



PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
O/o ADDITIONAL DIRECTOR GENERAL (E) (WZ)
ALL INDIA RADIO & DOORDARSHAN
OLD C.G.O. BUILDING, 3RD FLOOR
101, M.K.ROAD, MUMBAI-20.



No. ENGP:(10 KW FM TR, Khandawa) /11TR/ false ceiling, glass partition etc./18-19 Dated. 01/01/2019

E-Tender Enquiry

Sub: Fabrication, supply and fixing of glass partition, false ceiling, Vinyl flooring and supply of LED light fixtures at AIR, Khandawa.

This office is interested in Work as mentioned below. E-tenders are invited online through e-tendering website/e-portal viz. <http://www.tenderwizard.com/PB> from reputed firms with prior experience.

Sr. No.	Description of Stores/works	Unit	Quantity	Consignee, Delivery/ Work Place
1	a) Supply, fabrication and erection of false ceiling of total size 730 sq. ft. b) Supply, fabrication and erection of glass partition. Total size 300 sq. ft. c) Supply and fixing of 3 mm thick vinyl flooring Total size 540 sq.ft. d) Supply and fixing of 34 watts, 600mm x600mm recessed type ISI mark LED light fixtures with accessories - 4 nos. See Annexure I for details		As per Anex. I	Dy. Director (Engg.), All India Radio, KHANDAWA (M.P.)

Note:- The interested agencies/firms may visit the actual site on any working day during office hours with prior intimation and appointment from the Engg. Head (E), AIR, Khandawa(M.P.) (ph. No.0733-2222392/ 08770148462) before submitting the quotation.

A. Important Note:-

- a. Tender documents, Bid forms, general instructions to bidders and other details including amendments/changes can be viewed/downed free of cost from websites;
 - <https://www.tenderwizard.com/PB>,
 - <https://e-procure.gov.in/epublish>,
 - <https://allindiaradio.gov.in>
- b. Brief instructions/guidelines for submitting quotation on e-tendering website/e-portal viz. <http://www.tenderwizard.com/PB> are given in CHAPTER III of this document.
- c. Price Bid will be submitted concurrently duly digitally signed in the website <http://tenderwizard.com/PB>.
- d. The tenders will be received online up to 15.00hrs on 22/01/2019 and will be opened at 16.00hrs on the same day.**
- e. No claim shall be entertained on account of disruption of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
- f. All documents/papers uploaded/submitted by the bidder must be legible.

- g. To participate in e-bid, bidders shall be charged e-tendering processing charges @ 0.1% of estimated contract value + Tax with minimum Cap Rs. 750/- only and maximum cap-Rs.7500/- only.
- h. 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).
- i. Correspondence:
- Our telephone Fax / Email address is:
Tel. No. (022) 22053528 / 22031415 Extn. 243/244
Email ID- aircewz@vsnl.com
 - All correspondence from tenderer / contractor shall be made to the Purchase Authority (by name), who has issued this tender.
 - All correspondence shall bear reference to Tender No.
- j. Lowest tender will be decided on the basis of the total cost of price bid.
- k. LIST OF MANDATORY DOCUMENTS (to be scanned and uploaded with tender)
- a) Copy of Tender fee, copy of EMD/NSIC certificate in case of claim of exemption of EMD.
 - b) Copy of GST Registration certificates/No as applicable.
 - c) Copy of PAN card.
 - d) Annexure II, Annexure III and Annexure IV on firms letter head.
 - e) Proof of experience. Refer Chapter II clause 22.

The bids not complied with the above shall be summarily rejected.

- l. No deviation in technical and commercial terms and condition will be accepted.

CHAPTER II

1. **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 delivery at given place in India and Inclusive of charges as packing customs, etc, wherever applicable.
 - d) **The quotation should specifically mention rates for specified Supply/works & Taxes if any, separately.**
 - e) **Prices including grand total are to be written in figure as well as in words.**
2. 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.
3. The tender shall consists of namely:
 - a) **The estimated cost of the tender is Rs. 2,58,000/- including GST.**
 - b) **EMD: Earnest Money amounting to Rs.5160/-(Rupees Five Thousand one Hundred Sixty only)** in the form of **FDR/Demand Draft** on Nationalized Bank/Commercial Bank drawn in favor of **Prasar Bharati, CE(WZ),AIR & DD, Mumbai** should accompany the tender. 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).

FDR/ Demand draft of EMD shall be scanned and uploaded to e-tendering website within the period of bid submission.

Tender EMD deposit shall be placed in a single sealed envelope super scribed with tender reference no and date of opening and submitted so as to reach The Addl. Director General(E)(WZ), All India Radio & Doordarshan, AIR Maintenance Section, Pratishtha Bhavan, 101, M. K. Road, Mumbai 400 020 before the scheduled time on the prescribed tender opening date. EMD received late shall be summarily rejected.

