

**PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN KENDRA:: GUWAHATI.**

No: DDK/GHY/HPT/e-Tender for **TRF MNTCE/2020-21** Dated:12/11/2020.

Notice Inviting e-Tender

E-tenders are invited online through website <https://prasarbharati.eproc.in> under two bid system for the transformers maintenance and repairs at Doordarshan HPT, Narakasur hills and DD Colony Borbari, 781036, according to **Scope A, B & C [as in the ANNEXURE B]**., as given below. [03 JOBS]

S. No	Description	Qty (No.)	Tender Fee (In Rs.)	Estimated Cost of work (In Rs.)	EMD (In Rs)
1	Maintenance of 1000KVA, 33KV/400V distribution transformer at DD Staff quarters, BORBARI, Guwahati, 781 036. [As in scope A]	1 Job	Nil	75,000/-	1,500/-
2	Providing / Changing Gang operating switch (G/O)-11 KV and of Dropped out switch (D/O) -11 KV etc., at Doordarshan HPT, Narakasur Hills, Guwahati. [As in scope B]	1 Job	Nil	1,25,000/-	2,500/-
3	Arresting of the oil leakage of the 315 KVA, 11 KV / 400V, transformer at Doordarshan HPT, Narakasur Hills, Guwahati. [As in scope C]	1 Job	Nil	40,000/-	800/-

NOTE: Tender document, bid forms, General Instructions to Bidders and other details including amendments/changes can be viewed/ downloaded from the website <https://prasarbharati.eproc.in/>. **The tenders will be received online up to 14.30 hrs. on 02-12-2020 and the technical bid will be opened at 15.00 Hrs. on the same day.**

S .CHINNASAMI
Deputy Director (E)
For Deputy Director General (E)
Web Site: <https://prasarbharati.eproc.in>
Phone Nos: 9080778925 / 9443098546.

***NOTE:**

1. Doordarshan Kendra Guwahati reserves the right to reduce the quantity to be provided at the same rate as well as reserve the right to increase the quantity to be supplied at the same rate.
2. Bidders are requested to also go through “Annexure-A” Instruction to bidders and the list of document to be scanned and upload with the tender for e-procurement system.

Important Instruction:-

1. The tender will be governed by the **Instruction to bidders, General Terms and Conditions (ANNEXURE-A)**.
2. The tender should take due care to submit tender on line in accordance with the requirement as specified in “**Instruction to bidders**. Bid evaluation criteria at Annexure- A Shall be basis for evaluation of tenders.
3. One Agent/Dealer/Supplier shall not represent two manufacturers or quote on their behalf in particular tender.
4. Tender document submitted by the tenders shall be serially page numbered.

ANNEXURE-A

INSTRUCTIONS TO BIDDERS

1. The scope of work or stores to be tendered is available in the complete bid documents which can be viewed/downloaded from e-tender portal of <https://prasarbharati.eproc.in/>
2. Both Technical Bid and Financial Bid will be submitted concurrently duly **digitally signed** in the <https://prasarbharati.eproc.in/>
3. No claim shall be entertained on account of disruptions of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
4. All Corrigendum/Amendment/Corrections, if any, will be published on the website <https://prasarbharati.eproc.in/>
5. All documents/papers uploaded submitted by the bidder must be legible.
6. It is mandatory for all the applicants to have Class-III Digital Signature Certificate (in the name of person who will sign the bid document) from any of the licensed certifying Agency.
7. To participate in the e-tendering submission, it is mandatory for the applicants to get registered their firm/joint venture with the e-tendering portal of Prasar Bharati <https://prasarbharati.eproc.in/>, to have user ID & Password from **M/s C1 India Pvt Ltd**, The Annual registration charges for vendor/supplier are Rs. 450/-plus 18% per annum.

8. To participate in bidding, bidders have to pay Tender Processing Fee of Rs.475 plus 18% GST (Non-refundable) per tender per Bid through online mode (net banking/debit card/credit card). Bidder may contact **M/S C1 India Pvt. Ltd.** at Mobile No. +91-8130606629 for DSC related queries or can email at **vikas.kumar@c1india.com** .
9. Bid document contains certain conditions for Manual submission of tender and are now redundant. Document shall be deemed to have been modified to that extent.
10. Page No. shall be given on each and every paper/documents serially uploaded in the technical bid.
11. 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 treated as "0" (Zero).
12. Bidders should indicate at the time of quoting against this tender their full postal/ fax / E-mail addresses.
13. Bidders shall clearly indicate their legal constitution and the person signing the tender shall state his capacity and source of his ability to bind the bidder. The Power of Attorney or authorisation, or any other document consisting of adequate proof of the ability of the signatory to bind the bidder, shall be annexed to the tender. This organisation may reject outright any tender unsupported by the adequate proof of the signatory's authority.
14. General Terms and Conditions
The job shall include providing all man power, tools and plants like ladder, stools, spanners, testing equipment and any work related items during execution of the work.
- It will be the sole responsibility of the Contractor to abide by the provisions of the following acts as to the worker engaged by him for performance of this contract :
 - Any liability arising Doordarshan shall be deducted from the bill of the Contractor and if the full amount is not recovered then the same shall be recovered from the security deposit of the Contractor.
 - In the event of the Contractor failing to execute the work under contract in whole or in part an alternative arrangement will be made by Doordarshan at the risk and cost of the contractor besides any suitable fine/ penalty.
 - The Bidder shall be liable to pay compensation for any loss and damage caused to the property of Doordarshan by the Contractor or his workers.
 - The Bidder shall personally be responsible for the conduct of his staff and in case of any complaint against any staff; Contractor will be under obligation to change the worker when instructed by authority.
 - Any action on the part of the tenderer to influence any officer of the institute or canvassing in any form shall make the tender liable for rejection.
 - The quantities indicated are purely tentative and likely to vary on either side up to any limit.
 - All letters posted to the contractor on the address given by him will be considered to have been delivered in time.

- i. The agency, who wants to participate in the tender can inspect the sites to assess the quantum of work at respective locations. They may contact the undersigned to facilitate such visits for the agencies.
- j. The contracting agency shall ensure the safety of the persons engaged for the proposed work and shall have proper labour License and insurance cover for the persons engaged in the site.
- k. The standby power supply requirement, if any, at site shall be arranged by the contracting agency itself.
- l. The qualified contracting agency shall complete all the proposed work at respective sites within 10 days of issue of the work order.
- m. The deduction of TDS and GST at applicable rates existing time to time shall be levied accordingly.
- n. In case it is found at later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Contractor shall remain liable to pay Compensation to the Centre for inferior works as determined by the Centre and in case all payments have been made to the Contractor for this work, this amount will be deducted from any sum due to the Contractor on any other work within the Centre.
- o. Bidder will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made on this part. The Contractor shall indemnify the Doordarshan from any claims arising out of accidents, disabilities of any nature or death arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor.
- p. All dismantled/replaced spare parts to be deposited with the authorized representative of Doordarshan and details be entered in the register signed by the both parties.
- q. