

PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN KENDRA::GUWAHATI: 781 024

No. DDK/GHY/ES(METP)/Tender.2/2017

Dated: .06.11.2018

Sub.: Enquiry for the SITC of Aluminium and Glass Partion work in Main PCR of Doordarshan Kendra, Guwahati.

(THE TENDER SHOULD REACH THIS OFFICE ON OR BEFORE 1500HRS ON 23.11.2018)

Dear Sir,

This office is interested in the following **works** as per specification given below/attached and invites your quotation.

1.

Sr. No.	Description of works	Unit	Rate
1.	Supply of Material and fabrication of aluminium partition work as per the diagram attached, covering 2 sides of 12feetX 12 feet audio section 1.5 MM thick anodised aluminium section, 12MM laminated particle board (Novapan) is to be used for the partition and door with suitable hinges, sliding rails. All section of aluminium should be as per industry standard and precision. (Detailed specification and scope of the work as out lined in ANNEXURE-'A')	1 job	
2	GST for the materials and Service		
3	TOTAL AMOUNT		

1. **Location of the work:** Works to be carried out at: Doordarshan Kendra, Guwahati, Main PCR room . The diagram, the description and specification of materials are to be used for above partition work is made approximately, any materials are required to complete the above work should be provided and incorporated for completion of the work in all respect. Hence all bidders are hereby requested to visit the site (Main PCR) on working day from 1100hrs to 1700hrs for actual measurement and material to be used before quoting.

2. The quotation should specifically mention **works to be carried out**, completion date, terms and condition of works. The prices given should be firm and as under.

(a) The prices quoted shall remain fixed during the entire period of supply/contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation is likely to be treated as non responsive and rejected.

(b) The 'Unit' Price should be for the Unit as indicated in the tender enquiry.

(c) Prices quoted should be for F.O.R. Station of destination in India and Inclusive of charges as packing customs, etc., wherever applicable.

(d) **The quotation should specifically mention rates for specified works & Taxes separately.**

3. In case of Quotation of F.O.R Station of dispatch basis, the purchaser will not pay separately transit insurance and the supplier will be responsible until the stores arrive in good condition at the destination. Tender/quotation in which transit insurance has been specified as an additional item of expenditure is liable to be ignored.
4. The tender shall consist of namely:
 - (a) **EMD:** Earnest Money amounting to **Rs.2500/-** [Rupees two thousand five hundred only] in the form of Demand Draft on Nationalized Bank / Commercial Bank drawn in favour of Drawing and Disbursing officer, Doordarshan Kendra, Guwahati, payable at Guwahati, should accompany the tender. Tenders without EMD shall be summarily rejected and their bid will not be opened at the time of tender opening [EMD exemption is applicable for those who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or the Concerned Ministry or Department [MIB / DG:AIR / DG:DD].
5. **GST** leviable and intended to be claimed from the purchaser should be distinctly shown along with prices quoted. GST No. of the firm shall also be mentioned in the quotation.
6. The contractor shall make his own arrangement for storage of all equipment and Materials Bought to site from time to time and their safe custody at site till they are taken over by the indenter/his representative. The contractor shall make his own arrangement for providing accommodation for his workmen if required at site.
7. The contractor shall make his/her own arrangements for procuring necessary labour, skilled and unskilled. He should confirm to all local government laws and regulations Covering labour and their employment.
8. The contractor and his employees shall comply with the regulation in force for Controlled entry into premises where work is being carried out.
9. **Contractor liability for damage caused during installation work and imperfections noticed:**

If the contractor or his/her workmen or servants shall break, deface, injure or destroy any part of the building in which they may be working or building road kerb, fence, enclosure, water pipe, cable, drain, electric or telephone posts or wires, trees, grass or grasslands or any Technical Equipment in the premises on which the work or any part of it as being executed, or if any defect, shrinkage or other faults appear in the work the contractor shall make good at his/her own expense, or in default, the indenter may get the same rectified and deduct the expense from any amount that may be than due or at any time there after may become due to the contractor.
10. The contractor shall take insurance for his men while working at **DD, site**, against Any injury, accidents death etc. Similarly the equipment, instruments, tools etc, belonging to the contractor shall be insured against damage, loss, theft etc.
11. While engaging labour for carrying out obligations under the contract, the contractor Shall satisfy the conditions laid down under contract labour (Regulation and Audition Act 1970 and (Central) Rules 1971 as amended from time to time and Observe all Formalities required as per said Act/Rules. The contractor shall also Observe the provision under minimum wages Act 1948 (Central)Rules 1950 amended from time to time while engaging labour.
12. The contractor shall indemnify and hold harmless the purchaser against all claims in respect of injury to any person howsoever arising out of the work in the course of such Installation. The contractor shall discharge his entire obligation under the Indian Workmen Compensation Act in as for as it affects workmen in his Employment.

