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



No. ENGP(200/300 KW MW DRM TR,RF Choke)/11TR/ /2019-20

Dated.15/11/2019

E-TENDER

On behalf of the Prasar Bharati (India's Public service Broadcaster),E-tenders are invited by this Office in the prescribed Bid Proforma under Two bid system. The details of work are given in Annexure -1.

1. Tender No : No. ADG (E) (WZ)/AIR PROJECT/  
E-TENDER/RF CHOKE/2019-20//06
2. Supply/ Name of the work : Supply of RF Choke for Self Radiating 200/300 kW MW  
Mast at AIR, Ahmedabad, Jabalpur and Rajkot.
3. Delivery Period : Six weeks from the placement of supply order.
4. Estimated Cost : ₹14,50,000/-
5. Earnest Money Deposit : ₹29,000/-
6. Bid Validity up to : 180 (One Hundred and eighty) Days from the date  
of opening of Price Bid.
7. Security Deposit :Required as per (General Terms & Conditions).
  - (i) Amount : 5% of the order value in the form of Demand  
Draft / Bank Guarantee /FDR
  - (ii) Validity : 60 (sixty) days beyond the date of expiry of  
Warranty / Guarantee
8. Correspondence Address : The Addl. Director General (E)(WZ)  
Kind attn. Sanjay Bodele(DE)  
AIR Project Section  
All India Radio &Doordarshan  
Mumbai-400020  
Mobile:9653642743  
E-mail;ddgairprojectwz@gmail.com
9. Paying Authority : The Addl. Director General (E)(WZ)  
All India Radio &Doordarshan  
Mumbai-400020
10. Tender Closing Date and Time :06/12/2019 Time 1500 hrs.
11. Place of Delivery: 1) Dy. Director General (E), All India Radio, Transmitting Centre Ahmedabad (Guj.).  
2) Dy. Director General (E), All India Radio, Transmitting Centre, Rajkot (Guj.).  
3) Dy. Director General (E), All India Radio, Transmitting Centre, Jabalpur (M.P.).

12. Important Instructions:The tender will be governed by the "Instructions to the Bidders", "General Terms & Conditions" and "Technical Specifications".Two Bid System shall be followed for this tender.The

Technical & Commercial Bid should be submitted online. The Tenderer while submitting their bid, must adhere to the following instructions of Central Vigilance Commission, otherwise their offer is likely to be ignored.

- a) One Agent / Dealer / Supplier shall not represent two manufacturers or quote on their behalf in a particular tender i.e. one bidder shall quote one type of equipment in a particular tender.
- b) Tender documents submitted by the tenderer shall be serially page numbered.
- c) Tenderers should take due care while uploading the Tenders.

**13. LIST OF MANDATORY DOCUMENTS:**

- a) Copy of EMD/NSIC/MSME certificate in case of claim of exemption of EMD.
- b) Copy of GST Registration Certificate as applicable.
- c) Copy of PAN card.
- d) Annexure VI and Annexure VII on Firm's letter head and Annexure III, IV, V on plain paper.
- e) Proof of experience, Clause 25 of page no. 8
- f) An overall schematic of the choke with details showing all dimensions and parameters.
- g) Impedance chart of quoted Choke over MW Frequency Range i.e. 500 to 1600 khz
- h) Details of the internal test procedures/standards /Test equipment used for quality control of the equipment offered and to supply a copy of ISO or its equivalent certification.
- i) Signed tender document.

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

(K.S.Lakhane)  
Assistant Engineer  
For Additional Director General (E)(WZ)  
Tel. No. (022) 22053528  
Email ID- mumbai.cewz@gmail.com  
ddgairprojectwz@gmail.com

## 1. INSTRUCTIONS TO BIDDERS

### A. Important Notes:-

- a. Tender documents, Bid forms, general instructions to bidders and other details including amendments/changes can be viewed/downloaded free of cost from websites;
  - <https://www.tenderwizard.com/PB>,
  - <https://eprocure.gov.in>
  - <https://prasarbharati.gov.in>
- b. Brief instructions/guidelines for submitting quotation on e-tendering website/e-portal viz. <http://www.tenderwizard.com/PB> are given on page 27-30 of this document.
- c. Both Technical Bid and Financial Bid will be submitted concurrently duly digitally signed on the website <http://tenderwizard.com/PB>.
- d. The Tenders can be uploaded online up to 14.00 hrs on **06/12/2019** and the same will be opened at 1500hrs 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 ₹ 750/- only and maximum cap -₹.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  
Mobile 9653642743  
Telefax No. 022 22014683.  
Email ID- [mumbai.cewz@gmail.com](mailto:mumbai.cewz@gmail.com); [ddgairprojectwz@gmail.com](mailto:ddgairprojectwz@gmail.com)
  - All correspondence from tenderer / contractor shall be made as per correspondence address.
- j. Lowest tender will be decided on the basis of the total cost of price bid.