The following undertaking in this regard shall also be uploaded by the intending bidders:-

“The Physical EMD shall be deposited by me/us with the Additional Director General (E)(WZ) All India Radio & Doordarshan Mumbai calling the tender before

the scheduled time on the prescribed tender opening date otherwise department may reject the tender and also take action to withdraw my/our enlistment.”

The Earnest Money deposited by the tenderer shall be forfeited by this Organization in the following events:

- (a) If tender is withdrawn during the validity period or any extension thereof.
- (b) If tender is varied or modified in a manner not acceptable to this Organization during the validity period or any extension of the validity duly agreed by the bidder.
- (c) If a tenderer, whose tender has been accepted, fails to furnish Security Deposit within 2 weeks from the issue of the acceptance offer of the tender, the offer is likely to be cancelled.

Interested contractor who wishes to participate in the bid has also to make following payments within the period of bid submission:

- (i) E-Tender Processing Fee @ 0.1% of estimated contract value + GST (Rs.750.00+GST) shall be payable to M/s ITI Limited through their e-gateway by credit/debit card, internet banking or RGTS/NEFT facility.

Copy of Enlistment Order and certificate of work experience and other documents as specified shall be scanned and uploaded to the e-Tendering website within the period of bid submission. **Certified copy of all the scanned and uploaded documents as specified shall have to be submitted by the bidders along with physical EMD of the scanned copy of EMD uploaded physically in the office of tender opening authority before schedule time & date of opening of tender.**

Online bid documents submitted by intending bidders shall be opened only of those bidders, **who has deposited e-Tender Processing Fee with M/s ITI Limited and Earnest Money Deposit and other documents scanned and uploaded are found in order.**

The bid submitted shall become invalid and e-Tender processing fee shall not be refunded if:

- (i) The bidder is found ineligible.
- (ii) The bidder does not upload all the documents (including GST registration) as stipulated in the bid document **including the undertaking about deposition of physical EMD of the scanned copy of EMD uploaded.**
- (iii) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted **physically by the lowest tenderer** in the office of tender opening authority.
- (iv) **The lowest bidder does not deposit physical EMD within a week of opening of tender.**

Tenderer should quote for all the required items. partial tenders will be rejected.

- c) **SECURITY DEPOSIT:** The Successful Tenderer shall furnish the Security deposit within 2 weeks after placement of order at the rate of **5 % of the order value, failing which the EMD will be forfeited automatically, to Prasar Bharati without any notice.** The security deposit shall be furnished in the form of demand Draft/Bank Guarantee from nationalized bank drawn in favour of **Prasar Bharati, CE (WZ), AIR &DD, Mumbai.** The security deposit will be returned in full on completion of Guarantee/Warranty Period.
- d) **Make, type, literature and specifications of the stores offered should be uploaded.**

4. **TAXES:**

- a) **GST number is mandatory to be quoted in quotation / Tender/Bills/Invoices without which tender is liable for rejection. The amount GST should be shown separately in their quotation/invoices.**
- b) **All the revised rules and regulations for GST are to be strictly followed.**

- 5. The contractor shall make his/her own arrangement for storage of all equipments and Materials bought to site from 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 at site.
- 6. The contractor shall make his/her own arrangement for procuring labour, skilled and unskilled. He should confirm to all local government laws and regulations covering labour and their employment.

