



No. NIT-04/DDK/GHY/Engg/2025-26 / 576

Date:18/07/2025

Sub.: Notice inviting Quotation (sealed Bids) for “Rate contract for minor works (refurbishing /replacement) at Doordarshan Kendra, Guwahati & DD Staff colony Hengrabari”.

This office invites sealed quotation (single bid) from eligible Bidders in Assam preferably those who have registered office in the Guwahati Municipality for “Rate contract for Refurbishing of bathroom/toilet, office/quarter door at Doordarshan Kendra, Guwahati & DD Staffs colony Hengrabari” as and when on need basis up to March’2026 from the date of work order awarded.

1	Tender No.	No. NIT-04/DDK/GHY/Engg/2025-26 Dt 18-07-2025
2	Name of Tender	“Rate contract for Refurbishing of bathroom/toilet, office/quarter door at Doordarshan Kendra, Guwahati & DD Staffs colony Hengrabari”(Work order will be issued on need basis)
3	Tender to be submitted off-line only at	Doordarshan Kendra, RGB Road, Guwahati
4	Earnest Money:	Nil
5	Estimated cost	NA
6	EMD to be issued in favour of	NA
7	Bid Validity	120 days from the date opening of Bid
8	Performance Security Deposit	Nil
9	Correspondence Address:	Assistant Director (Engg stores) Doordarshan Kendra RGB Road, Guwahati – 781024
10	Paying Authority	Dy. Director General (Engg.), Doordarshan Kendra, Guwahati
11	Last Date & time of submission of Tender off-line	28.07.2025 up to 14.00 hrs.
12	Opening Date & time of bid	28.07.2025 at 15:00 hrs.

Note: Submission of duly filled Annexure-2 and Annexure-3 along with all tender documents as mentioned in Check list are mandatory.

2. The quotation should specifically mention the Name of Tender

The Prices given should be firm and as under.

- The 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.
- The rates and taxes should be mentioned separately should be mentioned as per the price bid format.

3. The tender shall consist of:

- EMD: Earnest Money amounting for this tender is Rs. Nil
- SECURITY DEPOSIT: Nil

4. TAXES: GST will be paid only if GST No. is mentioned in the quotation and Bill.

5. Printed terms and conditions of tendering firms will not be considered as forming parts of their tender.
6. Supply Materials/work should reach/ completed Doordarshan Kendra, Guwahati within 5(five) days after placing the Supply order/work order
7. TERMS OF PAYMENT: Payment will be released on successful completion of work when awarded.
8. The quotation (single bid) should be sent in a sealed cover addressed to the undersigned, by name, PRASAR BHARATI, (India's Public Service Broadcaster), DOORDARSHAN KENDRA, RGB Road, Guwahati - 781024. Bids will be received up to 28.07.2025 up to 15.00 hrs.

THE COVER SHOULD BE SUPERSCRIBED WITH THE FOLLOWING:

- a. Works/Stores for which quotations are enclosed.
 - b. Reference letter of enquiry.
 - c. Due date if opening quotation.
7. Bids will be opened in this office on 28.07.2025 at 15:00 hrs. in the presence of tenders of their agents such as they may choose to attend.
 8. QUOTATIONS NOT PROPERLY SUPERSCRIBED WILL NOT BE CONSIDERED.
 9. 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.
 10. RIGHT OF ACCEPTANCE: The undersigned reserves the right to reject the lower tender or all the tenders without assigning any reasons whatsoever. Further, the undersigned reserves himself the right to increase or decrease up to 50% of the quantity of goods and 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.
 11. 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.
 12. 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.
 13. Eligibility Criteria: The tenderer in Assam preferably those who have registered office in the Guwahati Municipality should attach documentary proof of experience Certificate for having supplied/executed similar type of materials/work in Akashvani and Doordarshan and should attach the relevant documents/certificate. Tenders without qualification certificate/Experience proof will be rejected.
 14. 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 arbitrator 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 be 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.
 15. **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 ass events and provided notice of happenings of any such eventually 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 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



Price bid/Financial Bid format

For Tender No.NIT-04/DDK/GHY/Engg/2025-26

Dt: 18/07/2025

"Rate contract for minor works(refurbishing /replacement) at Doordarshan Kendra, Guwahati & DD Staffs colony Hengrabari".