### B. LIST OF MANDATORY DOCUMENTS

- a) Copy of EMD/NSIC/MSME certificate in case of claim of exemption of EMD.
- b) Copy of GST Registration Certificate as applicable.
- c) Copy of PAN card.
- d) Annexure VI and Annexure VII on Firm's letter head and Annexure III, IV, V on plain paper.
- e) Proof of experience, Clause 25 of page no. 8.
- f) An overall schematic of the choke with details showing all dimensions and parameters.
- g) Impedance chart of quoted Choke over MW Frequency Range i.e. 500 to 1600 khz
- h) Details of the internal test procedures/standards /Test equipment used for quality control of the equipment offered and to supply a copy of ISO or its equivalent certification.
- i) Signed tender document.

**The Bids not complied with the above shall be summarily rejected.**

## 2. GENERAL TERMS & CONDITIONS

- 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 subjected 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 consist of namely:
  - A. **EARNEST MONEY DEPOSIT:**

Earnest Money amounting to ₹ 29,000/- in the form of FDR/Demand Draft/Bank guarantee of 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)/MSME or the Concerned Ministry or Department (MIB/DG: AIR/DG:DD). Bidders should upload valid NSIC/MSME Certificate of adequate monetary limit for the tendered stores/services. FDR/ Demand draft/ Bank guarantee of EMD shall be scanned and uploaded on e-tendering website within the period of bid submission.

Tender EMD deposit shall be placed in a single sealed envelope superscribed 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 Project Section, Pratistha 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.
  - B. Make, type, literature and specifications of the stores offered should be uploaded.
  - C. The bidders are required to fill up the Annexure I to XI sign it and scanned copies of the same are to be uploaded.
  - D. The bidder will also download the tender document, number each page sign every page having understood it and upload scanned copy.

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

E-Tender Processing Fee @ 0.1% of estimated contract value + GST shall be payable to M/s ITI Limited through their e-gateway by credit/debit card, internet banking or RTGS/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. 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:

- a) The bidder is found ineligible.
- b) 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.
- c) 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.

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

4) 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 FDR/Demand Draft/Bank Guarantee from nationalized bank/commercial bank drawn in favour of Prasar Bharati, CE (WZ), AIR & DD, and Mumbai. The security deposit will be returned in full on completion of Guarantee/Warranty Period.

5) TAXES:

GST Number is mandatorily to be quoted in quotation / Tender/Bills/Invoices without which tender is liable for rejection. The amount of GST should be shown separately in their quotation/invoices.

All the revised rules and regulations for GST are to be strictly followed.

Printed terms and conditions on Letter Heads/Leaflets uploaded by tendering Firm will not be considered as part of their tender.

- 6) The contractor/Tenderer shall make his/her own arrangement for storage of all equipments 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 at site. The contractor shall insure against damage, loss, theft etc.
- 7) The contractor/Tenderer 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.
- 8) The contractor/Tenderer and his employees shall comply with the regulation in force for controlled entry into premises where work is being carried out.

9) PRE-DISPATCH INSPECTION:

The stores/material/equipment RF Chokes will be inspected by the indenter or his authorised representative at manufacturers work before dispatch as specified in specification and in accordance with standard specified in the tender.

10) 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 including Mast in the premises on which the work or any part of it is 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 then due or at any time there after may become due to the contractor.

- 11) 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 duty under the Indian workmen act in his employment.

12) GUARANTEE/WARRANTY PERIOD:

The guarantee/warranty period shall be Two year from the date of supply/completion certificate given by the I.O. / Engineering Head.

13) COMPLETION PERIOD:

The work/Supply order will be completed as per terms & conditions of work order and tender. However entire work at All India Radio site shall be completed within *Six weeks* from the date of placement of order. The contract will be treated as terminated automatically unless otherwise extended in writing.