7. The contractor and his employees shall comply with the regulation in force for controlled entry into premises where work is being carried out.
8. **Contractor liability for damage caused during installation work and imperfection 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 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.
9. 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 under the India workmen in his employment.
10. **GUARANTEE/WARRANTY PERIOD:**
 - a. **The guarantee period shall be one year from the date of completion certificate given by the Installation officer/ Engineering Head.**
 - b. **Various defects arising/reported within the guarantee period shall be rectified by repairs/replacement at site by the tenderer free of charge.**
11. **COMPLETION PERIOD:** The work/Supply order will be completed as per terms & conditions of work order. However The entire work at All India Radio site shall be completed within **Two Months** from the date of placement of order. **The contract will be treated as terminated automatically unless otherwise extended in writing.**
12. **TERMS OF PAYMENT:**
100% payment will be released on satisfactory and successful completion of work at each site. Further the contractor/supplier/firm should submit the all bank details such as;
 - a. **Name of the Bank**
 - b. **Branch**
 - c. **Account Number**
 - d. **IFC code**
 - e. **MICR Code**
 along with their bill for online payment (if possible, a Photostat copy of the cheque leaf may be enclosed).
13. The quotations submitted shall remain open for acceptance for a period of **90 (ninety) days** from the date of opening of the Tender. If any Tenderer/suppliers withdraws his Tender/quotation before the staid period or makes any modification 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, by at the liberty to forfeit the Earnest Money as aforesaid.
14. Both your **PAN- permanent income tax account number** and income tax circle & your **GST number** and the tax circle should be definitely indicated in your quotations/bills.
15. **After Sales Service and Training:** The tenderer must furnish complete details of after sales service arrangement including training to be provided in respect of the equipment. After sales service arrangements should include details of infrastructure facilities available in the country. **The training should be made available free of cost at sites.** Failure to give this information, will lead to automatic rejection of the offer, without any reference to the Bidder.
16. **Unsolicited Post Tender Modification:** In case certain clarifications are sought by this Organization after opening of tenders, then the reply of the Bidder should be restricted to the clarifications sought. Any Bidder who modifies his Bid (including a modification, which has the effect of altering the value of his offer) after the closing date without specific reference by this Organization shall render the bid liable to be ignored and rejected without notice and without further reference to the Bidder. Canvassing in any form by the Bidders shall also render the bid liable to be ignored and rejected without notice and without further reference to the Bidder.
17. **Clarification in respect of incomplete offer:** This Organization has to finalize its purchase within a limited time schedule. Therefore, it may not be feasible in all cases for this Organization to seek clarification in respect of incomplete offers. Prospective Bidders are advised to ensure that their bids are complete in all respects and conform to our terms and conditions and Bid Evaluation Criteria of the tender. Bids not complying with this Organization's requirements may be rejected without seeking any clarifications.
18. **Replacement/Rectification:** In the event the stores supplied are found to be defective, the supplier will have to take back the defective materials at his own cost and replace the defective Stores free of charge without loss of time. The supplier will not be entitled to dispose of the Store Equipment / Material given for replacement / rectification without the prior permission of this

Organization. All charges concerned with the rectification including freight charges will be borne by the supplier.

- 19. 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 himself the right to increase or decrease up to 50% of the quantity of goods and service 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. This Organization also reserves to itself the right to accept any tender in part or split the order between two or more bidders. All Quotations/Tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be reject. 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.
- 20.** 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.
- 21. LANGUAGE/UNITS:** All information supplied by the Tender &all markings, notes, designation on the drawings & associated write-ups shall be in "English/Hindi language" only all dimensions, units on drawings, all reference to weights, measures &quantities shall be in SI.
- 22. Eligibility Criteria:** The tenderer should also have sufficient experience and shall submit the satisfactory supply certificates of at least three similar items/equipments, each of value not less than 40% of the estimated cost put to Tender, or two similar items/equipments, each of value not less than 60% of the estimated cost, or one similar items/equipments of value not less than 80% of the estimated cost, all amounts rounded off to the convenient full figure, in the last seven years ending on the last day of the month previous to the one in which the Tenders are invited. The tender without qualification certificate will be rejected on date of opening without further intimation.
- 23.** The contractor shall arrange to dispatch the good duly insured direct to the consignee under prior intimation for delivery at site by whichever mode of transport he may choose, to ensure safe delivery of goods at site. Unloading shall be done at site at the contractor's expense. The consignee will provide only storage space .The contractor will provide his own security like locking etc. and store the material at his own risk.
- 24. INSURANCE:** The contractor shall arrange for the insurance covering the risk during transit storage and installation till commissioning. The contractor shall take insurance for his men while working at AIR site against any accident, death, etc. Similarly equipment's, instruments, tools etc. belonging to the contractor shall be insured against damage, loss, theft etc. All the charges for such insurance shall be borne by the contractor.
Contractor has to submit the insurance details to the installation officer after which only, his men will be allowed to work on the site.
- 25. Since the transmitters are operational, the work will be taken up only after obtaining permission from local AIR authorities.**
- 26. ADDITIONAL QUANTITIES:** The purchaser reserves the right to place order for additional quantity up to 50 % of the ordered quantity at the same rates and terms and condition during the currency of the contract.
- 27. PENALTY FOR DELAY:** If the contractor is unable to complete the supply ,installation ,testing and commissioning within the stipulated time limit the purchaser may at his option allow such additional time as may be considered justified with /without penalty and without altering terms and conditions of the order In the event of failure of the contractor to complete the supply, installation, testing and commissioning within the stipulated time or the extended time, the purchaser has the right to impose penalty of 0.5 per week or part thereof the contract price. The contractor's liability for delay, however, shall not exceed 10% of the total contract price of concerned delayed site.
- 28. ENFORCEMENT OF LABOUR LAWS:** While engaging labour for carrying out obligation under the contract the contractor shall satisfy the condition laid down under contract labour (Regulation and Audition) Act 1970 and (Central) Rule 1971 as amended from time to time and observe all formalities required as per the said act /Rule The supplier shall also observe the provision under minimum wages act 1948 (central Rule 1950 amended from time to time while engaging labour.
- 29. ARBITRATION OF CONTRACTUAL DISPUTES:** If dispute arises out of in connection with the contract or in respect of any define legal relationship associated therewith or derived there from the parties agree to submit that dispute to arbitration under ICADR Arbitration Rule, 1996.
The authority to appoint the arbitrator(s) shall be international center for Alternative dispute resolution. The international center for Alternative Dispute Resolution will provide administrative services in accordance with the ICADR Arbitration Rules 1996.
 - a. The number of arbitrator(s) shall be one who has legal as well as technical background
 - b. The place of arbitration proceeding shall be Mumbai.

