



प्रसार भारती : PRASAR BHARATI
[भारत का लोक सेवा प्रसारक : INDIA'S PUBLIC SERVICE BROADCASTER]
दूरदर्शन केंद्र : DOORDARSHAN KENDRA



कुदप्पनकुन्नु
तिरुवनंतपुरम - 695 043
Tel: 0471 2730177

Kudappanakkunnu
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NO: 2(1)2026-27 E/DKT/STORES/Split AC AMC

Date:24/06/2026

For Publishing in Government e-Publishing system CPPP website [TENDER REFERENCE NO: 2026 DDK 005]
NOTICE INVITING TENDER for Annual Maintenance of Split-ACs.

Quotations are invited for Non Comprehensive Annual Maintenance of Split-ACs given in the Annexure from well experienced firms in the field.

Please furnish your **Sealed Cover quotation** for the items mentioned below

Sl.No	Tender Ref.	Description of Stores	Qty	Tender fee	Estimated cost
01	No.2(1)/2026-27 E/DKT/STORES/Split AC AMC	Non-Comprehensive Annual Maintenance Contract of Split ACs installed in Doordarshan Kendra, Thiruvananthapuram. 1.Voltas make -28 nos. 2.Bluestar make-16 Nos. 3.LG make- 10 Nos. 4.Intec make- 02 Nos. 5.Godrej make-05 Nos. 6.Hitachi make-01 nos. 7.Lloyd make - 09 nos.	71Nos	NIL	1,50,000.00

- The quotations should be sent in **Sealed Cover** addressed to "The Deputy Director General(E),Doordarshan Kendra,Kudappanakunnu,Trivandrum-43, so as to reach on or before 16/07/2026 at 11:00 hrs. Date of opening - 17/07/2026 at 11.00 Hrs.
- The cover should be super-scribed with the following details,
- a.Service for which quotations are enclosed.
b.Reference of letter of enquiry.
c.Due date of opening of quotations.
- The rate quoted should be inclusive of all taxes, delivery charges etc.
- The payment will be credited to your bank account after satisfactory completion of work in all respect and payment in advance is not acceptable.

A Performance Security Deposit amount of not less than 3% of the Tender amount is to be paid by the tenderer within 1 month of awarding the AMC. Performance security deposit should be in the form of account payee Demand Draft, NEFT/RTGS from any scheduled bank, Fixed Deposit Receipt (FDR), Banker's cheque or Bank Guarantee from a Indian Scheduled commercial Bank in favour of DDO, Doordarshan, Thiruvananthapuram valid for 2 months beyond the date of expiry of AMC period, which will be released after the satisfactory completion of the contract period. The claim period will be up to one year from the date of expiry of guarantee/warranty

(Signature)
(RANJITHA.R.S)
SENIOR ENGINEERING ASSISTANT
FOR DEPUTY DIRECTOR GENERAL (E)



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TENDER NOTICE

The Deputy Director General (E), Doordarshan Kendra, Thiruvananthapuram on behalf of Prasar Bharati, invites tenders for Non Comprehensive Annual Maintenance for Split-ACs given in the Annexure from well experienced firms in the field

NAME OF SERVICE : Non Comprehensive Annual Maintenance
of Air conditioning for Split-ACs (As per details attached)

PERIOD OF CONTRACT : One year
BID VALIDITY PERIOD : 120 (One Hundred Twenty) days from the date of opening of Bid
LAST DATE FOR SUBMISSION OF TENDER : 16/07/2026 at 11.00 hrs.
DATE AND TIME OF OPENING OF BID : 17/07/2026 at 11.00 hrs.

(RAMITHA.R.S.)

SENIOR ENGINEERING ASSISTANT
FOR DEPUTY DIRECTOR GENERAL (E)



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Sub:- Quotation for Non - comprehensive Annual Maintenance contract of Split AC units installed at various rooms of DDK Thiruvananthapuram Reg.

PRICE BID

Sl.No.	Description of Item	Quantity	Rate/unit	GST	Amount	Toal Amount for 71 nos.
1.	Non-Comprehensive Annual Maintenance Contract of Split ACs installed in Doordarshan Kendra, Thiruvananthapuram. 1.Voltas make -28 nos. 2.Bluestar make-16 Nos. 3.LG make - 10 Nos. 4.Intec make- 02 Nos. 5.Godrej make-05 Nos. 6.Hitachi make-01 nos. 7.Lloyd make – 09 nos.	71 nos.				