14) TERMS OF PAYMENT:

100% payment will be released on satisfactory and successful completion of supply at site. Further the contractor/supplier/firm should submit all the bank details such as:

- a. Name of the Bank
- b. Branch
- c. Account Number
- d. IFSC code
- e. MICR Code

along with their bill for online payment. Photostat copy of the cancelled cheque leaf may be enclosed.

15) 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 modification in the Terms & Conditions on the Tender/Quotation which are not acceptable to the Department, then the Department/Government shall, without prejudice to any other right or remedy, at the liberty to forfeit 50% of the Earnest Money as aforesaid.

16) Both PAN- permanent income tax account number and income tax circle & TIN-Tax identification number and the tax circle should be indicated in quotation in addition to GSTIN number.

17) ACCEPTANCE OF ORDER

- a. Within one week from the date of mailing of order,Supplier/contractor shall confirm acceptance of the order in its entirety.
- b.The Order is accepted unconditionally by Supplier/contractor by returning to this office duly signed copy of the Order within one week along with security deposit.
- c.When suppliers/contractor has accepted the order with all it's terms and conditions, tenderer's bid with general sales conditions and all his previous correspondences are considered superseded and void.
- d.Should supplier /contractor not respect the time limit for the confirmation of the order or incase suppliers/contractor cannot accept the Order, this office reserves the right to cancel in writing without prejudice to other terms,the entire order or part of it ,without notice. Under these circumstances the earnest money given by the supplier/contractor will be forfeited in full.

18) MODIFICATION IN ORDER

- a.All modification leading to changes in the order with respect to technical and/or commercial aspects including terms of delivery ,shall be considered valid only when accepted in writing by this office by issuing amendment to the Order.
- b.This office shall not be bound by any printed conditions, provision in the supplier Bid, forms of acknowledgement of Order, invoice, packing list and other document, which purport to impose any condition at variance with or supplement to order.

19) 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.

20) 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 of the tender. Bids not complying with this Organization's requirements may be rejected without seeking any clarifications.

21) 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.

22) 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 upto 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 terms and 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 rejected. The competent authority on behalf of Prasar Bharati reserve himself the right of accepting the whole or any part of the Tender and the tenderer shall be bound to perform the same at the rate quoted.

23) 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.

24) LANGUAGE/UNITS:

All information supplied by the Tenderer&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.

25) ELIGIBILITY CRITERIA:

Bids should be from actual manufacturer.Bid from sole selling agents/authorised distributors/authorised dealers/authorised contractors can also be considered provided such bids are accompanied with necessary supporting documents /authority letter from concerned actual manufacturer who authorised them to market their products, providedfurther, such an authority letter is valid at the time of bidding .The supplier/ contractor shall ensure that the required warranty cover is provided by the original manufacturer of the product.

The tenderer should have sufficient experience and shall submit the satisfactory supply orders/work orders/completion certificates of at least three similar items/equipments/work, each of value not less than 40% of the estimated cost, or two similar items/equipments/work, each of value not less than 60% of the estimated cost, or one similar items/equipments/work of value not less than 80% of the estimated cost, all amounts rounded off to the nearest 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..

26) 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.

27) INSURANCE:

- a. The contractor shall arrange for the insurance covering the risk during transit storage and installation till commissioning.
- b. 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 masts.



28) 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.

29) 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 5%of the total contract price of concerned delayed site.

30) 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. All the revised rules and regulations are to be strictly followed.

31) FORCE MAJEURE:

- a) If at 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 entitle 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 event 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.

32) 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 5% 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 5% of the contract price of the stores/ SITC/SETC After full period of extension (Maximum one 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 5% 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.

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

34) ARBITRATION OF CONTRACTUAL DISPUTES:

If any 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 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.

35) 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.

(K. S. Lakhane)

Assistant Engineer

For Additional Director General (E)(WZ)

Tel. No. (022) 22053528

Email ID- mumbai.cewz@gmail.com

ddgairprojectwz@gmail.com

SCHEDULE OF REQUIREMENTS

Name of Work: Supply of RF Choke for Self Radiating 200/300 kW MW Mast at AIR, Ahmedabad, Jabalpur and Rajkot.

