



**PRASAR BHARATI  
INDIA'S PUBLIC SERVICE BROADCASTER  
AKASHVANI: JAMMU  
sejammu@gmail.com**

No: J-15/272/2023-ENGG - AIR JAMMU Comp No:200597

Date:28.11.2023

M/S CPPP/Prasar Net

**Subject: - Inviting of quotations in double envelope system for cleaning of bathrooms, toilets located inside the Studios block and in the FM transmitter block etc at Main Station Akashvani Panjtirthi Jammu**

Sir,

Quotations are invited by the Deputy Director General (E) in **double envelope system**, Akashvani, Jammu from reputed/ registered Dealers/ Firms/ Contractors for execution of following **Job/Work on complete contract basis** at the station as per the following details:-

- **Nature of Work:**
  - a. **Cleaning of bathrooms, toilets located inside the Studios block and in the FM transmitter block etc**  
(For complete details please see the annexure titled as **scope of work**)
- **Period of Contract:** 01.01.2024 to 31.12.2024
- **Location (site):** Studio Complex, Main Station Akashvani Panjtirthi Jammu
- **Estimated Cost:** Rs.2,29,000/-
- **Submission of Quotation:**15.12.2023 at 03.00PM

The quotation in sealed cover should reach the office of Deputy Director General (E) latest 15.12.2023, 03.00PM embossed with the following details on front side of the envelope.

1. Reference of the " **quotation inviting letter with date**".
2. Reference of the short " **title of the work**"
3. Date of opening for technical bids/pre financial bids. 15.12.2023 at 04.00PM
4. Name and address of the firm/contractor.

Inside the main sealed envelope, the bidder shall be enclosing to different sets of sealed envelopes as per detail below;

1. Envelope-1 for technical details: All mandatory papers to be enclosed in the envelope 1 as per the list mention in the Annexure-I i.e (Mandatory and optional documents crucial to pre financial bid process.)
2. Envelope-2 for financial bid: Rate Annexure -IV duly filled in figures (as well as in words) indicating the quoted rates of the tenderer for financial competition.

The technical quotations (pre financial bids) shall be opened on 15.12.2023 at 04.00PM by **quotation opening committee** as authorised by the DDG (E). The quotation should be addressed to Deputy Director General (E) on his official address. No quotation should be received or entertained after the due date, despite postal delay (if any). The quotations shall be evaluated by the technical evaluation committee and the contractors meeting the mandatory criteria and mandatory documents shall be shortlisted. **The shortlisted firms shall be informed about the date of opening for financial bidding by e-mail / speed post scheduled for 22.12.2023 at 04.00PM**

The Authorised representatives of the firm can choose to be present at the time of opening of quotation. However, if any of the representatives of the firm or all of the representatives of the concerned firms are not available at the time of the opening of the quotation, the same shall not prevent the **quotation opening committee** from opening the quotation/tenders.

The acceptance of the quotation for competitive purpose (i.e., for Bidding purpose) shall be subject to **terms and conditions** as laid in the relevant annexure (attached with the quotation inviting letter). Deputy Director General (E) reserves the right to reject any of the quotation or all of the quotations without assigning any reason thereof.



(Manisha Sharma)

Assistant Director (OL)

For Deputy Director General (E)

मनीषा शर्मा  
सहायक निदेशक (ओ/एल)  
Manisha Sharma  
Assistant Director (O/L)  
आकाशवाणी, जम्मू

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**List of mandatory documents to be attached with the quotation:**

