QUOTATION

No. Kol-TV/1(2)/2018-19/EQ-05 Dated 05/07/2018.

1. Quotations are hereby invited on behalf of the Prasar Bharati, Doordarshan Kendra: Kolkata from reputed firms for the following works:

<table>
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<tr>
<th>S.No.</th>
<th>DESCRIPTION OF WORKS</th>
<th>QUANTITY</th>
<th>Estimate Cost</th>
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<tbody>
<tr>
<td>1</td>
<td>Repairing/Overhauling of Hydraulic system of OB Van Dealing No-UP16T-2950 of Doordarshan Kendra, Kolkata.</td>
<td>Complete 01 Job</td>
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2. The bidder should visit the site and understand the work clearly before submitting their bids.

3. The Quotation/Tender should be addressed to Assistant Engineer, Engineering Store, O/o DDG(E), Doordarshan Kendra, Golf-Green Complex, Kolkata-700095

4. The Quotation/Tender may be dropped into the Tender Box or sent by post so as to reach on or before 17.07.2018 within 3 p.m.

5. The envelope-cover should be super-scripted with the following details:
   a) The subject/works for which Quotation/Tender called for.
   b) Reference of enquiry letter/tender to be mentioned on the envelope.
   c) Due date for opening of quotation/tender should also to be mentioned.

6. The sealed Quotation will be opened in the office of the undersigned on 17.07.2018 at 3:30 p.m. in the presence of tenderers or their authorized representatives who may choose to attend.

Technical Bid: The bid should comprise of the following:

i) Certificate regarding validity period of quotation by bidder
ii) Credentials of the firm.
iii) PAN card copy
iv) GST Registration copy,

Any other terms & conditions the bidder may like to include.
Quotations are liable to be rejected in the event of non-submission of above information/documents.
The Bid will be opened on the date & time of opening of the quotation.
1. DATE OF OPENING: Bid will be opened in this office at 15:30 hrs on 17/07/2018.

2. VALIDITY: The quotation should be valid for a minimum period of one year from the date of opening.

3. PRICES: The prices quoted should be firm for successful completion of work at site. All types of applicable Taxes, insurance, transportation etc. as applicable should be quoted separately & clearly. Bidder should quote the amounts in figures as well as in words.

4. TAX: The GST Registration No and prevailing rate of GST should be clearly mentioned in the quotation separately.

5. COMPLETION PERIOD: The work should be successfully completed within 30 days from the date of issue of work order.

6. ACCEPTANCE / REJECTION OF TENDER: The Dy. Director General (E), DDK, Kolkata reserves the right to accept the lowest tender or reject one or all of the tenders received without assigning any reason. Further, the Dy. Director General (Ε) , DDK, Kolkata reserves the right to increase or decrease up to 50% of the quantity of works specified in the schedule of the requirement without any change in the unit price of the order quantities or other terms & conditions at the time of awarding of contract. All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

GENERAL TERMS AND CONDITIONS FOR SMOOTH EXECUTION OF WORKS AT SITE:

- All Tools, plants, implements, winch machine, labor and supervisors, as required, to be provided by the bidder. Bidder has to provide necessary insurance of the labor at his own cost before commencing the work. Proper safety measure to be adhered by the bidder in respect of materials and manpower.

- Other working systems should not be damaged causing disruption of ongoing Transmission. Any damage caused to the property at site while carrying out the work has to be made good by the Bidder at his own cost.

- The bidder shall complete and include all minor/major items and accessories which may not have been enumerated in this scope of work but which are useful and necessary for completion of work at his own cost.

- Prior approval of the purchaser, in writing, shall be obtained, if the bidder desires to sublet or assign any section of the work associated with works. Such permission of consent shall not, however discharge the bidder from his liabilities in this contract or any part thereof.

- The bidder shall make his own arrangements for the storage of materials and their safe custody at site for the entire work.

- Bidder shall make good all damages to the purchaser’s building, property, equipment etc. how-so-ever arising from the project and in the course of such work and throughout the period during which the safety of property of the purchaser is guaranteed.

- The bidder shall indemnify and hold harmless the purchaser against any claims in respect of damages to building, property situated nearby, not belonging to the purchaser, how-so-ever arising in course of such work and throughout the period of guarantee.

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The bidder shall discharge all obligations under the Indian workmen’s compensation act, any local, state laws and regulations in so far as it affects the workmen in his employment. All the workmen/labours employed/hired for the work should be covered with applicable insurance for any injury, accident/death and also all the applicable labour laws should be followed by the contractor including their payment and wages.