In case our quotation is accepted, we will sign the AMC Terms and conditions and maintain Split Air Conditioners in quite good working condition as per the terms and conditions.

Signature of the supplier with seal



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TERMS AND CONDITIONS

1. The Tenderer shall be a registered firm/organisation according to the law of the country.
2. The firm/person has to submit their offer in One part only.
3. The rate should be quoted in the prescribed Proforma only.
4. The bid of the firms/ persons which are found to meet all the requirements as specified will alone be considered.
5. The tenderer who has quoted the lowest satisfactory rates indicated in the schedule and fulfils the other terms and conditions will be considered.
6. The Tenderer should submit the GST Registration details, Aadhar card and Pan Card details etc at the time of submitting quotations.
7. Escalation Matrix Mobile Nos of the Employees/Bidder should be provided in the Tender.
8. One Nodal Officer of the Kendra will be supervising and co-ordinating with the firm/persons for all the services to be done as well as release of payments from time to time. The contractor or his representative should be available throughout office hours to co-ordinate the requirement.
9. The Head of Office, Doordarshan Kendra, Thiruvananthapuram reserves the right to reject any tender without assigning any reason whatsoever.
10. The assignee will have no right for increase in the rates for servicing during the period of agreement in force.
11. If the contractor is unable to continue the agreement, he has to inform Doordarshan Kendra, Thiruvananthapuram, 40 days in advance, in writing.
12. No advance payment will be made in any circumstances and payment will be made only on presentation of bill on satisfactory completion of the work.
13. If the service of the agency whose lowest tender has been accepted is not found satisfactory, the Head of Office, Doordarshan Kendra, Thiruvananthapuram will have the right to terminate the contract of the agency and invite fresh quotation/accept the next lowest tender for the remaining terms, if found satisfactory.
14. The Operators on duty should behave in a courteous manner and punctual in attending the assigned duties and wear neat and tidy dress while on duty. He should under no circumstances, operate under the influence of any intoxicating drink or drugs or smoke in public places. The contractor shall be responsible for the conduct of the operator. Back ground of operators may be verified by police.
15. Income tax or any other tax will be deducted from each payment as per the rules in force at the time of payment.
16. This Kendra will strictly adhere to the date and timings specified in the tender for the purpose of issue/receipt of tenders as well as opening of the same. No relaxation will be given in this regard.
17. Tenders qualified by vague and indefinite expressions such as "subject to immediate acceptance" or "subject to prior sale" etc. will not be considered. Unconditional Bids shall only be considered.

18. This Organisation may reject/accept or prefer any tender without having to assign any reason whatsoever. This Organisation also reserves to itself the right to accept any tender in part or split the order between two or more bidders.
19. In case certain clarifications are sought by this Organisation after opening of tenders, then the reply of the bidder should be restricted to the clarifications sought.
20. 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 Organisation shall render the bid liable to be ignored and rejected without notice and without further reference to the bidder.
21. 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.
22. This Organisation has to finalise the tender process within a limited time schedule. Therefore, it may not be feasible in all cases for this Organisation to seek clarifications in respect of incomplete offers. **Prospective bidders are advised to ensure that their bids are complete in all respects and conform to our terms and conditions and Bid Evaluation Criteria of the tender. Bids not complying with this Organisation's requirements may be rejected without seeking any clarifications.** However, during evaluation and comparison of bids, Prasar Bharati at its discretion, may ask the bidder for clarifications on the bid. The request for clarification shall be given in writing by registered email Id, asking the Bidder to respond by a specified date, and also mentioning therein that, if the Bidder does not comply or respond by the date, his Bid will be liable to be rejected. Depending on the outcome, such tenders will be ignored or not considered further. No change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained.
- 23) Firms office set up based in Trivandrum only is preferred for submitting E-tender due to routine maintenance and also firm should provide proof of address in Trivandrum.
- 24) Tenders or their agents can visit the office **before the Bid submission date, if** they wish to do so for inspecting the equipments (Split ACs) which are installed in various locations in DDK, Thiruvananthapuram on office hours from 10AM- 5PM of all working days with the prior permission of security officer concerned before submitting the quotation.



