

प्रसार भारती/PRASAR BHARATI  
भारत का लोक सेवा प्रसारक/BROADCASTING CORPORATION OF INDIA  
दूरदर्शन : गुवाहाटी  
DOORDARSHAN KENDRA: GUWAHATI

No. NIT- 04/DDK/Ghy/Engg/2024-25 1864

Date: 29/07/2024

INVITATION TO BID THROUGH WWW.EPROCURE.GOV.IN

**Sub: Notice Inviting Tender for (sealed bid) "Repairing of existing production table by replacing the table top wooden ply board by new wooden ply board (19mm) and Making of similar additional 6 feet length New production table" in CB PCR" at Doordarshan Kendra, Guwahati".**

This office invites sealed quotation (single Bid) from approved eligible contractor for the work "Repairing of existing production table by replacing the table top wooden ply board by new wooden ply board (19mm) and Making of similar additional 6 feet length New production table" in CB PCR" at Doordarshan Kendra, Guwahati".

1	Tender No. :	No. NIT - 04/DDK/Ghy/Engg/2024-25	Dated. 29/07/2024
2	Description of works items	"Repairing of existing production table by replacing the table top wooden ply board by new wooden ply board (19mm) and Making of similar additional 6 feet length New production table with 4" cushion in front of the total length of both the table"	
3	Tender to be submitted off-line only	Doordarshan Kendra, RGB Road, Guwahati	
4	Earnest Money:	Nil	
5	Estimated cost	Rs 65,000/-(Rupees Sixty Five thousand only)	
6	EMD to be issued in favour of	NA	
7	Bid Validity up to:	120(One Hundred Twenty) days from the date of opening of Bid.	
8	Performance Security Deposit	NA	
9	Correspondence Address:	Assistant Director (E) (Engg stores.) Doordarshan Kendra RGB Road Guwahati	
10	Paying Authority :	Dy. Director General (Engg.), Doordarshan Kendra, Guwahati	
11	Last Date & time of submission of Tender off-line	12-08-2024 at 15.00 hrs.	
12	Opening Date of financial bid	12-08-2024 at 16.00 hrs.	

**Note:** Submission of duly filled Annexure-2 along with all tender documents is mandatory.

MS egm  
29/7/24  
जारी किया  
ISSUED

29/07/2024  
दीपक कुमार शर्मा  
Dipak Kumar Sharma  
सहायक निदेशक ( अभि. )  
Assistant Director (Engineering)  
दूरदर्शन केन्द्र, गुवाहाटी  
Doordarshan Kendra, Guwahati



प्रसार भारती/PRASAR BHARATI  
भारत का लोक सेवा प्रसारक/BROADCASTING CORPORATION OF INDIA  
दूरदर्शन : गुवाहाटी  
**DOORDARSHAN KENDRA: GUWAHATI**

No. NIT -04/DDK/Ghy/Engg/2024-25

Date: 29.07.2024

**Sub:** "Repairing of existing production table by replacing the table top wooden ply board by new wooden ply board (19mm) and Making of similar additional 6 feet length New production table" in CB PCR at Doordarshan Kendra, Guwahati".

**Dear Sir,**

This office is interested in the following **works** as per specification given below/attached and invites sealed quotation (single bid).

Sl No.	Scope of work	Quantity	Remarks
1.	<p>1. "Repairing of existing production table by replacing the table top wooden ply board of (8Ft Length x 3 Ft Width x 4 Inch Height) by new wooden ply board (19mm) thick and with good quality sun mica in all sides including the supporting stand (colour shade will be as per approval by office).</p> <p>2. Making of similar new 6Ft Length x 3Ft Width x 4 Inch Height wooden ply board (19mm) thick new production table with back side door" with good quality sun mica in all sides including the supporting stand (colour shade will be as per approval by office).</p> <p>3. 4" cushion in the front for the full length of the table with required hole cutting to install the equipment on the table.</p> <p>The complete Job Work include Supply of materials and Labour charges.</p>	Job Work	

**Works to be carried out at: Programme Production control Room in CB Studio in**

**DDK Guwahati.**

- The quotation should specifically mention **works to be carried out**, terms and condition of works. The prices given should be firm and as under.  
(a) The work amount 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 quotation should specifically mention rates for specified works & Taxes separately.**
- The tender shall consist of namely:  
(a) **EMD:** Earnest Money amounting for this tender is **Rs. Nil**  
(b) **SECURITY DEPOSIT:** NIL.
- TAXES:** GST if any will be paid only if the GST No. is mentioned in the quotations and bill.
- Printed terms and conditions of tendering firms will not be considered as forming parts of their tender.
- The contractor shall make his 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/her own arrangements for procuring necessary labour, skilled and unskilled. He should conform to all local government laws and regulations covering labour and their employment.
- The contractor and his employees shall comply with the regulation in force for controlled