Sr.No	Description of Stores/works	Unit	Quantity	Consignee, Delivery/Work Place
1)	Supply of RF Choke for Self Radiating 200/300 kW MW Mast at AIR, Ahmedabad. Operating frequency of MW mast at AIR, Ahmedabad 846 KHz <b>as per specification No. XTA-336.</b>			Dy. Director General (Engg.), All India Radio, Ahmedabad .(Guj.)
	Length of choke - 2.5 mtr	Nos	06	
	Length of choke - 1.6 mtr	Nos	57	
2)	Supply of RF Choke for Self Radiating 200/300 kW MW Mast at AIR, Rajkot. Operating frequency of MW mast at AIR, Rajkot 810 KHz <b>as per specification No. XTA-336.</b>			Dy. Director General (Engg.), All India Radio, Rajkot.(Guj.)
	Length of choke - 1.6 mtr	Nos	63	
3)	Supply of RF Choke for Self Radiating 200/300 kW MW Mast at AIR, Jabalpur. Operating frequency of MW mast at AIR, Jabalpur. 801 KHz <b>as per specification No. XTA-336.</b>			Dy. Director General (Engg.), All India Radio, Jabalpur.(M.P.)
	Length of choke - 2.5 mtr	Nos	06	
	Length of choke - 1.6 mtr	Nos	57	

## Technical Specification

**DIRECTORATE GENERAL: ALL INDIA RADIO  
(PLANNING & DEVELOPMENT UNIT)**


**(SPECIFICATION DOCUMENT FOR RF CHOKES OF MW SELF RADIATING MAST)**

SPECIFICATION NO : XTA-336  
DATE OF APPROVAL : 07.08.2019  
NO. OF PAGES : 07

**SUMMARY OF CONTENTS:**

1. Section I : General conditions of Tender/contract (P.No.01-03)
2. Section II : Technical Parameters of equipments (P.No.04-05)
3. Section III: Schedule of requirements (P.No.06)
4. Annexure-1 (P.No.07)

- N.B:**
1. The tenderer should go through all the sections of these specifications carefully and should confirm clause-by-clause compliance of all the sections clearly. Tenders received without clause by clause compliance are liable to be rejected.
  2. The tenderer should indicate the items offered as per schedule of requirements, Section-III, without cost details in technical bid to assess the completeness of offer against AIR's requirement.

  
(Anil Kumar Tiwari)  
A D (E), D (TD/MW)

07/08/19



SECTION - I  
**GENERAL CONDITIONS OF TENDER / CONTRACT**

**1.0 GENERAL:**

These specifications cover the supply of RF CHOKES OF MW SELF RADIATING MAST for installation at different MW Masts of transmitter sites all over the India. The choke should come along with its clamps to have a sturdy fixing arrangement across the Guy Insulators. The RF Choke should be capable of withstanding static discharge due to lightning so as to protect antenna system as well as guy insulator without causing its own failure.

RF choke has to be ruggedly designed to withstand extremely all rough weather conditions i.e. heat, thunder storm, rain, dust, etc.

**1.1: BROAD SCOPE OF SUPPLIES/ SERVICES:**

RF Choke should consist of following:

- (i) RF Chokes of required impedance for guyed self-radiating MW Mast, according to the Transmitting frequency of the AIR Station.
- (ii) S.S. clamp for its sturdy fixing arrangement on Guy wires of the Mast across the guy Insulator.

**1.2 LANGUAGE AND SYSTEM OF MEASURES:**

All information supplied by the tenderer and all markings, notes, designations on the drawings and associated write-ups etc. shall be in "English" language.

All dimensions and units on drawings and all references to weights, measures and quantities shall be in "Metric" Units.

**1.3. DOCUMENTS TO BE SUPPLIED ALONGWITH TENDER:**

The tender and associated information shall be submitted in duplicate.

**Sufficient information shall be furnished to enable AIR to adjudge the full merit of the offer.**

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Anil Kr Tiwari





- 1.3.1** Compliance statement on each and every clause of these specifications (in the order in which they appear in these specifications) indicating clearly whether or not the equipment and accessories offered conform to these specifications. ***A tender without clause by clause compliance to these specifications is liable to be rejected.***
- 1.3.2** An overall schematic of the choke with details showing all dimensions and parameters.
- 1.3.3** Impedance chart of quoted Choke over MW Frequency Range i.e. 500 to 1600 khz.
- 1.3.4** Details of the internal test procedures/standards /Test equipment used for quality control of the equipment offered and to supply a copy of ISO or its equivalent certification.
- 1.3.5** Any other information, which the tenderer feels relevant to his offer.