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GENERAL DIRECTIONS AND CONDITIONS OF CONTRACT OF MAINTENANCE OF SPLIT A/Cs

Checking and testing of all the indoors units, outdoor units, compressors, fan motors, stabilizers and other accessories such as pipe line linking indoor units and outdoor units and other accessories, if any, required for the smooth and efficient working of the AC units are covered under this Maintenance Contract. The Kendra will supply required spares.

- a) The Kendra should be informed in case of fault and the spares required in any of the Split AC under AMC. The Kendra will supply required spares.
- b) Refrigerant will be supplied by the contractor and will be under AMC.

The following terms and conditions shall be binding on the Company during the period of this Maintenance contract.

1. The Non Comprehensive AMC will be for one year from the date of issue of order.
2. The Contractor agrees to execute the entire job pertaining to service maintenance and changing of parts/repairs of Split A/c. The spares will be supplied by the Kendra & the refrigerant will be supplied by the contractor.
3. The AMC of Split A/c's includes carrying out routine checking, preventive maintenance after every 03 months including refrigerant top up or as & when directed by the Kendra.
4. The maintenance service should be available during normal working hours from 09.00 to 17.00 hours on all normal working days excluding Sunday & holidays while the breakdown services should be available on 24x7 hours support.
5. The Service Engineer should be made available by the contractors immediately as and when required against the request call on phone or otherwise during the period of Annual Maintenance Contract.
6. The company shall provide preventive maintenance services for our equipment covered under the Maintenance Contract on site, attending to all breakdown calls immediately and guaranteeing smooth performance of the machines.
7. The company should ensure that regular inspection of the equipment covered under the Maintenance Contract are carried out.
8. The preventive service includes filter cleaning, de-rusting, fan motor lubrication, checking the various sub systems, cooling and condenser coils cleaning and improving the cooling efficiency of the machines. The electrical spares will also have to be checked periodically to avoid any compressor burn outs. In the event of finding the coils totally blocked due to dust or dirt, the Company shall transport the same to their service centre at their own risk and cost and rectify the fault. Doordarshan will bear the cost of supply of spares only.
9. Gas leaks if any shall be rectified after necessary leak rectification by the company, the cost of Gas will be borne by the contractor.
10. All electrical spares such as capacitors, relays, thermostats and selector switches shall be replaced immediately upon notice of breakdown due to such failed part. (Within 3 hours). Doordarshan will supply the spares whereas the company shall keep urgent spares ready in stock. In such cases Doordarshan has to issue proper Supply Order for completion of the purchase formality.

11. Cooling coils and condensation coil if found totally worn out due to ageing, shall be replaced, if found necessary. In such cases Doordarshan will bear the cost of materials.
12. In the event of major repairs necessitating removal of a machine to the Company's service centre: the company shall bear the transportation cost.
13. A Log book of the servicing done on day to day basis should be maintained by the contractor & should be verified by the officer deputed by the Kendra.
14. The maintenance charge is inclusive of all labour charges. The company have to maintain all machines and accessories covered under the Maintenance Contract in quite good working condition and up to our satisfaction. If your service is found not satisfactory, **Deputy Director General(E), Doordarshan Kendra, Thiruvananthapuram** reserves the right to terminate this contract at any time and his decision will be final in this matter.
15. The company on execution of the contract shall submit their office & Service Engineer's phone numbers (Mobile & Land line). The Kendra shall lodge a service call for which a docket number shall be given. As soon as the service call is received from Doordarshan Kendra, Thiruvananthapuram, firm should send Engineer or Technician to diagnose the trouble, if any, in the working of the materials and set right it immediately, within 24 hrs, failing which 0.25% of the total contract amount will be deducted per day as penalty.
16. All the security requirements of this Kendra will have to be strictly followed by the Company/its representatives during their visit to this Kendra in connection with maintenance work and they should work according to the requirement of the Kendra failing which the Kendra has the right to disallow the representative of the company.
17. No advance payment will be made by the Kendra. The payment will be released quarterly on production of the pre-receipt bill in duplicate and the challans certified for satisfactory work by the Competent Officer/ Nominated Officer of the Kendra. The bill should include all Taxes & levies for arranging payment by ECS/Demand draft/Cheque.
18. The payment will be made only after getting proper certificates from the concerned section Heads. The firm should have office and workshop with valid permits/ license in the nearby premises of this Kendra.
19. The rates quoted should include all Taxes & other levies also.

