



PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN KENDRA, R.G.B.ROAD, GUWAHATI 24.

No.DDK/GHY/ES/E-Tender.2/2018-19

Dated: 19.09.2018

Notice Inviting e-Tender

Sub: e- Tender for supply of labour for housekeeping and Office Assistant services at Doordarshan Kendra, Guwahati for period 2018-2019 on e-tendering basis – reg.

Sir,

Sealed quotations are invited from interested and eligible contractors/housekeeping/HR man power Service providing agencies on monthly contract basis for House Keeping/supply of man power (Electrical, Plumbing works and office Assistants) at Doordarshan Kendra Guwahati and at High Power Transmitter Naragasur Hills, staff quarters Hengrabari and hostel type quarters of following categories as detailed below. The quotation will be in two Bid System i.e., technical bid and commercial bid through e-tendering. The tenders shall be submitted through www.tenderwizard.com . The procedure/ guidelines for e-tender submission of tenders through e-tender is given in Annexure 'I'. The terms and conditions for the above work are given below:

A.SCOPE OF THE WORK (HOUSE KEEPING) (UNSKILLED LABOURS)

1. Supply of man power on contract basis for housekeeping operations in the Kendra (6 nos.) for sweeping/cleaning/mopping of the floors of entire office buildings including administrative block, studios, High Power Transmitter, Technical areas, canteen, armed guardrooms, open spaces (roads within DDK and Garden), staircases, using labourers of the contractors. The cobwebs in all the rooms, pathways and studios should also be cleaned regularly at least once in a week.
2. Cleaning of all toilets (12 Nos. approx) in DDK Campus and High Power Transmitter shall be carried out at hourly basis using labours to be supplied by the contractor. Dedicated labours (2 Nos-1male + 1female) should be deployed for this purpose alone as the Kendra is frequently visited by many VIPs and visitors. They shall ensure no stinking in any of the wash rooms.
3. The contracting agency shall provide 6 labours on daily basis for the house keeping work involved on all 365 days of which 4 labourers shall be from 0700 hrs to 1400 hrs duty timings and 2 labours (1 male and 1 female) shall be from 1100 hrs to 1900 hrs duty timings to ensure cleaning of wash rooms at every one hour upto 1900 hrs. Also the labourers are to be given 1

day weekly off per week (paid weekly off) and the contracting agency shall provide alternative person during those days of weekly off / leave period of any labour involved.

- 4 The office shall provide all the cleaning consumables like Black phenyl, scented phenyl, Naphthalin balls, Harpic, bucket etc., The agency shall provide the Jadoos (Brooms) , moping tools, bathroom brushes etc.,

B. SCOPE OF THE WORK (Unskilled Office Assistants: 4 Nos)

1. Cleaning of all the Tables, Chairs, Computers and other accessories in the officders/section room assigned to them in the morning hours.
2. Taking care of the movement of files from one section to other sections for processing
3. Assisting the section in charge and other officials attached to the section for the smooth function of the section including Xeroxing, providing water, tea etc during office hours.
4. All other works assigned by the section in charge/section staff time to time.
5. Sunday will be the paid weekly off

C. SCOPE OF THE WORK (Semi skilled Labour (Plumber 1 No)

1. To carryout necessary plumbing works wherever needed including Hegrabari Staff Quarters, DDK Guwahati, Hostel Type Quarters and High Power Transmitter as per the direction of Engineer-in charge (The materials will be provided by the office)
2. Checking of all float valves and replacement of the damaged one
3. Attending the minor defects in flushing cistern of toilet and rectifying the same as per the direction of Engineer-in-charge
4. Cleaning of individual overhead water tank as per the direction of Engineer in charge
5. One day paid weekly off to be given.

C. SCOPE OF THE WORK (Semi Skilled Labours (Electrician -2 Nos))

1. Daily operation of pump sets in the Hegrabari Staff Quarters
2. Maintenance of Street lights and flood lights in the Hengrabari Staff Quarters, DDK Guwahati, Hostel Type Quarters and HPT
3. Repairing and Replacement of defective fans, DBs,SDBs in Hengrabari Staff Quarters, DDK Guwahati, Hostel Type Quarters and HPT
4. Replacement of all defective wires, installation of new lights and fittings as per the direction of the Engineer in charge in Hengrabari Staff Quarters, DDK Guwahati, Hostel Type Quarters and HPT
5. All other works assigned to him time to time by the Engineer in charge.

(This Skilled labour should have a valid wiremen certificate with him and will be assisted by one Assistant)

6. One day paid weekly off to be given.

D. SCOPE OF THE WORK (Semi Skilled Labours (Assistant to Electrician -2 Nos))

The Assistant has to assist the Electrician at Hengrabari staff quarters, Doordarshan Kendra Guwahati, High Power Transmitter and Hostel type quarters as mentioned in the above works.

TERMS AND CONDITIONS

- 1 The contractor/service agency shall ensure punctual attendance of the labourers engaged and in case of any absenteeism the agency shall make necessary alternative arrangements. Separate bio-metric system shall be provided by the contractor to mark the attendance of labours in order to keep a check on number of labours being provided. The payment shall be regulated based on the bio metric attendance of the labours involved.
- 2 The contracting/ service providing agency shall ensure the payment of minimum wages to the labours as per the minimum wages prescribed by the Office of the labour commissioner, Assam, vide order no ACL/43/2004/8240-306 dated 30.05.2017 under SI.No.3,4, and 5.
- 3 The contracting agency/ service providing agency is free to charge any service charges for providing the above services as lumpsum amount per month.
- 4 The agency should provide the quote for the consumables on the part of the contracting agency as rate per month (as lump sum) for the same.
- 5 The necessary EPF AND ESI as applicable at existing rates shall have to be paid by the agency and shall have to be clearly mentioned in the commercial bid. While charging of the above, the agency shall have to provide the EPF/ ESI registration number in this regard in the technical bid.
- 6 The L-1 or the successful tenderer shall be arrived by adding the three components of labour charges as in column 2 plus service charge as in column 3, the consumables on the part of the contractor as in column 4 and ESI/ EPF charges as in column 5.
- 7 The GST as applicable shall be indicated separately and the rate at which it is applicable.
- 8 The cost quoted may be indicated in the format prescribed in Schedule 'A'
- 9 Agencies should submit their quotations along with an Demand Draft for Rs.5,000/- as (Earnest Money Deposit) in a sealed cover. The Demand Draft should be drawn in favour of "Drawing and Disbursing Officer, Doordarshan Kendra, Guwahati". Cash or Cheques towards EMD shall not be accepted. The EMD of the successful tenderer shall be retained as Security Deposit and the EMDs of other tenderers shall be returned after processing of the quotations/tenders. The

agency registered under MSME/ NSIC shall be exempted for payment of EMD and necessary certificate for claiming of exception shall have to be enclosed.

- 10 The cost quoted shall be valid for ONE YEAR and no revision in rates shall be entertained except for any change in statutory Tax/levy.
- 11 Firms having a minimum of 3 years experience in handling such works in a office complex only need apply. Proof of experience should be attached at the time of quotation.
- 12 The labourers to be employed shall be neat and clean and should also sport in Uniform and Name Badge which shall be provided by the contracting agency itself.
- 13 The bill for the preceding month shall be submitted in the 1st week along with proof of remittance of GST etc. and payment shall be made by NEFT/ECS mode within 10 days of receipt of bill subject to availability of funds. Failure to enclose Tax remittance along with the bill shall lead to stoppage of payment till it is produced. This department shall not take any responsibility for the delay on the part of the contractor.
- 14 The agency has to make monthly payment to the labourers directly to their Bank accounts and proof of the remitting the payment to the laborers at the rate of minimum wages as quoted shall be submitted to this office.
- 15 PAN/GST number(s) should be quoted in the quotation. Income Tax returns filed for the preceding three years by the firm should be enclosed along with the quotation.
- 16 It is the responsibility of the contractor to provide protective gear to their employees in the work spot and this office shall not be held responsible for any injuries/death if caused to any of them during the execution of the work.
- 17 The contractor is responsible for any damages or loss to any of the properties of Doordarshan Kendra Chennai and has to be borne by them.
- 18 Labourers are to be engaged only after verification of their character and antecedents and it is also imperative not to engage any minors in the work.
- 19 Notwithstanding anything said above, the Dy. Director General (E)/Head of Office, Doordarshan Kendra, Guwahati reserves the right to reject any or all the tenders without assigning any reason therefor.
- 20 A pre-bid meeting shall be conducted in this office on 28.09.2018 at 15.00 hours in the Conference Hall of this office and those who are interested to participate in the tender can inspect the areas and assess the quantum of work involved and to ascertain any other relevant details.
- 21 Only those tenderers who attended the pre-bid meeting shall be allowed to participate in the tender.