#### **1.4. DOCUMENTS TO BE SUPPLIED AFTER PLACEMENT OF ORDER/ACCEPTANCE OF TENDER:**

- 1.4.1.** An acceptance Test Procedure (ATP) shall be supplied after Placement of Order /Acceptance of Tender. This document after approval of AIR shall be used for Pre-dispatch inspection of quoted Chokes.

#### **1.5. DOCUMENTS TO BE SUPPLIED ALONG WITH THE EQUIPMENTS :**

- 1.5.1.** Following documents shall be supplied along with each of equipment.
- a) Test Measurements of each Choke including its impedance in MW frequency Range i.e. 500 to 1600 Khz.in steps of 100 kHz

#### **1.6. DELIVERY OF EQUIPMENT:**

The Supply and testing of the entire equipment shall be completed within **02(two)** months from the date of placement of order in case of Indian Rupee quote. In case of FOB quote, the delivery of the entire equipment shall be completed within **04(four)** months from the date of opening of the letter of credit. The equipment for each of the AIR sites shall be packed separately.

#### **1.7. INSPECTION/ ACCEPTANCE:**

- 1.7.1.** Pre-dispatch Inspection / Acceptance Tests at manufacturer's Works:

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- a) AIR will depute 2(Two) engineers and carry out the inspection of the equipment at Manufacturer's works as per Acceptance Test Procedure (ATP) approved by AIR. The various tests to be performed and the measurements to be done will be to check the conformity of the equipment offered to these specifications and the various conditions of the A/T.
- b) The contractor shall give at least 2 (two) weeks' notice to AIR to carry-out the inspection, before the consignment is ready for inspection.
- c) The equipment manufacturer shall put up the equipment on the test bench, at his works, before AIR inspectors and shall provide, without any extra charge, the power supply, consumable materials, tools, testing instruments and labour etc. as considered necessary for the tests to be carried out at the manufacturer's premises.
- e) The expenditure towards To & Fro Air Journey, lodging, boarding & Daily Allowance of the inspecting Officers shall be borne by AIR.

1.7.2. AIR will carry-out the following inspections/tests at AIR site, in India.

- a) Physical inspection, after receipt of the equipment at AIR site, for reporting any shortages or damages for free replacement / repairs by the manufacturer/contractor.
- b) Testing of equipment as per the ATP to confirm the performance of the equipment to Contract specifications, before finally accepting the equipment.
- c) If any equipment fails or is found to be defective on receipt at site, it will be replaced free of cost to AIR at site by the manufacturer / contractor.





**SECTION-II**  
**(Technical parameters of equipments)**

**2.1 General**

- 2.1.1 The section defines the technical parameters for the RF Chokes of self-radiating MW Mast.
- 2.1.2 The RF chokes should act as static drain device and protect the Antenna system from large static potential developed across the guyed insulators during condition of, high dry winds and lightning discharge and blowing snow close to antenna system.

**2.2 Technical Specification of RF Chokes of MW, Self-Radiating Mast:**

S. No.	Parameters	Specifications
<b>1</b>	<b>General</b>	
a)	<b>Operating Frequency of MW Mast</b>	To be given by Zonal Office as per actual operating frequency of concerned Transmitter
b)	<b>Length of Choke</b>	To be given by Zonal Office as per actual requirement depending upon length of Insulator
c)	<b>Robustness</b>	i) The construction of RF choke should be robust to withstand static discharge due to lightning to protect antenna system, guy insulator without its own failure. ii) RF choke has to be ruggedly designed to withstand extremely rough condition i.e. heat, storm, rain, dust and ice rain etc
d)	<b>Weather Protection</b>	Choke shall have necessary weather protection against <b>wind and water ingress</b> .
e)	<b>Fixing arrangement</b>	The RF choke shall have sturdy fixing arrangement for connection to Guy Rope of self-radiating Mast.
<b>2</b>	<b>Choke</b>	
a)	<b>Impedance</b>	The choke is required to offer maximum impedance at operating frequency. The choke should be self-tuned for Parallel Resonance at 120 to 130% of Operating frequency.