The bidder shall make his own arrangement for employing labour (skilled & unskilled) and shall make his own arrangement for providing accommodation for his workmen at site or elsewhere.

The bidder shall hold the purchaser and his employees safe, harmless and immune from any liability that may arise out of infringements of patents and copyright associated with design, fabrication and modification work as applicable.

Page No. shall be given on each and every paper/documents serially submitted in the technical bid.

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 considered as “0” (Zero).

If any bidder withdraws his quotation before the expiry of the validity period or before the issue of LoI, whichever is earlier, or intends to make any modification in terms & conditions of the tender which are not acceptable to the department, the department shall, without prejudice to any other right or remedy, be at liberty to forfeit the earnest money absolutely and cancel the tender. This provision would naturally apply only to the lowest bidder once the earnest money of all the bidders except those of the lowest is refunded as per provisions.

If the bidder fails to furnish the prescribed performance bank guarantee within the prescribed period, department at its discretion may consider EMD (subject to extension of validity) as part of performance guarantee and the balance may deduct from the bills.

In case the bidder fails to commence the work specified in the tender documents/work order within reasonable time as mentioned in work order or subsequently communicated in writing from the date of handing over of the site the department shall, without prejudice to any other right or remedy, be at liberty to cancel the work order and also, forfeit whole of earnest money absolutely without giving any further notice. Also, department will be at liberty to initiate the process of blacklisting against such bidder.

In case of forfeiture of earnest money as prescribed in the above three paragraphs the bidder shall not be allowed to participate in the retendering process of the work. Also, department will be at liberty to initiate the process of blacklisting against such bidder.

For release of Security Deposit/Performance Guarantee, the bidder will be required to submit his claim along with a certificate from the consignee that the work executed against this order has performed satisfactorily during its Warranty/guarantee period and department have not suffered any loss /inconvenience on this account.

Bidders may ask any clarification, if required, regarding the details of quotation before the date stipulated for submission and after that no request will be entertained.

Small Scale Units registered with NSIC under single point registration scheme for the item required in NIT shall be exempted from payment of Earnest Money as per the Government instructions on the subject on submission of documentary evidence of valid registration.

The Purchaser reserves the option to give purchase preference to the offer from Public Sector Units and/or from Small Scale Cottage Industries units over those from other firms in accordance with policies of the Government of India from time to time.
## COMMERCIAL TERMS AND CONDITIONS FOR WORK ORDER

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<th>Name of the Purchaser</th>
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<tr>
<td>1</td>
<td>Prasar Bharati (India’s Public Service Broadcaster) Doordarshan Kendra, Kolkata</td>
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<td>2</td>
<td>The Dy. Director General (E), DDK, Kolkata, 18/3 U.S. Sarani, Golf Green Complex, Doordarshan Bhawan, Kolkata-700095</td>
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<td>100% Payment will be made after satisfactory completion of work at site.</td>
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<td>All the work shall be completed in conformity with the work order and the bills shall be prepared in triplicate in the same format as that of the supply Order. Bills shall be submitted to the consignee for necessary certification and onward transmission to the paying authority.</td>
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<td>The firm/Contractor will have to submit a Bank Guarantee/FDR of 10% of Contract value valid for 15 months from Nationalised / Commercial Bank in favour of “DDO, DOORDARSHAN KENDRA KOLKATA” payable at Kolkata, within one weeks from issue of L.O.I. No other form of Security Deposit is acceptable. The Bank Guarantee shall be returned only after the successful expiry of the Guarantee period i.e. 12 months from the date of completion or completion after extended period.</td>
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<td>6</td>
<td>The Authority reserves the right to cancel the order in the event of delay beyond reasonable limit in completion of the supply by bidders and recover payment already made if any, along with losses/damages incurred due to such cancellation.</td>
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(S K SANGUI)
ASSISTANT ENGINEER
FOR DDG(E), DDK, KOLKATA

Copy to:
1. The ADG (E) (EZ), All India Radio & Doordarshan, Doordarshan Complex, Golf Green, Kolkata - 700095 for prominently display in Notice Board.
2. The DDG (E), All India Radio, Akashvani Bhavan, Eden Garden, Kolkata-700001 for prominently display in Notice Board.
3. I.T Cell DDK, Kolkata for uploading in DD Bangla Website.

For Dy. Director General (Engineering)