1. Copy of the **GST registration certificate** of the contractor/ firm. (Indicating GST number as well)
2. Copy of **PAN** for the purpose of income Tax Deduction at source.
3. The **Cancelled cheque leaf of the current Bank account** on which the firm is maintaining its commercial transaction.
4. **Registration certificate** of the contractor/ firm. The contractor should be a registered either for **execution of petty civil works or for housekeeping jobs**.
5. A Bank draft of 10,000/- issued in favour of the bidder and pledged to DDO, AIR-Jammu. (as EMD). However the EMD amount is exempted in respect of contractors coming under the category of MSME as per the guidelines of Government of India.
6. **Cost of Tender is Rs.200/-** Contractors, who choose to download their tender dossier from the E-mode, are exempted from paying the cost of the tender. However, firms who shall be collecting tender dossier as hard copy from the office shall have to deposit an Amount of Rs.200/- with the cashier of All India Radio, Jammu and the GAR/TR copy may please be attached with the tender dossier. However, the firms who have been approached by this office under the category of limited tender basis shall have to enclose a bank draft of Rs.200/-(Non Refundable/Nor Transferable) drawn in favour of DDO, AIR-Jammu along with tender dossier at the time of submission in addition to EMD.
7. An Affidavit duly signed by the deponent and attested by the notary affirming the genuineness of documents and also as to affirm on that the firm has never been blacklisted by any government of India department for any breach of agreement or default/ panellized for non execution/sub standard execution of work.

**Optional Documents:**

1. Experience Certificate at issued by any Government owned PSU or any Department of J&K Government or Government of India.
2. Turn Over Certificate indicating a minimum threshold commercial financial transaction as per certified balance sheet for Rs.15 lakh.
3. ITR certificate of the assessment year 2022-23 and 2023-24.

मसीषा शर्मा  
सहायक निदेशक (ख.ग.)  
Masisha Sharma  
Assistant Director (O/L)  
आकाशवाणी, जम्मू

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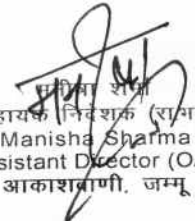
Date:28.11.2023

**TERMS AND CONDITIONS:**

1. The qualifying firm shall have to deposit a security amount of Rs.23,000/- in the form of Term Deposit of one year drawn in favour of the firm/ contractor. The same has to be pledged to the DDO, Akashvani Jammu with the validity of two years from the date of issuance. A Bank Guarantee in the matter is also acceptable in lieu of the Bank term Deposit.
2. The security amount shall be released after three months on successful completion of the contract.
3. The firm shall be raising the bills on monthly basis (On pro rata basis); though the rates quoted IN lump sum for a period of twelve months. The rates to be quoted in the Rate Annexure by the interested contractor shall be applicable on monthly basis, indicating the basic quoted rates, GST component and other Tax/ levies applicable separately. The monthly bill has to be raised as one twelve (1/12) of the total quoted value.
4. The firm shall be responsible for handling any unforeseen situation like mishap, injury, accident, disability, electrocution, snake-bite, animal attack to any of its Manpower/Labour, while execution of the work at site. An agreement covering the above aspect has to be furnished by the contractor in the form of indemnity bond of Rs.100/- denomination.
5. The firm/ contractor or any of its labour (including heirs, legal appointed successors or any other close relation) won't claim any compensation like that of Govt. Job/ continuation of the contract, ex-gratia or financial entity in case of any mishap/ injury/ death while execution of the work from the department, neither as matter of compassion or for sustenance.
6. The firm/ contractor shall arrange for all types of tools, implements, stair-case, protective gear for safe execution of the work. All norms of industrial safety shall be followed.
7. The competent authority can prematurely call-off the contract without assigning reason thereof. The contractor shall be paid on pro-rata/ proportionate basis on pre-mature termination of the contract. If the competent authority decides to do so or if the required funds are not available with the office. The contractor can be informed 15 days prior to the actual date for termination of the contract. The contractor won't have any claims for financial nature for pre termination of the contract and in the event of pre termination of the contract no experience certificate or successful completion certificate of the contract shall be issued by the department.
8. Any hike in the prices on account of change in the market-price index in respect of commodities or otherwise also which include prevailing labour rates also as well as Govt. Approved labour rates during the period of the contract, shall have not any bearing on the rates quoted/ rates to be Charged. No claim for escalation of rates in this regard shall be entertained by the department. However, any change in the tax component as notified by

the Govt. Shall has to be reflected/ charged in the next following bills ( w.e.f post notification date) by the contractor and accordingly paid by the Department.