S. No.	Parameters	Specifications
b)	<b>Material of Former</b>	Former shall be made of Material having class "H" insulation or better (e.g. Fibre Glass) having thickness of 4 mm.
c)	<b>Diameter of Former</b>	The Former of the choke shall have Diameter of 75 mm.
d)	<b>Winding Coil Type</b>	Polyester and polypropylene insulated wires corresponding to BIS Specifications BIS-8783
e)	<b>Coil wire Diameter</b>	2.0 mm (14 Gauge)
f)	<b>Coil's connection to Clamp</b>	Coils should be terminated into a copper Lug of size on the both ends. Coil should be properly soldered to Lugs. Lugs should be properly connected to Clamp using Nut & Bolt arrangement.
g)	<b>Clamp</b>	Choke shall have Clamp on both side for connection to Guy Rope of self-radiating Mast.
h)	<b>Clamp Material</b>	Stainless Steel (304 Grade)
i)	<b>Clamp Strip Size</b>	Size 25x4 mm
j)	<b>Clamp Design</b>	Clamp design shall be as per arrangement shown in drawing attached at Annexure-1.

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JitenderPruthi

V.K. Baleja

Anil Kr Tiwari

**SECTION-III****SCHEDULE OF REQUIREMENTS:****AIR REQUIRES THE FOLLOWING EQUIPMENTS AS PER TECHNICAL SPECIFICATIONS DETAILED UNDER SECTION I & II**

Item	Detailed Schedule of Material	Quantity
1.0	RF Chokes including its fixing arrangement across the Guy insulators	To be given by concerned Zonal office.

Aditya Chaturvedi

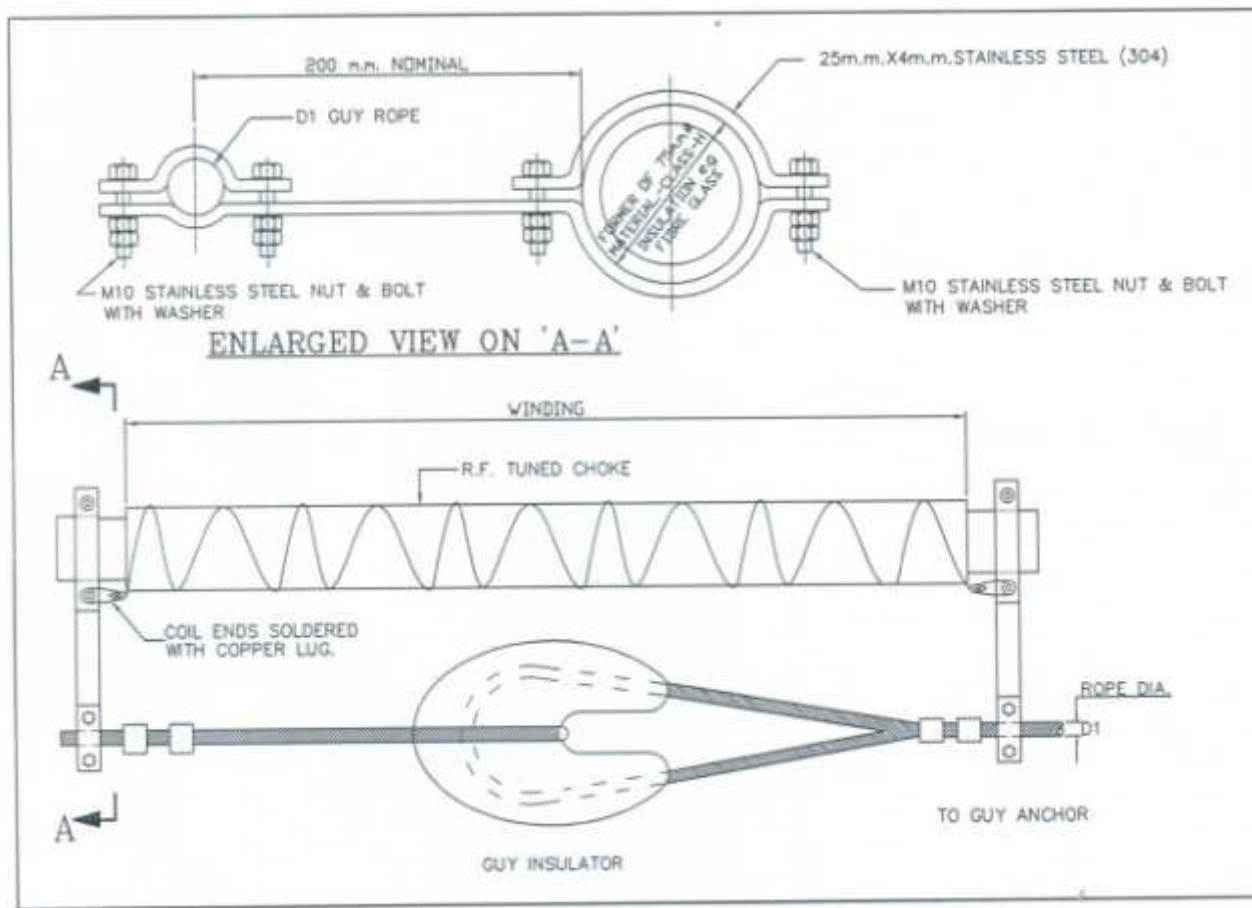
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Annexure - I