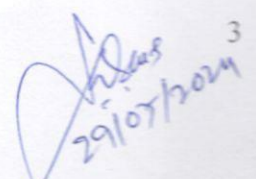
*[Signature]*  
29/07/2024



**9. Contractor liability for damage caused during work and Imperfections noticed:**

If the contractor or his/her workmen or servants shall break, deface, injure or destroy any part of the building in which they may be working or building road kerb, fence, enclosure, water pipe, cable, drain, electric or telephone posts or wires, trees, grass or grasslands or any Technical Equipment in the premises on which the work or any part of it as being executed, or if any defect, shrinkage or other faults appear in the work the contractor shall make good at his/her own expense, or in default, the indenter may get the same rectified and deduct the expense from any amount that may be than due or at any time there after may become due to the contractor.

10. The contractor shall take insurance for his men while working at **DD, site**, against any injury, accidents death etc. Similarly, the equipment, instruments, tools etc, belonging to the contractor shall be insured against damage, loss, theft etc.
11. While engaging labour for carrying out obligations under the contract, the contractor shall satisfy the conditions laid down under contract labour (Regulation and Audition Act 1970 and (Central) Rules 1971 as amended from time to time and observe all formalities required as per said Act/Rules. The contractor shall also Observe the provision under Minimum Wages Act 1948 (Central) Rules 1950 amended from time to time while engaging labour.
12. The contractor shall indemnify and hold harmless the purchaser against all claims in respect of injury to any person howsoever arising out of the work in the course of such work. The contractor shall discharge his entire obligation under the Indian Workmen Compensation Act in as far as it affects workmen in his Employment.
13. **Work Completion Period:** The entire works at Doordarshan site shall be completed with **10 days** from the date of placement of work order.
14. **TERMS OF PAYMENT:** Payment will be released on successfully completion of the work.
15. The quotation (single bid) should be sent in a sealed cover addressed to the undersigned, by name, so as to reach on or before **12.08.2024**, 15:00 P.M.  
**PRASAR BHARATI, (India's Public Service Broadcaster), DOORDARSHAN KENDRA, RGB Road Guwahati**  
**THE COVER SHOULD BE SUPERSCRIBED WITH THE FOLLOWING:**
  - a. Works for which quotations are enclosed.
  - b. Reference to letter of enquiry.
  - c. Due date of opening quotation.
16. The tender will be opened in this office on **12.08.2024** at 16.00 Hrs. in the presence of tenderers or their agents such as they may choose to attend.
17. **QUOTATIONS NOT PROPERLY SUPERSCRIBED WILL NOT BE CONSIDERED.**
19. The quotations submitted shall remain open for acceptance for a period of **120 (One Hundred Twenty days)** from the date of opening of the Tender. If any Tenderer/ Suppliers withdraws his Tender/Quotation before the said period or makes any modifications in the Terms & Conditions on the Tender/Quotation which are not acceptable to the Department, then the Government shall, without prejudice to any other right or remedy, be at the liberty to forfeit 50% of the Earnest Money as aforesaid.
20. Both your **PAN - Permanent Income Tax Account Number** and Income Tax Circle & your **GST - Goods & Service tax number** and the Tax circle should be definitely indicated in your quotation.
21. **RIGHT OF ACCEPTANCE:** The undersigned reserves the right to reject the lowest tender or all the tenders without assigning any reasons whatsoever. Further, the undersigned reserves him self the right to increase or decrease up to 50% of the quantity of goods and services specified in the schedule of the requirement without any change in the unit price of the order quantities or other term conditions at the time of award of contract. All Quotations/Tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. The competent authority on behalf of Prasar Bharati reserve himself the right of accepting the whole or any part of the Tender shall be bound to perform the same at the rate quoted.
22. 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.
23. **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 references to weights, measures & quantities shall be in MKS.
24. In case this is second enquiry, your Quotation in response to the first enquiry should be presumed to be valid up to 180 days from the last date mentioned in para 11 above unless we hear from you.
25. **Eligibility Criteria:** The tenderer should attach documentary proof of experience Certificate for having successfully designed, Fabricated, installed and commissioned

  
29/07/2024<sup>3</sup>



similar type of work and should attach the relevant documents/certificate. The tenders without qualification certificate will be rejected.