9. All the applicable deductions like that of income tax TDS, GST TDS, educational cess shall be made by the DDO on the verified amount of the bills and credited in the respective GST accounts and PAN of the contractor.
10. The contractor shall ensure that labour engaged by the contractor for execution of the work is in good state of health and above 18 years of age but below the age of 58years.
11. The contractor shall have to seek security permission and provide ID- proofs as well as address proofs of the labourers engaged by him.
12. The contractor shall follow all the guidelines as laid in the labour rules and no disputes in this regard shall be acceptable by the department. Any complaint in this regard shall be acceptable by the department. Any complaint in this regard shall be dealt under relevant provisions of the law/ labour rules/ departmental procedures of redressing grievances and shall be subject to jurisdiction of Jammu courts.
13. Contractor has to give due regard to the labour rates as prescribed by Department of Ministry of labour and Employment while making payment to the labour as shall be hired by the contractor for dispensing the work. Adherence to labour rates as prescribed by government shall be a mandatory aspect of the contract and any violation in this regard shall be viewed seriously and liabilities fixed on the contractor as per the norms and can also lead to termination of the contract with all involved and evolved liabilities.
14. **Tendrer's submitting their quotations with abnormally low rates (ALR) and abnormally high rates (AHR) to the estimated amount shall be dealt as per the Prasar Barati Circular No: IT-1/102/SBD/2021-IT&PP dated 24.11.2021 copy attached as part of the tender.**

  
सहायक निदेशक (रा.भा.)  
Manisha Sharma  
Assistant Director (O/L)  
आकाशवाणी, जम्मू



**ALL INDIA RADIO: JAMMU**

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**SCOPE OF WORK**

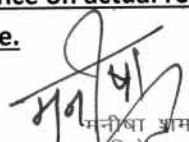
1. The cleaning of the studio block including additional studio facility (ASF), Extension of Studio Complex i.e CBS Block, AC Plant Chambers & 2no's of duty rooms and FM Transmitter block on daily routine basis, which includes sweeping, dusting, cleaning by wipers after applying soap solution on the floors. Approximate surface area 6000 sq ft.
2. Cleaning of glass panes of the studio entrance doors by glass and surface cleaner on daily routine basis.
3. Periodic wax polishing of the floors of the studios.
4. Additionally the cleaning of the premises adjoining the Studios block and FM transmitter block comprising of roughly as 18000 sq ft which breakup given below.

**Breakup of Proposed details of work.**

1. No. of Bathrooms cum toilet in Studios block	02 one ladies and one gents
2. No. of bathrooms cum toilet in FM Transmitter	01
3. No of Studios chambers	10 3000 sq ft approx.
4. Floors of library, 02 no duty rooms, control room and AC Plant	3000 sq ft approx.
5. Floor area of FM transmitter blocks	1000 sq ft approx.
6. Premises in front of Studio block	10000 sq ft approx.
7. Area on the back of the Studio blocks	5000 sq ft approx.
8. Area on the back of FM Transmitter blocks	3000 sq ft approx.

Additionally all the fixtures furniture items including technical furniture need to be cleaned on daily routine basis and shall be part of the contract.

**NOTE: All the consumable items like that of soap solution, bathroom and toilet disinfectants, dusters, wipers brooms, glass cleaners etc. shall be issued by the office on actual requirement basis and on the requisitions as submitted by control room incharge.**

  
 सहायक निदेशक (रा.भा.)  
 Manisha Sharma  
 Assistant Director (O/L)  
 आकाशवाणी, जम्मू

ALL INDIA RADIO: JAMMU

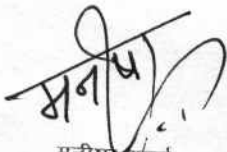
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Rate annexure to be filled as financial bid