TECHNICAL COMPLIANCE

Sl. No.	Parameters	Specifications	Offer by tenderer
1	General		
a)	Operating frequency of MW mast	Ahmadabad 846 KHz, Rajkot 810 KHz & Jabalpur 801 KHz	
b)	Length of choke	Ahmadabad 846 KHz – 2.5 mtr 06 Nos& 1.6 mtr 57 Nos Rajkot 810 KHz – 1.6 mtr 63 Nos Jabalpur 801 KHz - 2.5 mtr 06 Nos& 1.6 mtr 57 Nos	
c)	Robustness	i) The construction of RF choke should be robust to withstand static discharge due to lightning to protect antenna system, guy insulator without its own failure. ii) RF choke has to be ruggedly designed to withstand extremely rough condition i.e. heat, storm, rain, dust and ice rain etc.	
d)	Weather Protection	Choke shall have necessary weather protection against wind and water ingress.	
e)	Fixing arrangement	The RF choke shall have sturdy fixing arrangement for connection to Guy Rope of self radiating mast.	
2	Choke		
a)	Impedance	The choke is required to offer maximum impedance at operating frequency. The choke should be self-tuned for Parallel Resonance at 120 to 130 % of operating frequency.	
b)	Material of Former	Former shall be made of material having class “H” insulation or better(e.g. Fiber Glass) having thickness of 4 mm.	
c)	Diameter of Former	The Former of the choke shall have Diameter of 75 mm.	
d)	Winding Coil Type	Polyester and polypropylene insulated wires corresponding to BIS Specifications BIS-8783	
e)	Coil wire Diameter	2.0 mm (14 Gauge)	
f)	Coil’s connection to Clamp	Coil should be terminated into a copper Lug of size on the both sides. Coil should be properly soldered to lugs. Lugs should be properly connected to clamps using nut & bolt arrangement.	
g)	Clamp	Choke shall have clamp on both sides for connection to Guy Rope of self radiating mast.	
h)	Clamp Material- Nut, Bolt, Washer	Stainless Steel (304 Grade)	
i)	Clamp Stripe Size	Size 25X4 mm	
j)	Clamp Design	Clamp design shall be as per arrangement shown in drawing attached at Annexure-1	

DOCUMENTS TO BE UPLOADED AND ITS COMPLIANCE

Sr. No.	Checklist point	Compliance by Tenderer Yes/No.	Supporting Documentary Evidence uploaded Yes/No	Remark
1	Earnest Money Deposit (EMD) Demand Draft			
2	Registration of firm with NSIC/MSME for exemption of EMD			
3	Copy of PAN Card			
4	Copy of GST Registration			
5	Eligibility Criteria, documentary proof of having completed similar type of work/ supply.			
6	Technical compliance statement to technical specifications			
7	An overall schematic of the choke with details showing all dimensions and parameters			
8	Impedance chart of quoted Choke over MW Frequency Range i.e. 500 to 1600 khz			
9	Details of the internal test procedures/standards /Test equipment used for quality control of the equipment offered and to supply a copy of ISO or its equivalent certification			
10	Signed tender document.			
11	Copy of Registration of firm / incorporation as applicable			

BIDDERS PAST SUPPLIES/WORKS PROFORMA

S1. No.	Name & Address of client	Period from..... To.....	Description of stores / works in details	Total quantity supplied successfully	Remarks

**NOTE: Certificate from clients to be scanned and uploaded along with this proforma.**



COMPANY PROFILE

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 Office.
7. Contact details of the person authorized to make commitments to the Office
8. Turnover of the company:   2016-2017  
  2017-2018  
  2018-2019
9. Profit of the company:     2016-2017  
  2017-2018  
  2018-2019
10. GST Number
11. Income Tax Number
12. Whether direct manufacturer or authorized dealers

Date:

Signature (Name & Designation)

(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.)