13. COMPLETION PERIOD: The entire works at Doordarshan site shall be completed within **one Months** from the date of placement of order.

14. TERMS OF PAYMENT:

100% payment will be released on satisfactory completion of entire works as specified and Handing over. **A contractor/supplier/firm should submit all Bank details along with bill for online payment such as : i) Name of Bank, ii) Branch, iii) Account No., iv) IFC code & v) MICR No. (if possible, a cancelled cheque leaf enclose with the bill).**

15. The quotation should be sent in a sealed cover addressed to the undersigned, by name, so as to reach on or before **23.11.2018 at 1500 HRS** below mentioned address:

The Assistant Engineer (Engineering Store), Doordarshan Kendra, Guwahati 781 024

THE COVER SHOULD BE SUPERSCRIBED WITH THE FOLLOWING:

- a. **Works for which quotations are enclosed.**
- b. **Reference to letter of enquiry.**
- c. **Due date of opening quotation.**

16. The Quotations will be opened in this office at **16.00 P.M.** On **23.11.2018** in the presence of tenderers or their agents such as they may choose to attend.

17. QUOTATIONS NOT PROPERLY SUPERSCRIBED WILL NOT BE CONSIDERED.

18. The quotations submitted shall remain open for acceptance for a period of **180 (One Hundred Eighty) days** from the date of opening of the Tender. If any Tenderer/ Suppliers withdraws his Tender/Quotation before the said period or makes any modifications in the Terms & Conditions on the Tender/Quotation which are not acceptable to the Department, then the Government shall, without prejudice to any other right or remedy, be at the liberty to forfeit 50% of the Earnest Money as aforesaid.

19. Both your **PAN - Permanent Income Tax Account Number** and **GST No** should be definitely indicated in your quotation along with this office GST No. also. This office (DDK GUWAHATI) GST NO IS 18AAAJP0288R2ZD.

20. RIGHT OF ACCEPTANCE: The undersigned reserves the right to reject the lowest tender or all the tenders without assigning any reasons whatsoever. Further, the undersigned reserves him self the right to increase or decrease upto 50% of the quantity of goods and services specified in the schedule of the requirement without any change in the unit price of the order quantities or other term conditions at the time of award of contract. All Quotations/Tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. The competent authority on behalf of Prasar Bharati reserve himself the right of accepting the whole or any part of the Tender shall be bound to perform the same at the rate quoted.

21. Canvassing whether directly or indirectly, in connection with Tender/quotation is strictly prohibited and the Tender/quotation submitted by the Contractors / suppliers who resort to canvassing will be liable to rejection.

(J. Srinivasan)
ASSISTANT ENGINEER (STORE)

COMMERCIAL BID

Sr. No.	Description of works	Unit	Rate
1.	Supply of Material and fabrication of aluminium partition work as per the diagram attached, covering 2 sides of 12feetX 12 feet audio section 1.5 MM thick anodised aluminium section, 12MM laminated particle board (Novapan) is to be used for the partition and door with suitable hinges, sliding rails. All section of aluminium should be as per industry standard and precision. (Detailed specification and scope of the work as out lined in ANNEXURE-'A')	1 job	
2	GST for the materials and Service		
3	TOTAL AMOUNT		