30. Force Majeure:

- a. If any time during the continuance of the contract the performance in whole or in part by the contractor shall be prevented or delayed by reason of any war, hostility acts of the public enemy, civil commotion, sabotage, fire floods, explosions, epidemics, Quarantine restriction, strikes, lock-outs or acts of god (therein after restriction refer to as events and provided notice of happenings of any such eventuality is given by the contractor within 21 days from the date of occurrence thereof, the purchaser shall by reason of such event, neither be entitled to cancel this order nor shall have any claim for damages against the contractor in respect of such non-performance or delay in performance and delivery shall be resumed as soon as practicable after such events have come to an end or ceased to exist.
- b. Provided further that if the performance in whole or part or any obligation under this order is prevented or delayed by reasons of any such even for a period exceeding 180 days, the purchaser and the contractor shall meet to find a neutral agreement to any effect resulting the reform or the purchaser may at his option cancel order provided also if the order is cancelled under this clause the purchaser shall be at liberty to take over from the contractor at order prices all unused un-damaged and acceptable material bought out components and stores in course of manufacture in the possession of the supplier at the time of such cancellation or such portion thereof as the purchaser may deem fit accepting such material, bought out components and stores as the supplier may with the concurrence of the purchaser elect to retain.

31. CANCELLATION:

The Purchaser reserves the right to cancel the order in the event of non-performance/delay in execution of the work or unsatisfactory performance by the contractor and recover payment already made if any along with losses/damages incurred.

31. FAILURE AND TERMINATION CLAUSE

Time and date of delivery shall be essence of the contract. If the contractor/supplier fails to deliver the stores/execute SITC/SETC, or any installment thereof within the period fixed for such delivery in the schedule or at any time repudiates the contract before the expiry of such Periods, the purchaser may without prejudice to any other right or remedy, available to him to recover demurrages for breach of the contract:

- a. Recover from the Supplier/contractor as agreed, liquidated demurrages including administrative expenses and not by way of penalty a sum equivalent to 0.5% per week up to maximum limit of 10% of the contract value for such delay or part thereof (this is an agreed, genuine pre-estimate of demurrages duly agreed by the parties) which the supplier /contractor has failed to deliver thereof is accepted after expiry of the aforesaid period, provided that the total demurrages so claimed shall not exceed 10% of the contract price of the stores/ SITC/SETC After full period of extension (Maximum 2 months after the normal delivery period), the contract will be automatically treated as terminated, unless otherwise extended in writing and the security deposit will be forfeited.
- b. Purchase or authorize the purchase elsewhere on the account and the risk of the contractor /supplier of the stores not so delivered/SITC/SETC not carried out or other of a similar description (where stores exactly complying with the particulars are not in the opinion of purchaser which shall be final readily procurable) by serving prior notice to the contractor /supplier without cancelling the contract in respect of the installment not yet due for delivery or,
- c. Cancel the contract or a portion thereof by serving prior notice to the Contractor /supplier and if so desired purchase or authorize the purchase of the stores not so delivered /SITC/SETC not carried out or other of a similar description (where stores not delivered /SITC/SETC not carried out exactly complying with particulars are not in the opinion of the purchaser, which shall be final readily procurable) at the risk and cost of the Contractor/supplier. If the Contractor/Supplier had defaulted in the performance of the original contract, the purchaser shall have the right to ignore his tender for risk purchase even though the provisions of this clause, it shall be in the discretion of the purchaser to exercise his discretion to collect or not the security deposit from the firm on whom the contract is placed, at the risk and expense of the defaulted firm.
- d. Where action is taken under sub-clause (b) or sub clause (c) above, the contractor shall be liable for any loss which the purchaser may sustain on that account, provided the purchaser or if there is agreement, to purchase, such agreement is made in case of failure and in case of repudiation of contract the contractor/supplier shall not be entitled to any gain on such the entire discretion of the purchaser to serve a notice of such purchase on the contractor/supplier.
- e. It may further be noted that clause (a) above provides for recovery of liquidated demurrages on the cost of contract price of delayed supplies (whole unit) at the rate of 0.5% per week up to maximum limit of 10% of the contract value for such delay or part thereof. Liquidated demurrages for delay in supplies thus accrued will be recovered by the paying authority on instruction as specified in the supply order from the bill for payment of

- the cost of materials/works submitted by the supplier/contractor in accordance with terms of supply order on instruction from purchaser regarding liquidated demurrages amount.
- f. Notwithstanding anything stated above equipment and materials will be deemed to have been delivered /STC/SETC will be deemed to have carried out only when all its components parts are also delivered. If certain components of stores are not delivered in the time /SITC/SETC not carried out in time, the stores/SITC/SETC will be considered as delayed until such time all the parts are also delivered.