Sr No.	Description of works	Required Quantity	Per Unit	Rate
1.	Replacement of mosaic floor with new tiles (Tiles will be provided by office).All other items required for the job may have to be supplied by the firm including manpower, transportation of tiles from office to the site at DD colony	As and when required by office <u>(need basis)</u>	Sq. ft	
2.	Replacement of old Indian toilet seat with new WC toilet seat. WC toilet seat will be provided by office. All other items required for the job may have to be supplied by the firm including manpower, transportation of WC toilet seat from office to the site.	As and when required by office <u>(need basis)</u>	Job	
3.	Replacement of bathroom/Toilet door of size 2.5ft x6.5ft with WPC door including all accessories required for the job.	As and when required by office <u>(need basis)</u>	Job	
4.	Replacement of door of size 3.5ftx6.5ftx35mm with wooden flush door including all accessories required for the job.	As and when required by office <u>(need basis)</u>	Job	
		GST %		
		Total Amount		

Firm may visit the site for on-spot inspection.

Firm may contact undersigned for any query.

The total amount will be taken in to account to fix L1 of the tenderers quote different rates (High/low) for SL No 1 to 4

Signature and stamp of the firm



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 PB website and <http://eprocure.gov.in> (CPPP)
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. Tenders 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.
8. **Payments terms:** Payment will be released on completion of the work.
9. **Warranty/Guarantee period:** NA.

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 tender should attach documentary proof of experience certificate for having Successfully supplied, repaired, and designed. Fabricated, installed and commissioned similar type of work in Akashvani and Doordarshan. 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.



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.

17: Warranty/guarantee: NA.

18. CANCELLATION: The purchaser reserves the right to cancel the order in the event of non-performance /delay in execution of the work order satisfactory performed by the contractor and recover payment already made if any, along with losses/damages incurred.

19. 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.

20. 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.

Assistant Director (Engg stores)

For DDG (E)/DDP/Guwahati

सहायक निदेशक (अ.प.)
Assistant Director (Engineering)

दूरदर्शन केन्द्र, गुवाहाटी
Doordarshan Kendra, Guwahati

CHECK LIST for Bid

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

SL No.	Checklist Point	Compliance by Tenderer Yes/No.	Remarks
1.	Price should be quoted in the Price Bid format (Taxes to be clearly mentioned *Amount should be quoted both in Numerical and words correctly)		
2.	Copy of PAN Card		
3.	Copy of GST Number.(Registration copy of GST)		
4.	Eligibility criteria, documentary proof. (Documentary proof showing proof for similar works carried out in(as per clause no.14 page no.2))		
5.	Bid securing Declaration (As given in the attached format Annexure – 2)		
6.	Company Profile (As given in the attached format – Annexure - 3)		
7.	All the pages of Tender Submitted, signed, stamped & serially numbered		

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

BID SECURING DECLARATION FORM

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 be 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 Joint Venture, all the partners of the Joint Ventures 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 terms and conditions prescribed for ticketing vide invitation.

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 instruction 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 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

Prasar Bharati
India's Public Service Broadcaster
Doordarshan Kendra: Guwahati

Vendor profile/Company Details

Name of Firm: -----
Regd. Office/Address: -----

Work Office Address: -----

Name of Contact person: -----
Tel no/Mob.No : -----

Email id. -----

Nature of Business (Please Tick)

Manufacturing.....Sole selling Agent.....Dealer....Trader.....Assembler.....
Agent.....Service provider.....Others(Pls mention)..... MSME : YES___No___

Nature of Company (Please Tick)

Proprietary.....Partnership/LLP.....Private...Public Ltd...Others.....Dt of Establishment.....

Tax/PAN Credentials. PAN No.-----

Name of the items produced/Products/Processed/Service provided

Bank Details: Name of Bank-----Bank A/C No:-----

Branch code-----IFSC -----MICR-----

Any of your relative is working in this office: Yes-----No-----Pl provide details

Declaration:

The above information is true in all respect and we undertake to inform you if any change in the above particulars regarding our business from time to time.

Place: Signature of Authorized representative of the firm with proper seal
Date:

*Note: Vendors are required to attach the documentary proof of the information filled.