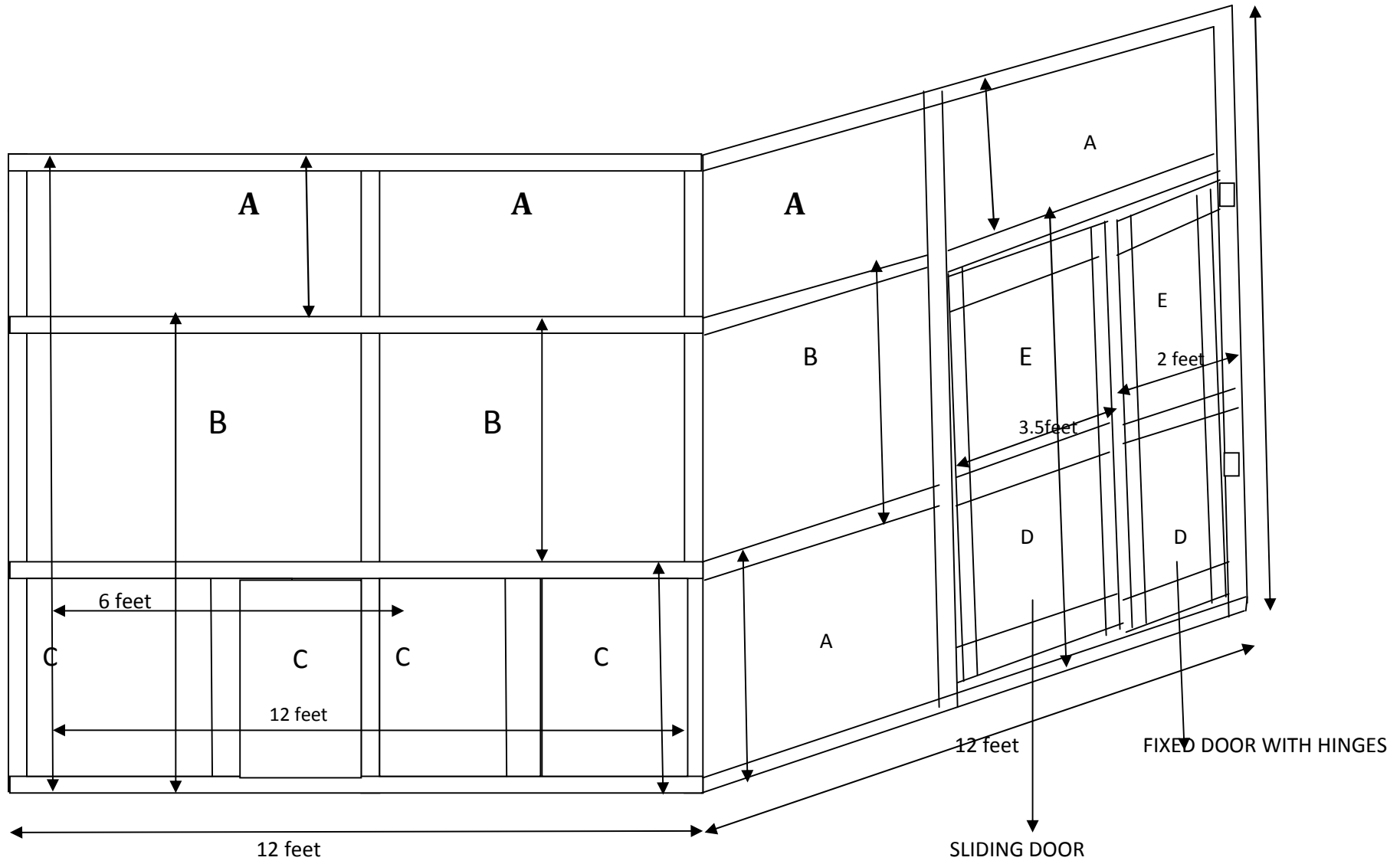
1. The Area Mentioned above are Approximate only . Payment will be released as per actual measurement
2. Tenderer are required to visit the site and may ascertain the actual requirement before submission of tender.
3. The Vender registration form enclosed herewith should be filled and submitted along with the quotation.
4. All the documents required as per the latest Government of India Should be submitted along with the tender

Sign of bidder:-_____

Date: - _____

Name of the bidder:-_____

Firm's Name:-_____



- A- To be fitted with fixed laminated particle board
- B- See through 5MM thickness glass
- C- Sliding door with laminated particle board
- D- Fitted with laminated particle Board in both the doors (sliding as well as fixed)
- E- Fitted with 4MM thickness glass in both the doors (sliding as well as fixed)

Specification of Materials to be used in aluminium partition works

- 1) Main Anodised aluminium frame should be 2.5 Inches
- 2) Partition Anodised aluminium frame should be 1.5 Inches
- 3) Anodised aluminium frame Door for both sliding and fixed should be 2inches
- 4) Door (sliding as well as fixed) side frame (Anodised aluminium) should be 50MM
- 5) Door (sliding as well as fixed) Top frame (Anodised aluminium) should be 100MM
- 6) Door (sliding as well as fixed) Bottom frame (Anodised aluminium) should be 100MM
- 7) Door (sliding as well as fixed) middle frame (Anodised aluminium) should be 100MM
- 8) Hinges for fixed door should be 4 inches – 3 nos.
- 9) The size of particle board should be 12MM
- 10) The thickness of the Anodised aluminium should be 1.5 MM
- 11) The size of see through glass fitted in fixed part should be 5MM
- 12) The size of see through glass fitted in door should be 4MM/5MM
- 13) The angle for corner should be 1.5 inches

NOTE.

The diagram, the description and specification of materials are to be used for above partition work is made approximately, any materials are required to complete the above work should be provided and incorporated for completion of the work in all respect. Hence all bidders are hereby requested to visit the site (Main PCR) on working day from 1100hrs to 1700hrs for actual measurement and material to be used before quoting.