32. ARBITRATION OF CONTRACTUAL DISPUTES:

If a dispute arises out of or in connection with the contract or in respect of any defined legal relationship associated therewith or derived there from the parties agree to submit that dispute to arbitration under ICADR Arbitration Rules 1996 The Authority to appoint the arbitrators shall be the International center for Alternative dispute resolution.

The international center for Alternative Dispute Resolution will provide administrative service in accordance with the ICADR Arbitration Rule 1996

- A) The number of arbitrators (s) shall be one who has legal as well as Technical Background.
B) The Place of arbitration proceeding shall be Mumbai only.

- 33.** Tenderers are requested to fill the check list duly filled in as per proforma provided on the website. Incomplete check list or non compliance may result in rejection of the Tender.

Deputy Director (Engg.)
For Additional Director General (E)(WZ)
Tel. No. (022) 22053528/22016685
Email ID- aircewz@vsnl.com

CHAPTER III

Interested Bidders are required to follow the below steps for submitting their offers

1. Bidding document may be downloaded from below mentioned web sites
 - <https://www.tenderwizard.com/PB>,
 - <https://tenders.gov.in> ,
 - <https://eprocure.gov.in>
 - <https://allindiaradio.gov.in>
2. **E-Bids are to be submitted on the e-tender portal <http://www.tenderwizard.com/PB>**
To participate in the e-bid submission, it is mandatory for the Bidders to have user identification number & password (collectively referred to as the "ID and Password") which has to be obtained in Bidder's own name by submitting an annual registration charges of Rs. 2247/- (Rupees Two Thousand two hundred Forty Seven Only) to M/s ITI Ltd. The registration obtained, as mentioned above shall be valid for one year from date of its issuance and shall subsequently be got renewed.
3. The online payment facility for the submission of registration charges and tender processing fee payable to e-tender service provider, M/s ITI Ltd. (detailed address given below) has been enabled on e-tender portal <http://www.tenderwizard.com/PB>. The Bidders are required to pay registration charges and tender processing fee through e-payment gateway of Punjab National Bank using Credit Card/Debit Card/Master Card/Visa Card only. Demand Draft will not be accepted for payment of annual registration charges and tender processing fee to M/s ITI Ltd. (The e-tender service provider).
4. The Bidders, who have already obtained such valid user ID and Password for any other project and validity of registration is not expired, need not obtain fresh user ID and Password for the purpose of participation in the bidding under this BID.
5. **Address & contact details of E-tender Service Provider is given below:**
M/s ITI Ltd, Tender Wizard Helpdesk
B-1/5A, 2nd Floor, Main Nazafgarh Road
Near Janakpuri Metro Station (East)
Janakpuri New Delhi- 110058
(E-Mail: twhelpdesk680@gmail.com, twhelpdesk605@gmail.com, twhelpdesk381@gmail.com), (Ph No: 011-49424365.)
6. Bids can be submitted only during the validity of their registration.

7. The amendments/clarifications to the bid document, if any, will be hosted on the e-tendering website/e-portal viz. <http://www.tenderwizard.com/PB>
8. If the firm/Consortium is already registered with e-tendering portal viz. <http://www.tenderwizard.com/PB> and validity of registration is not expired, the firm consortium is not required to obtain fresh registration.
9. Bidders are advised to upload their Bids well in time, to avoid last minutes rush on the server or complications in uploading. Department, in any case, will not be responsible for any type of problem in uploading the Bid.
10. Bidders have to upload the scanned copy of below mentioned documents before the last date & time, on the e-tendering portal. The compliance of same is to be submitted in check-list table. However, certified copy of all the scanned and uploaded documents as specified have to be submitted by the lowest bidder only along with physical EMD of the scanned copy of EMD uploaded within a week physically in the office of tender opening authority.
 - Earnest Money Deposit (EMD) Demand Draft
 - **The following undertaking regarding deposition of EMD shall also be uploaded by the intending bidders:-**
“The Physical FDR/EMD shall be deposited by me/us with the Additional Director General (E)(WZ) All India Radio & Doordarshan Mumbai calling the tender in case I/we become the lowest tenderer within a week of the opening of financial bid otherwise department may reject the tender and also take action to withdraw my/our enlistment.”
 - PAN Card
 - Goods and Services Tax Registration No.
 - Eligibility Criteria - Documentary proof of having completed similar type of work/ supply. Such as copy of Enlistment Order and certificate of work experience

FAQs on Vendor Registration

1. Is registration compulsory on e-Tendering portal?

Yes. Registration is compulsory on e-Tendering portal.