Yours faithfully



(RAMITHA.R.S)
SENIOR ENGINEERING ASSISTANT
(For DEPUTY DIRECTOR GENERAL (E))

EQUIPMENTS INCLUDED UNDER THE SCOPE OF THE CONTRACT
SCOPE OF WORK

A. PREVENTIVE MAINTENANCE:

a) WEEKLY

1. Routine inspection and maintenance of all units and accessories.
2. Check up for possible leakage in the refrigeration system.

b) MONTHLY

1. Cleaning of filters, de-rusting, fan motor lubrication, checking of various subsystems, cooling and condenser coils cleaning and improving cooling efficiency of the machines. Checking of electrical spares to avoid possible compressor burnout.

c) QUARTERLY

1. Overall maintenance works in complete in all Indoor & Out door units, compressors, fan motors, stabilizers and other accessories such as linking pipe line and other accessories for the smooth and efficient working of A/C units.

The above schedule is suggestive only and if required the same works may be taken up as and when required in consultation with the concerned officials of the Kendra.

B. BREAKDOWN MAINTENANCE

1. The firms have to attend to the service calls as and when required for locating the faults and rectify the same immediately on ROUND THE CLOCK basis.
2. The firm should supply refrigerant gas for keeping the unit in optimum working Condition. All such items should be original and no additional charges will be payable for these materials at any point of time.
3. The works of urgent nature should be attended to immediately whether it is office hours or holidays for which no additional charges will be payable.
4. The Contract will remain valid for twelve months from the date of signing the Contract.
5. In the event of finding the coils totally blocked due to rust or dust, the firm should transport the same to their service centre at their own risk and cost and rectify the fault.
6. The stabilisers, compressors, fan motors, blowers, cooling coils and condensation coils, Electrical spares such as capacitors, relays, thermostats, Control boards, selector switches etc. shall be replaced immediately upon notice of breakdown due to such failed parts (within 3 hours).

Yours faithfully,



(RAMITHA.R.S)

) SENIOR ENGINEERING ASSISTANT (STORES)
For DEPUTY DIRECTOR GENERAL (E)

Nil deviation Certificate to be submitted by Bidder

Subject: Quotation for Non - comprehensive Annual Maintenance contract of Split AC units installed at various rooms of DDK Thiruvananthapuram Reg.

NIT Enquiry No. 2(1)2026-27 E/DKT/STORES/Split AC AMC date 24/06/2026

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NIL DEVIATION CERTIFICATE

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of this Tender Document without any reservations whatsoever. We hereby undertake and confirm that we have understood all the specifications, stipulations, terms and conditions as mentioned in this Tender enquiry.

I hereby declare that – There is no deviation in the offer.

Signature of Authorized Signatory of Bidder

Name:

Designation:

Date:

Place:

Phone No:

Seal of Organization:

Company Details (All fields to be filled by Bidder and no field to be left blank)

Company Name	
Registration No.	
PAN No.	
Aadhar No.	
Registered Address	
Address in Trivandrum	
Name of Partners	
Bidder Type	Indian/ Foreign (Select one)
City	
Postal Code	
Company's Establishment Year	
Company's Nature of Business	
Company's Legal Status	Limited Company/Undertaking/Joint Venture/Partnership/Others (Select any One)
Company Category	Micro Unit as per MSME/Small Unit as per MSME/Medium Unit as per MSME/Ancillary Unit/Project affected person of this Company/SSI/Others (Select any one)
Company's Contact Person Details	
Title	Mr/Mrs/Shri/Smt/Ms
Contact Name	
Date of Birth	
Correspondence Email	
Designation	
Phone No.	
Mobile No.	

Signature of Authorized Signatory of Bidder

Name:
Designation:

Date:
Place: