

PRASAR BHARATI  
(BROADCASTING CORPORATION OF INDIA)  
DOORDARSHAN KENDRA  
R.G. BARUAH ROAD :: GUWAHATI-781 024

No.DDK/GUW/50(2)/2016/G/ 6526

Dated: the 20<sup>th</sup> February, 2017.

**NOTICE INVITING QUOTATION**

**Annual Maintenance Contract for cleanliness & maintenance of entire office premises of Doordarshan Kendra, Guwahati and HPT, Narakasur Hill, Guwahati including service support to the officers.**

Sealed Quotation are invited for complete cleanliness and maintenance work of Doordarshan Kendra Guwahati and HPT, Narakasur Hill, Guwahati for cleaning of rooms, corridors, toilets, etc. in the entire premises including service support to the officers for a period of one year initially, from Registered eligible and interested Firms/Organisation who have experience in the field and having VAT Registration /PAN Card/Service Tax Registration no.etc.

2. Only registered, bonafide, reputed and experienced firms having adequate experience, of at least five years in the relevant field in Govt. Ministries/Departments and having the requisite competence/capacity to handle jobs relating to cleanliness and general maintenance of large complexes need apply. While submitting the tender, the tendering firms shall also The tender form complete in all respect should be sent in sealed cover and super- scribed with " Quotation for Annual Maintenance contract for cleanliness & drop the same in the box kept near the Administratative block Doordarshan Kendra, Guwahati-781024 by 12.00 Noon by 14.03.2017. The quotation and its envelope must be addressed to the Additional Director General ,Doordarshan Kendra, Guwahati-24 . The quotation will be opened on the same day i.e. 14.03.2017at 4.00 P.M.in the presence of willing quotationer.
3. The quotationer/tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms & conditions contained herein and submit the same along with the bid. The tenderer would fill up the information in the Annexure I & II enclosed. Wherever, the prices are to be quoted should be written in figures and words. The Annexure-I & II will also have to be signed and stamped by the firm through its authorized signatory.
4. The firms are also required to prove their competence for undertaking the jobs of providing required services and shall, therefore, furnish their standing and goodwill through attested certificate/documentary proof from Ministries/Departments. List of the present contract in the govt. Departments/Ministries should also be enclosed to the tender. The firm shall also indicate their registration number, and PAN number on the letter with tenders. The tenderer will also enclose copies of Labour License, EPF, ESI, TIN, Proprietorship Registration and experience certificate of having satisfactorily completed/executed the similar types of work in the past 5 years, in Government Departments.
5. The firm entrusted with the work shall have to carry out the contract at the rates approved by the Ministry, which shall be valid for the entire period of the contract and no upward revision will be allowed.

6. The proposed Annual Job Contract for Cleaning and General Maintenance of Doordarshan Kendra, Guwahati shall be governed and regulated by the terms and conditions enumerated in the following paragraphs.

a) The Additional Director General(P), Doordarshan Kendra, Guwahati reserves the right to accept or reject any tender, in whole or in part thereof without assigning/specifying any reasons therefore.

7. The competent authority on behalf of the President of India does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all of the tenders.

8. A Quotationer/Tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The interested parties can inspect the premises at any time from 2.00 P.M. to 5.00 PM on any working day from the date of issue of this NIT to the date of closing of submission of quotations to assess the job requirement/quantum of work involved. For the purpose, Sr. Administrative Officer may be contacted during office hours on any working day. The Tenderer shall be responsible for arranging and maintaining at his own cost, all tools, safety gadgets, equipment (except electricity and water which will be supplied free of cost) and all other services required for executing the work.

9. Canvassing whether directly or indirectly, in connection with the tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be rejected.

10. The contractor shall provide sufficient hands as required for carrying out the work. He shall ensure discipline amongst his staff and restrict unnecessary movement/assembly of their personnel in corridors etc.

11. The contractor shall be responsible for the conduct/integrity of his personnel and will also be responsible for any act of omission and commission on their part. He will vouch for their character and integrity. He shall submit the photographs and detailed particulars of the staff provided to the Doordarshan Kendra, Guwahati.

12. Operations to be carried out daily at regular intervals throughout the day, as many times as deemed necessary, to achieve acceptable standards of cleanliness.

a) Cleaning of premises including toilets, office rooms, Conference Room, Canteen, stairs by sweeping/mopping; cleaning of wooden floor/carpets in areas covered with carpets or having wooden floor or toilets.

b) Dusting and cleaning of doors, windows, fans, furniture, ventilators, and removing of cobwebs etc.

c) Removal of garbage, cleaning and inspection of drainage/sewage system.

d) The contractor will carry out all the above on daily basis from 7.30 AM to 6.30 PM on all working days and Saturdays or as required by the office.


e) The contractor shall also be responsible for any act of omission or commission on the part of his workers. Any damage done/caused to the existing structure/ furniture/fitting/ equipment by the workers of the contractor firm shall be got rectified by the contractor at his own risk and cost.

13. The contractor will adhere to all the provisions of Minimum Wages Act, and shall be solely responsible for any legal action in this regard.

14. The decision of the authorized officer regarding the satisfactory standard of cleanliness shall be final and binding on the Contractor.


15. In the event of services rendered being found unsatisfactory, the contract is liable to be terminated without prior notice. The decision of this office in this regard will be final.

Yours faithfully,

  
SR. ADMINISTRATIVE OFFICER  
FOR, ADDITIONAL DIRECTOR GENERAL(P)

Copy to:

- 1) The Additional Director General(P&A), Doordarshan, Guwahati .
- 2) The Additional Director General (E) , All India Radio & TV, Guwahati
- 3) The Director(E), All India Radio, Chandmari, Guwahati .
- 4) The Post Master General, GPO, Meghdoot Bhawan, Panbazar, Guwahati
- 5) The Nazir, O/o the Deputy Commissioner, Kamrup(Metro), Guwahati
- 6) The website of Doordarshan .
- 7) Notice Board of DDK/HPT/PPC(NE), Guwahati.

  
FOR, ADDITIONAL DIRECTOR GENERAL(P)



Annual Maintenance Contract for cleanliness & maintenance of entire office premises of Doordarshan Kendra, Guwahati and HPT, Narakasur Hill, Guwahati including service support to the officers and cutting of wild growth

Sl No.	Description of works	Unit	Rate in Figure	Rate in words	Amount
1	Cleaning of rooms , corridors, toilets, Floors, Chairs, Tables, windows and other furniture & Fixures etc. of studio & office buildings of DDK, Guwahati including cutting of wild growth etc. in and around the entire premices of DDK, Guwahati	Lump sum(1 Job/Per month)			
2	Cleaning of rooms , corridors, toilets Floors, Chairs, Tables windows and other furniture & Fixures etc. of studio & office buildings & in the entire premices of HPT Narakasur Hill, Guwahati	Lump sum(1 Job/Per month)			
3	Rendering service support to the Officers in the Engineering Section including house keeping jobs, upliftment of equipments etc. from one place to another	Lump sum(1 Job/Per month)			
4	Rendering service support to the Officers in the Programme/commercial section including House keeping jobs, movemetns of files, register etc.	Lump sum(1 Job/Per month)			
5	Rendering service support to the Officers in the News section including House keeping jobs, movemetns of files, register etc. .	Lump sum(1 Job/Per month)			

Signature :  
Name & Seal