2. How do I register on e-Tendering portal?

Go to Client Department URL, fill up online form using “**Register Me**” link. You can enter your preferred USER ID and system will provide with password which will be initially be in disable state. Once your registration fee is received by the service provider, the same will be enabled and communicated to you through Phone / email along with necessary document.

ELSE

Send mail to the Help Desk email id in the “Contact Us” Link along with the appropriate documents and you will get the user id and password within 24 hours.

3. What documents should I upload during registration, in case of online registration?

At the time of Vendor registration, you need to scan the copy of the registration certificate or any other supporting documents and upload to the system along with one requisition letter.

4. Do I get confirmation mail after registration?

Yes. All successful Vendors will get email communication. Please check your email account as provided by you during registration. After registration, you can also modify / update the E Mail address through “Modify Profile” link.

5. Can I update my registration information?

Yes. You can modify / update the registration information after log-in under “Modify Profile” link.

6. How frequently should I change / modify my Password?

The Password has to be changed every 3 to 4 months. (It can be changed, after log-in using “Modify Password” link)

7. When I log-in, it says ‘Log-in failed. Contact Administrator’. What should I do?

If ‘log-in failed, contact administrator, means Password may be entered wrong or it may be disabled, so it has to be enabled. You may request for a new password from the e-Tender Help desk, who will then authenticate your request and issue a new password.

8. Renewal of Registration

When the Registration validity is nearing expiry, an alert message is displayed at log-in time. The alert message is displayed 30 days in advance from the end of validity period. Vendors should steps to renewal their Registration and send the renewal fees by DD / NEFT to the eTender Help Desk.

FAQs on Digital Signature Certificate (DSC)

1. Do I need Digital Signature Certificate (DSC) during registration process?

Yes. Class-3 Digital Signature Certificate is compulsory for all the vendors to participate in the e-tendering system. Check with the Buyer Department regarding the guidelines stipulated for use of Digital Signature Certificate.

2. Where do I buy the Digital Signature Certificate (DSC)?

Digital Signatures can be obtained from any of the Controller of Certifying Authority, India. (refer to the CCA site www.cca.gov.in) If you have already obtained the certificate, then log-in with e-Token having DSC. The certificate number will be automatically updated in your profile during your first login. Alternatively, send the Certificate Serial Number to our representative with authenticated documents to update your profile with the DSC serial number.

3. How do I get the application form and how much should I pay for Digital Signature Certificate?

It is available in the homepage of our portal. Call any of the helpdesk numbers from the website to get more details.

4. How do I update the digital signature certificate number to my user id?

Send a mail to our local representative. Mention your company name, user id and digital signature certificate number for easy and immediate reference.

5. I am displayed an error “Authentication Failed” during login, what do I do?

- Firstly, the above error might occur when your Digital signature certificate number is not integrated to your user id. In that case, send a mail to our local representative mentioning your company name, user id and digital signature certificate number to update the same.
- Secondly, to use any of the digital signature certificates, you need to enable all the ActiveX controls in your browser. In internet explorer, go to Tools >> Internet options >> Security >> Internet >> Custom Level and enable all the ActiveX controls and submit. Close the browser and open once more and try to log in.
- Even then you are not able to login, please call our helpdesk to attend the same.

6. What is this DSC password that is given along with the e-Token?

The e-Token has one unique password to access the DSC certificate. For PKI Login, the Vendor has to enter this password. If the Vendor forgets the password, the token will be automatically blocked for security reasons.

7. Is there a separate password for the hardware e-Token?

There is no separate password for e-Token hardware.

8. If I forget my DSC password or initialize the e-Token, what should I do?

If DSC Password is misplaced OR e-token is initialized, the Vendor cannot access the certificate. You have to apply for a new DSC and update the same in the e-token. Contact the help desk for support.

What is an e-Token?

- The e-Token contains a smart card-like chip. Users can use it to store a variety of personal information, such as user names, passwords, cryptographic keys, licenses, credentials or other data.
- Users cannot duplicate information on the e-Token. This means you can use it to store credentials that grant access to Internet services with confidence that the access will not be shared.

3.What is stored in e-Token?

The individual's DSC is stored in the e-Token. This is done by the Registration Authority who has processed your application and installed the .PFX file to the e-Token. At any point of time, only one individual DSC can be stored in e-Token.