**26. 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 arbitrator(s) shall be the 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 proceedings shall be **Guwahati only**.

**27. FORCE OF 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, fires, floods, explosions, epidemics, Quarantine restrictions, strikes, lock-outs or acts of God (therein after restrictions 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.
- a) 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.

**28. 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.

**29. GENERAL:** - All the pages of the tender document should be duly signed, stamped and serially numbered on submission, failing which the tender may not be considered as qualified tender.

**30. INSPECTION:** - If the firms who are interested in filling the quotations and if want to inspect the site may visit the Doordarshan Kendra from Monday to Friday between 11.00 AM to 04.00 PM.

**Web Site: [www.eprocure.gov.in](http://www.eprocure.gov.in)**

(Dipak Kumar Sarma)  
Assistant Director (E) (STORES)  
for DDG (Engg.)

**CHECK LIST for Bid**

Please ensure to check the following before submitting in the bid, otherwise, quotation will be liable for rejection:

1	Price	Price should be quoted in the financial bid.
2	Validity of offer	120 days
3	Eligibility Criteria	Documentary proof showing work experience of similar work should be submitted along with the Bid (as per clause no. 25-page no.4)
4	GST, PAN	Registration copies of GST, PAN to be enclosed.



Handwritten signature and date: 29/07/2024



Sl. No.	Checklist Point	Compliance by Tenderer Yes/No.	Supporting Documentary Evidence	Remark
1.	Copy of PAN Card.			
2.	Copy of GST Number.			
3.	Eligibility Criteria, documentary proof.			
4.	Company Profile			
5.	All the pages of Tender submitted signed, stamped & serially numbered			

### **CHECK LIST for Financial Bid/BOM**

**Please ensure to check the following before submitting quotation otherwise, quotation will be liable for rejection:**

1	Price	Work amount quoted in figures and words should be correct. However, work amount quoted in words will prevail, if there is any difference.
2	Validity of offer	120 days
3	Payment terms	Payment will be released on completion of the work.
4	Payment of statutory levies/ Taxes	Levis/Taxes if any are to be clearly mentioned.

#### **Annexure-I**

#### **A) GENERAL INSTRUCTIONS TO BIDDERS:**

1. The scope of work for stores to be tendered are available in the complete bid documents which can be viewed/downloaded free of cost from e-tender portal of DD <http://eprocure.gov.in>
2. The Financial Bid will be submitted concurrently in separate envelop by off-line process.
3. No claim shall be entertained on account of disruption of courier/postal services being used by bidders. Bidders are advised to submit their bids well in advance to avoid last minute technical snags.
4. All Corrigendum / Amendment/ Corrections, if any, will be published on the website <http://eprocure.gov.in>.
5. All documents/papers submitted by the bidder must be legible.
6. Page No. shall be given on each and every paper/documents serially submitted in the technical bid.
7. The successful tenderer will be required to furnish Security Deposit within 2 weeks of placement of contract at the rate of **NIL** for indigenous supplier.
8. Tenderers shall separately indicate the rate and amount of GST /Taxes etc., as applicable on the date of tendering in their offer failing which the offer will be summarily rejected.

#### **B) LIST OF MANDATORY DOCUMENTS**

1. DD Tender Document complete along with all Annexure/Appendix, stamped and signed.
2. Any other document asked for in this tender document.
3. The tenderer should attach documentary proof of experience certificate for having Successfully designed. Fabricated, installed and commissioned similar type of Work. The tenders without qualification certificate will be rejected on date of opening without further intimation
4. Submission of duly filled Annexure-2 along with all tender documents is mandatory.

*[Signature]*  
29/07/2024



(Public Body to delete this Form if a Bid Security is requested)

Appendix to Bid Submission Sheet

**BID SECURING DECLARATION**

By subscribing to the undertaking in Bid Submission Sheet:

I/We accept that I/We\* may be disqualified from bidding for any contract with any Public Body for the period of time that may determined by the Procurement Policy Office under Section 35 of the Public Procurement Act, if I am/we are\* in breach of any obligation under the bid conditions. Because I/We\*

- a) have modified or withdrawn my/our\* Bid after the deadline for submission of bids during the period of bid validity specified by the Bidder in the Bid Submission Sheet:
- or
- b) have refused to accept a correction of an error appearing on the face of the Bid: or
- c) having been notified of the acceptance our Bid by the (insert name of public body) during the period of bid validity. (i) have failed or refused to execute the Contract if required. Or (ii) have failed or refused to furnish the Performance Security in accordance with the Instructions to Bidders.