SELF DECLARATION OF 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,

Authorized Signatories

(Name & Designation)

Date: For and on behalf of M/s \_\_\_\_\_.

GENERAL TERMS AND CONDITIONS FOR SUPPLY/ WORK ORDER

- 1.NAME OF PURCHASER : PRASAR BHARATI
- 2.PAYING AUTHORITY : The Additional Director General (E-WZ), All India Radio & Doordarshan, Mumbai
- 3.PAYMENT TERMS : 100% payment will be released on satisfactory and successful completion of supply at site. Further the contractor/supplier/firm should submit all the bank details such as:
- a. Name of the Bank
  - b. Branch
  - c. Account Number
  - d. IFSC code
  - e. MICR Code
- along with their bill for online payment. Photostat copy of the cancelled cheque leaf may be enclosed.
- 4.BILLS : All the supplies and works shall be in conformity with the order and the entire/ part bills shall be prepared in quadruplicate in the same format as that of the supply order. All those part bills shall be submitted to the consignee for necessary and onward transmission to the paying authority.
- 5.PRE-DISPATCH INSPECTION:  
The stores/material/equipment will be inspected by the indenter or his authorised representative at manufacturers work before dispatched as specified in specification and in accordance with standard specified in the tender.
6. DISPATCH INSTRUCTIONS:  
The packing and marking of goods shall be as laid down in clause-12 of general conditions of contract DGS &D69 (revised),
7. 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.
8. INSPECTION  
The material will be inspected at manufacturer's workshop. All necessary tools equipments will be arranged by manufacturer/tenderer. If required any other tests are necessary and required to be carried out, the arrangements are to be made by manufacturer/tenderer. In case of disputes third party inspection will be carried out as per BIS standard for which charges will be borne by the firm/tenderer. If any damages are found, material will be rejected
- 9.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 equipments, 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.
- 10.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.
- 11.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 5%of the total contract price.

#### 12.CONDITIONS OF CONTRACT:

- a. DGS & D-68 (Revised) and DGS & D-71 as amended up to date .However such of these conditions stipulated on this tender shall super cede corresponding conditions in DGS &D-71.
- b. The contractor shall submit the duplicate copy work order duly signed and stamped along with acceptance letter and security Deposit within 2 weeks. No supplies will be made and no work shall start unless the acceptance is signed by the contractor.

#### 13.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.

#### 14.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 centre for Alternative dispute resolution. The international centre 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.

#### 15.FORCE MAJEURE:

a)If at 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 entitle to cancel this order not 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.

#### 16.CANCELLATION:

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

K.S.Lakhane  
Assistant Engineer  
For Additional Director General (E)(WZ)  
Tel. No. (022) 22053528  
Email ID- mumbai.cewz@gmail.com  
ddgairprojectwz@gmail.com

SUBMISSION OF TENDERS

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

1. Tender details available on the following websites.
  - a. <https://www.tenderwizard.com/PB>,
  - b. <https://eprocure.gov.in>
  - c. <https://prasarbharati.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, 2<sup>nd</sup> Floor, Main Nazafgarh Road  
Near Janakpuri Metro Station (East)  
Janakpuri New Delhi- 110058  
(E-Mail: [twhelpdesk680@gmail.com](mailto:twhelpdesk680@gmail.com), [twhelpdesk605@gmail.com](mailto:twhelpdesk605@gmail.com), [twhelpdesk381@gmail.com](mailto: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

#### 4. 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](http://www.cca.gov.in)) If you have already obtained the certificate, then log-in with eToken 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?
  - a. 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.
  - b. 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.
  - c. 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?

1. 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.
2. 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 –
  - a) Adding the e-procurement portal as trusted site
  - b) Enabling the Active X controls in the Internet Explorer Browser
  - c) 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
  - a. Do not try to format or initialize the e-Token because this will result in loss of the Digital Certificate.
  - b. 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.