4. How to install the e-Token drivers?

There are different brands available in the market. Most popular are Alladin, Athena and Rainbow. The manufacturer provides the drivers to recognize the e-Token in the user's computer. Insert the Installation CD in your CD drive and follow the instruction. When prompted to insert the e-Token, then insert the e-Token in the USB Drive and proceed.

Some basic activity to be done include –

- Adding the e-procurement portal as trusted site
- Enabling the Active X controls in the Internet Explorer Browser
- Installing the Root and Chain Certificates of the CCA (provided in the CD)

For detailed help, pl. refer PKI Installation guide in Help section.

5. Care instructions for handling your e-Token

- Do not try to format or initialize the e-Token because this will result in loss of the Digital Certificate.
- The DSC in the form of .PFX file is installed on the e-Token. This cannot be copied or backed up elsewhere.

- c. The RA provides you a default password at the time of issue. You are advised to modify the password. Take care to remember the modified password when you use the same for E-procurement activity.
- d. More than 3 failed attempts using wrong password will disable your e-Token. The DSC can never be retrieved. You will have to apply for a fresh Digital Certificate that will take minimum 3 days.
-

FAQs on Tendering Activity

1. How do I know that a tender is published?

You can find the same through "Tender Free View" link.

2. Do I pay for the tender documents?

- a) Check with the Buyer department. Few departments insist Vendors to remit the cost towards Tender Form Fee and then obtain the tender documents.
- b) Some departments allow you to download the tender documents at the time of online request itself. Initially all the tender documents are issued free of cost, but while submitting the tender, you need to enter the DD details of Tender form fee, e-Tender processing fees, wherever applicable.

3. How do I submit my tender to the department?

The tender documents can be downloaded from the e-Tendering portal. You can fill the tender documents along with EMD and submit online along with the scanned certificates required for the tender.

4. Can I download the drawings related to the tender if any?

Yes. Since drawings are part of the tender documents, while downloading the tender documents, these drawings can also be downloaded.

5. How do I view the drawings related to the tender if any?

Drawings will be usually uploaded in the .JPEG or .GIF format which can be viewed in MS paint.

6. How do I submit the EMD?

BG/DD taken for EMD is scanned and should be attached to the tender during submission. The originals should be handed over to the department before tender opening.

7. How do I upload and attach my additional certificates to the tenders?

You can upload all your certificates or documents through "General Documents" link. This link acts as a library where you can store any number of documents/certificates at any point of time. These certificates can be attached to any number of tenders (for attaching the file through "General Document" link, see help file).

In case you are facing any problem of not uploading the general documents, then open your image file in MS Paint, go to Image >> Stretch/Skew >> Reduce the size of the image to 50% >> save image and then try to upload the same.

8. How do I confirm my tenders are submitted without any problem?

Once you submit your tender, you will be provided with an acknowledgement along with token number, time stamp and list of submitted documents which confirms that your tender has been successfully submitted in the portal.

9. Can I resubmit the tender repeatedly till the tender submission or closing date?

Check with the Buyer department. If the multiple submission facility is allowed, then you can submit the tender any number of times till the tender submission or closing date.

10. If I change my bid after initial submission, do I need to click "submit" button once again?

Yes. Whenever you change your submitted bid, you should click "Submit" button compulsorily to attach the fresh bid to the tender. If you fail to do so, the previously attached bid will be valid and taken for evaluation.

11. How will I come to know that my bid has been opened?

On the opening date, you can login and see the tender opening process.

12. How should I confirm my tenders are not opened by any third party before the Date of opening?

The system does not allow your bids to be opened before the due date specified in the Tender Schedule. The Tender Inviting Authority is given the rights to open the tender using his valid digital signature certificate in e-Token.

13. Can I view the proceedings of opening of technical bid?

Once the tender is opened, you will view and download the competitors bid sheets under the 'Edit Attachment' screen.

14. Can I refer to my tender documents submitted to the departments?

Yes. All the submitted documents can be viewed through "Tender Document" screen in your login.

15. How much space is provided to me for storing my documents online?

Presently there is no restriction on storing capacity. Preferably, it is advised to have around 100 documents in the General Documents Library. Old records may be archived for convenience.

Deputy Director (Engg.)
For Additional Director General (E)(WZ)
Tel. No. (022) 22053528
Email ID- aircewz@vsnl.com

Description of work

Name of Work: : Fabrication, supply and fixing of glass partition, false ceiling, Vinyl flooring and supply of LED light fixtures at AIR, Khandwa.