I/We\* understand this Bid Securing Declaration shall cease to be valid (a) in case I/we am/are the successful bidder. upon our receipt of copies of the contract signed by you and the Performance Security issued to you by me/us: or (b) if I am/we are\* not the successful Bidder. upon the earlier of (i) the receipt of your notification of the name of the successful Bidder: or (ii) thirty days after the expiration of the validity of my/our\* Bid.

In case of a Joint Venture, all the partners of the Joint Venture shall be jointly and severally liable.

\* Delete as appropriate

---

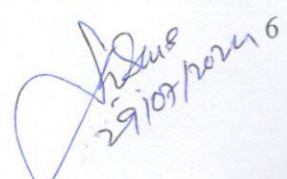
**Form of Bid-Securing Declaration**

The Bidder shall submit this Bid Securing Declaration with the Bid and by clicking on "I Agree" the bidder is signing the Bid Securing Declaration by using e-signature (password).

We, the undersigned, declare that:

We understand that according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we are required to pay the bid security amount specified in the Term and Condition, failure to do so will automatically exclude us from being eligible for Bidding or submitting Bid in any contract with the Employer for the period of two years if we are in breach of our obligation(s) under the term and condition prescribe for ticketing vide invitation

A handwritten signature in blue ink, followed by the date "29/07/2024" and a small number "6".

letter no: .....

- a) have withdrawn our Bid during the period of Bid validity specified by the Bidder in the Form of Bid;  
or  
b) having not accepted the correction of errors in accordance with the instructions of Bidders ITB 30.2;  
or  
c) having been notified of the acceptance of our Bid by the Employer during the period of Bid validity (i) fail or refuse to furnish the performance security in accordance with the ITT, or (ii) fail or refuse to execute the Contract in accordance with the ITB 36.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) thirty (30) days after the expiration our Bid.

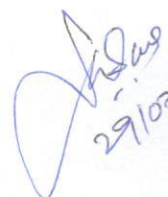
Sign and Seal

Name of authorized Official

Legal Stamp

**Financial Bid format**

Sl No.	Description of works	Rate/Job work	Total
1	<p>1. "Repairing of existing production table by replacing the table top wooden ply board of (8Ft Length x 3 Ft Width x 4 Inch Height) by new wooden ply board (19mm) thick and with good quality sun mica in all sides including the supporting stand (colour shade will be as per approval by office).</p> <p>2. Making of similar new 6Ft Length x 3Ft Width x 4 Inch Height wooden ply board (19mm) thick new production table with back side door" with good quality sun mica in all sides including the supporting stand (colour shade will be as per approval by office).</p> <p>3. 4" cushion in the front for the full length of the table with required hole cutting to install the equipment on the table.</p> <p>The complete Job Work include supply of materials and Labour charges.</p>	Job Work	
	GST		
	<b>Total</b>		

  
29/07/2024



प्रसार भारती/PRASAR BHARATI  
भारत का लोक सेवा प्रसारक/BROADCASTING CORPORATION OF INDIA  
दूरदर्शन : गुवाहाटी  
DOORDARSHAN KENDRA: GUWAHATI

**Company/Vendor Registration form**

**Company Details.**

**Name of the Firm:**

**Regd. Office**

**Address:**

**Work Office**

**Address:**

Telephone No. country code  STD Code  No.  email

Mobile No.   Web.

**Name and Designation of Principal Officers/Persons to be contacted**

S No.	Name of the Person	Designation	Department	Contact No./Mob/Landline	Place

**Nature pf Business (Pls Tick)**

Manufacturing ☐ Sole Selling Agent ☐ dealer ☐ Trader ☐ Agent ☐ Assembler ☐

Service Provider ☐ Others (Please Mention)

**Nature of company (Pls Tick)**

Proprietary ☐ Partnership/LLP ☐ Private ☐ Public ☐ Limited ☐ Others (Pls Mention)

Date Of Establishment

**Tax /PAN Credentials**

PAN No.  Date

GST No.  Date

*Handwritten signature and date*  
29/07/2021