- 22 The tender process will be a two-bid system. Viz., Technical bid and commercial bid.
- 23 The tenderers have to submit (upload) Technical and Commercial bids separately.
- 24 The Technical bid shall contain the following details :
- a. Copy of PAN Card of Agency/Proprietor
 - b. Proof for previous experience and customers list.
 - c. Tender Documents of this Office duly countersigned on each page with rubber stamp in proof of having read and understood the same.
 - d. Documentary proof of remittance of ESI/EPF for labourers and remittance of the same in previous or other ongoing contracts and and EPF/ ESI registration numbers.
 - e. GST Registration Certificate with Registration No.
- 25 The commercial bid shall contain the details of Commercial information as prescribed in Annexure '2'. Commercial information shall not be mentioned in the Technical bid and if mentioned, the tender/ quote is liable for rejection.
- 26 The Technical Bid shall be opened at first and only those bidders who qualify in the Technical bid shall be included in the Commercial Bid which will be intimated by mail/tender wizard
- 27 Deputy Director General (E) reserves the right to reject any or all the tenders without assigning any reason therefor.
- 28 The quotations shall be opened in the office of Dy. Director General (E)/ Head of Office, DDK Guwahati at 1500 hours on 04..10.2018 in the presence of those tenderers or their representatives as may choose to attend.
- 29 **IMPORTANTLY** THE CONTRACTUAL LABOURERS PROVIDED BY THE SERVICE PROVIDERS SHOULD NOT CLAIM ANY PERMANENT JOB IN THIS ORGANIZATION AS THEY ARE ENGAGED ONLY FOR ONE YEAR ON CONTRACT BASIS.

For Deputy Director General (E) & Head of Office.

INSTRUCTIONS TO BIDDERS

1. The scope of work of the tendered are available in the complete bid documents which can be viewed/downloaded from e-tender portal of www.tenderwizard.com/PB.
2. Both Technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the website <http://tenderwizard.com/PB>.
3. No claim shall be entertained on account of disruptions of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
4. All Corrigendum/Amendment/Corrections, if any, will be published on the website <http://tenderwizard.com/PB>.
5. All documents/papers uploaded submitted by the bidder must be legible.
6. It is mandatory for all the applicants to have Class-III Digital Signature Certificate (in the name of person who will sign the bid document) from any of the licensed certifying Agency.
7. To participate in the e-tendering submission, it is mandatory for the applicants to get registered their firm/joint venture with the e-tendering portal of AIR <http://tenderwizard.com/PB> to have user ID & Password from M/s ITI Ltd.
8. To participate in e-bid, bidders shall be charged e-tendering processing charges @ 0.1% of estimated contract value with minimum Cap Rs.750/- only and maximum cap-Rs.7500/- only.
9. Bid document contains certain conditions for Manual submission of tender and are now redundant. Document shall be deemed to have been modified to that extent.
10. Page No. shall be given on each and every paper/documents serially uploaded in the technical bid.
11. Bidders shall ensure to quote rate of each item. If any cell is left blank and no rate is quoted by the bidders, the rate of such item shall be treated as "0" (Zero).
12. Bidders should indicate at the time of quoting against this tender their full postal/ fax / E-mail addresses.
13. Bidders shall clearly indicate their legal constitution and the person signing the tender shall state his capacity and source of his ability to bind the bidder. The Power of Attorney or authorisation, or any other document consisting of adequate proof of the ability of the signatory to bind the bidder, shall be annexed to the tender. This organisation may reject outright any tender unsupported by the adequate proof of the signatory's authority.

In case of any difficulty in submission of bid through e-tender, please contact following numbers for guidance. E-Tender support Help Desk :- 9706501633,9864779970

(This page should be filled and submitted as Commercial Bid)

Sl.No	Description of work to be done	Cost of labour (per month)	Service charge of the agency(per month)	Cost of consumables like <u>Jadoos (Brooms)</u> , <u>moping tools etc.</u> , applicable on the part of the bider. (lump sum per month)	ESI	EPF	GST	Nett. Amount (per month)
	1	2	3	4	5	6	7	
1.	Charges towards providing of Labourers by the contractor for Housekeeping of Doordarshan Kendra, Guwahati as per scope of work & the terms and conditions mentioned in the tender – per month for 6 labours							
2	Charges towards providing Unskilled Labours by the contractor at Doordarshan Kendra, Guwahati. 4 Numbers							
3	Charges towards providing Semi Skilled labours by the contractor for DDK Guwahati 3 Numbers							
4	Charges towards providing Semi-Skilled labours (Electrician) by the contractor for DDK Guwahati 2 Numbers							

Note: Actual quantity of Labours to be employed by this office will vary depending upon the actual requirement, which will be finalized at the time of signing the agreement.

Signature of authorized official of the agency.