Sr. No	Description of work	Qty.	Rate per unit/area	Total amount
1	<p>A) Supply, Fabrication & Erection of snap grid false ceiling with 595 mm x 595 mm x 12 mm thick, ISI grade, plastic coated Gypsum tiles of approved shade on 24 mm x 38 mm x 0.3mm composite power coated 'T' section with 20 mm x20 mm x0.3 mm composite powder coated 'L' angle by fixing in wall around all sides. The ceiling to be supported & held firmly from the true ceiling by 16 SWG G.I wire& D type anchor fastener.</p> <p>Sizes of false ceiling :- 1. TR Hall = 540 sq. ft. 2. Service Room = 190 sq. ft.</p> <p>The work includes making necessary openings in false ceiling for A/C diffusers, grills, Light fixture openings and fixing of old fixtures etc. and refitting of existing fixtures properly.</p>	730 sq. ft.		
	<p>B) Supply, fabrication & Erection of partition up to false ceiling made of 6 mm thick, plain glass on frame work of 16 SWG Aluminum Anodized pipe of size 62mm x 38mm & 12 mm beading strip including hinges, handle, door closure and locking arrangement.</p> <p>Partition Size:-1. TR Hall - 20' x 10'=200 sq. ft. 2. Engg. Room - 10'x10'=100 sq. ft.</p> <p>The T/R hall partition should have 4 nos. of top sliding type glass doors of approx. Size 2000mm (H) x 1200mm(W) each and Engg. Room partition should have 2 top sliding type glass doors of approx. size 2000mm (H) x 1200mm (W) each.(There may be some minor variation depending upon the site requirements)</p>	300 sq. ft.		
	<p>C)Supply, fitting, wiring & testing of 4 nos. of ISI grade, 34 watts, LED light fittings of size 24" x 24" in the new false ceilings(LED fittings of make- Havells, Bajaj, Crompton Greaves or Phillips brand only will be accepted).</p>	4 nos.		
	<p>D) Supply and fixing of ISI mark, heavy duty, 3 mm thick Vinyl flooring of approved shade after removing of existing damaged flooring.</p> <p>The vinyl flooring should be fixed by using good quality, ISI mark, Fevicol SR505</p> <p>All tools, materials, labours, scaffolding, etc. for carrying out the work is to be arranged by the tenderers. Safety precautions are to be followed strictly.</p> <p>Contractor will be responsible for any loss / damage to the equipment's during the work.</p> <p>Note: All other unmentioned necessary hardware required for completeness of the above all works will be provided by tenderer.(There may be some minor variation depending upon the actual site requirements/conditions)</p>	540 sq. ft.		
	Total			
	CGST/SGST/IGST as applicable			
	Grand Total			

ANNEXURE – II

Sub: Fabrication, supply and fixing of glass partition, false ceiling, Vinyl flooring and supply of LED light fixtures at AIR, Khandwa.

Ref: No. ENGP :(10 KW FM TR, Khandawa) /11TR/false ceiling, glass partition etc./18-19 Dated.27/2/2018

Company Profile Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

- 1. Name of Company
- 2. Mailing Address
- 3. Telephone and Fax numbers
- 4. Date of registration of the Company
- 5. Year of commencement of Business
- 6. Name and designation of the person authorized to make commitments to the Organization.
- 7. Contact details of the person authorized to make commitments to the Organization.
- 8. Turnover/Profit of the company

Sr. No.	Financial Year	Turnover of the company IN RUPEES.	Profit of the company IN RUPEES.	Remarks
1	2015-2016			
2	2016-2017			
3	2017-2018			

- 9. GST Number
- 11. Income Tax Number
- 12. Whether direct manufacturer or authorized dealers

Signature (Name & Designation)

Date :

(Note: This letter of authority should be on the letterhead of the firms concern and should be signed by a competent person of the firm.)

ANNEXURE – III

Sub: Fabrication, supply and fixing of glass partition, false ceiling, Vinyl flooring and supply of LED light fixtures at AIR, Khandwa.

Ref: No. ENGP :(10 KW FM TR, Khandawa) /11TR/false ceiling, glass partition etc./18-19 Dated.27/12/2018

SELF DECLARATION OF THE FIRM THAT IT HAS NOT BEEN BLACKLISTED BY ANY GOVERNMENT ORGANISATION

To,

The Addl. Director General (WZ),
All India Radio & Doordarshan,
PRATISTHA BHAVAN, 3rd floor,
101, M. K. Road, Mumbai -20

Sir,

This is to certify that M/s_____

has not been blacklisted by any Government Organization before submission of the tender document.

Yours faithfully,

(Name & Designation)

Date: For and on behalf of M/s_____.

ANNEXURE – IV

Sub: Fabrication, supply and fixing of glass partition, false ceiling, Vinyl flooring and supply of LED light fixtures at AIR, Khandwa.

Ref: No. ENGP :(10 KW FM TR, Khandawa) /11TR/false ceiling, glass partition etc. /18-19 Dated.27/12/2018

We _____
have gone through the tender document. We agree all the General terms & conditions and Commercial terms & conditions.

Signature with seal