrival/ departure at/ from the Kendra should also be indicated in log sheet and confirmation slips (duty slips) and got signed by the duty staff in Transport Section or any other authorized official of the Kendra.

11. The Supplier/Contractor is required to maintain an account of journeys (trip sheets) performed by each vehicle as per requirement of Prasar Bharati and submit the same to the Head of the Office, Doordarshan Kendra, Guwahati or his nominee, next day.

12. The Supplier/Contractor is required to depute a representative to personally collect the requisition order for the number of vehicles required for the next day from the officer authorized by the Head of the Office, Doordarshan Kendra, Guwahati. The authorized officer shall have right to place requisition orders for additional number of vehicles. The vehicle shall report at the reception/ transport section of Doordarshan Kendra, Guwahati at the stipulated hours and shall remain available upto the stipulated hours/ time as indicated from time to time by the authorized officer. The said Officer shall have the right to detain the vehicle(s) beyond stipulated hours/ time without giving prior notice.

13. In case of breakdown of the hired vehicles which are under use, the additional amount spent on fulfilling the assignments by engaging other vehicles on duty spot will

be recovered from the supplier. Cases in which, such a recovery deemed as justified, will be decided by the Head of the Office, Doordarshan Kendra, Guwahati at his own discretion and his decision shall be binding on the suppliers.

14. The Drivers on Duty shall invariably possess their valid driving license in original as mandated by the State Transport Authorities.

15. Depending on the requirement, the service provider may have to supply National Permit/Multistate permit vehicles to serve as escort vehicle across the states.

16. The Inter-State Passenger tax, Airports Entry fee if any, shall be borne by Prasar Bharati on production of State Government receipt or any appropriate receipts in this regard along with the bill of the taxis. But the Supplier/Contractor shall be required to obtain permits for all the outstation trips in advance and no charges shall be claimed by him on this account.

17. The Prasar Bharati shall not be responsible during the course of deployment of vehicles from the supplier for any accident, loss or damages etc., to his vehicles on any account.

18. The Prasar Bharati shall not be responsible for any loss of life or any injury caused to any of the Drivers or to any third party during the deployment of the vehicles by Doordarshan Kendra, Guwahati.

19. The Supplier/Contractor will be responsible for loss or damages or injury to any person or property, programme material, equipments or any other articles or to any member of the staff, caused due to negligence of his Drivers, or ill-maintenance of the vehicles hired by Prasar Bharati.

20. The Supplier/Contractor will be wholly responsible for any illegal conduct and any act that the driver may commit which is prohibited under law by the State/Central Government.

21. The Supplier/Contractor shall at all times keep Prasar Bharati indemnified against all claims, actions, proceedings, costs, damages incurred and awarded and compensation agreed in consequence of any breach of all or any of the covenants and warrants.

22. The Drivers on duty should behave in a courteous manner and be punctual while attending assigned duties. They should under no circumstances drive the vehicles under the influence of any intoxicated drink or drugs or smoke. The Prasar Bharati shall have



the right to discontinue the hiring of vehicles, if in the opinion of the Head of the Office, Doordarshan Kendra, Guwahati, the behavior of the driver found objectionable and his opinion in this regard shall be final and binding on the supplier.

23. The Supplier/Contractor should ensure that the vehicles deputed regularly/ daily basis for Doordarshan Kendra, Guwahati are not committed for use to any other department/ organization.

24. The Supplier/Contractor has to make his own arrangements for parking the vehicles at odd hours/ night. Parking charges of airport or at any other place or places shall be borne by Doordarshan Kendra, Guwahati on production of receipt, which should be got verified / signed by the official of the Kendra who travelled in the vehicle.

25. It will be responsibility of the Supplier/Contractor to see that his driver possessed valid driving license and the supplier will also be responsible in case of challan to the driver due to violation of traffic rules, or for any other penalty imposed on the driver, for the vehicle for the time being in use. It will be the responsibility of the service provider to verify the character/antecedents of the drivers being engaged for duties.

26. The Supplier/Contractor should have his official/ residential telephone/ mobile number for immediate communication by Doordarshan Kendra, Guwahati, even at odd hours also.

27. The tenderer should remit an Earnest Money Deposit (EMD) by a Bankers' Cheque or demand Draft for a sum of Rs.10,000/- (Rupees Ten thousand only) drawn in favour of the "Drawing and Disbursing Officer, Doordarshan Kendra, Guwahati" along with the quotation. EMD will be forfeited, in case, the successful tenderer fails to enter into contract for supply of vehicles.

**28. The tender shall consist of three parts (bids) namely:**

i) **E.M.D.:-** As per clause 28 of this tender document, E.M.D. should be submitted to this office before opening of Technical bid. Technical bid of those tenderers who have submitted the required E.M.D and attended the pre-bid meeting only will be entertained.

ii) **TECHNICAL BID:** List of documents required to be uploaded along with Technical bid:

- a) List of Vehicles under possession alongwith their registration numbers.
- b) Scanned copy of the Registration Certificate Books of the vehicles offered.
- c) Scanned copy of the current insurance papers of the vehicles offered.