S.No.	Items	Quantity	Basic Rate	GST	Amount
1.	for cleaning of bathrooms, toilets located inside the Studios block and in the FM transmitter block etc at Main Station Akashvani Panjtirthi Jammu for 12 months	One complete job. (The area to be attended is as per scope of work)	Rs. _____		Total Value of Rs. _____

Total rate included taxes quoted (in words)

  
 मनीषा शर्मा  
 सहायक निदेशक (रा.भा.)  
 Manisha Sharma  
 Assistant Director (O/L)  
 आकाशवाणी, जम्मू

Seal &amp; dated signature of the contractor

PRASAR BHARATI  
(INDIA'S PUBLIC SERVICE BROADCASTER)  
PRASAR BHARATI HOUSE, TOWER - CCOPERNICUS MARG,  
NEW DELHI

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IT-1/102/SBD/2021-IT&PP

24<sup>th</sup>  
Date: November-2021

**Subject: Policy for dealing with Abnormal High rate (AHR) and Abnormal Low rate (ALR) Bids.**

For dealing with the steep difference between the estimated cost and the L-1 offer, the following policy shall be followed by all the offices of Prasar Bharati Network, which has been approved by the Management Committee in its 106<sup>th</sup> meeting held on 27th October 2021.

2. In all future Tender documents following 'commercial terms for acceptance of Bid' are to be included:

2.1 After opening of the price bids, if the Lowest Bid (L-1) rate is found substantially higher than the updated cost estimate or available budget, Prasar Bharati will cancel the procurement process/ reject all Bids; Re-Tender will be invited afresh after detailed scrutiny of the estimated cost.

2.2 If the quoted rate for Bid, is found considerably lower than the estimated rates, it will be considered as abnormally low Bid; in such cases, Prasar Bharati may seek written clarification from the Bidder, including detailed price analysis of its bid price in relation to scope, schedule, allocation of risks and responsibilities, and any other requirements of the bid's document. If, after evaluating the price analyses, Prasar Bharati determines that the bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price, the Prasar Bharati may reject the bid/proposal.

**3. Policy Guidelines for scrutiny of Bids:** (not to be included in Tender document)

3.1 The Substantially high-rate items are those whose quoted rates are more than 20% of the estimated cost, after considering the Price escalation for any unexpected reason, if any. The updated cost will be decided through the proper approval process by Prasar Bharati.

3.2 The abnormally low-rate items are those whose quoted rates are less than 20% of the estimated cost decided by Prasar Bharati.

**4. Alternate Option:**

When price escalation is envisaged due to any or all of the following reasons, after cost estimation has been carried out and before the opening




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of bids, a committee may be formed with the approval of the competent authority to re-estimate the cost, which will then be considered as the estimated cost: -

- (i) Variation in the currency exchange rate.
- (ii) The government's revision of labour rates.
- (iii) Variation in the cost index
- (iv) Tax revision (if not referred to as inclusive).
- (v) For any other reason.

5. The percentage of variations could also differ for different types of procurement. Every time, this may be rechecked in the light of the guidelines for reasonableness of prices and market rate justification.

This issues with the approval of Competent Authority.

  
अजय कुमार श्रीवास्तव | AJAY KUMAR SHRIVASTAVA  
(डी डी जी (आईटी)|DDG(IT)|PB)

To

1. OSD to CEO Prasar Bharati,
2. PS to Member ( Finance ), Prasar Bharati,
3. The DG : AIR
4. The DG : DD
5. The DG: News : AIR
6. The DG: News: DD
7. The CE, CCW
8. To all concerned.

Copy to

1. The ADG Engineering Purchase( AIR&DD)
2. All Five Zonal offices of the ADGs.
3. The ADG (Finance , IT &PP)
4. The ADG, Knowledge Managenent
5. The CVO, Prasar Bharati.
6. DDG(IT)(Software)
7. The IEM Prasar Bharati.
8. DDG(Tech), Prasar Bharati ( for uploading to Prasar Bharati Website/Prasar Net/eOffice KMS)