- d) Scanned copy of Income Tax PAN, GST/TIN registration etc.
- e) Scanned copy of latest Income Tax remittances by the firm/agency made for the past four years.
- f) Any other documents **not** related to rates (commercial).
- g) The current customers list, which the agency providing services to central/ state govt. departments/PSU enterprises

Technical bid will be considered only of those tenderers who have submitted the required E.M.D. and **attended pre bid meeting**.

iii) **COMMERCIALBID:** The commercial bid ( **ANNEXURE – A** ) should contain the price bid and acceptance of the commercial terms and conditions of these tender documents. Tenderer should quote their rates on the tender website. Tenderer should indicate their PAN/GST/SGST/TIN registration number.

GST, as applicable, shall be indicated separately. The service provider may have to provide the details of GST remittance details in subsequent month bills.

The price quoted for each category of vehicle shall be inclusive of any driver daily allowances paid by Transport agencies and the office shall not pay exclusively for the same.

The EMD shall be submitted to the following address:

The Dy. Director General (Engg),  
(By Name: Shri. D. ADHIKARI, Senior Administrative officer.  
Doordarshan Kendra,  
R. G. Baruah Road,  
Guwahati-781024

**A pre-bid meeting in connection with this tender has been scheduled at this Kendra in the conference hall on 05.09.2019 at 1200 hrs. Attendance of pre-bid meeting is mandatory and the tenders submitted by the tenderer, who have not attended the pre-bid meeting will not be accepted and summarily be rejected.**

29. The successful tenderer has to pay a security deposit of Rs.1,00,000/- (Rupees one lakh only) by Banker's cheque or demand draft or Bank Guarantee drawn in favour of the Drawing and Disbursing Officer, Doordarshan Kendra, Guwahati at the time of entering into agreement which shall be refunded to the supplier without interest after expiry of the period of contract. In the event of the supplier committing any breach of terms of the agreement, the security deposit will be forfeited.

30. The successful tenderer has to execute an agreement in the prescribed form in a non-judicial stamp paper worth Rs.20/- (Rupees Twenty only) duly got notarized by Notary Public.

31. The quotation so submitted will be valid for a period of **ONE YEAR** from the date of execution of the agreement. During the contract period , if any escalation in fuel prices , the office shall NOT BE IN A POSITION to revise the contract prices during the contract period. This period may, however, be extended by the Head of Doordarshan Kendra, Guwahati at his/her discretion after obtaining the consent of the supplier.

32. The Supplier/Contractor should submit their bills with duplicate on account of hiring of taxis for the previous month to the authorized officer of Doordarshan Kendra, Guwahati by 5<sup>th</sup> of the following month for payment. The bills should be supported by log sheets, car requisitions and trip sheets (confirmation slips).

33. The Supplier/Contractor shall be bound by the rates quoted by him and agreed upon in the agreement and shall not ask for any enhancement of rates for the supply of vehicles during the period of agreement remains in force. Should the supplier wish to discontinue the agreement in the event of any increase in fuel charges or due to any other reasons, he shall have the right to cancel the agreement after giving 45 days notice to the Head of Doordarshan Kendra, Guwahati so as to enable him/her to make alternative arrangement. In such an event the agreement shall cease to have effect on the expiry of 45 days from the date of receipt of the notice. In such an event, the Security Deposit will be forfeited and the Supplier/Contractor shall not be permitted to participate in future tenders in this regard.

34. The Head of the Office, Doordarshan Kendra, Guwahati reserves the right to terminate the agreement at any time without giving any notice on account of breach of any of the conditions stipulated in the agreement on the part of the Supplier. The Tenderer, who were awarded the contract in earlier occasions and terminated the contract on his own or by the Office, shall not be considered.

35. The Tenderer, who had quoted the lowest in all the categories, shall be awarded the contract. However, in few of the categories, where different Tenderers' rates become the lowest, the common minimum rates shall be fixed by the Kendra by taking the lowest rates from all categories and a chance shall be given to the agency who had quoted lowest in majority of the categories, to accept for common minimum rates arrived by the Kendra.

36. The decision of the Head of the Office, Doordarshan Kendra, Guwahati in respect of the terms of agreement shall be final and binding on the Supplier/Contractor.

37. The Technical bid of the quotations received during the stipulated period will be opened at **03.00 p.m. on 18.09.2019** at Doordarshan Kendra, Guwahati in the presence of such Tenderers or their authorized representatives as they may choose to attend. If this happens to be closed day due to any unforeseen reason, the quotations will be opened on the next working day at the same time.

38. Commercial bid of those tenders who had been cleared by the committee based on the technical bid, only will be considered. Date of opening of commercial bid will be communicated to the technically qualified tenders in the latter stage.

39. The Head of Doordarshan Kendra, Guwahati reserves the right to reject any or all the quotations even if it is the lowest without assigning any reasons whatsoever. In case of any dispute, the decision of Head of Doordarshan Kendra, Guwahati shall be final and binding on the Tenderers.

(M. C. PRASAD)  
SENIOR ADMINISTRATIVE OFFICER  
FOR DY.DIRECTOR GENERAL(ENGG)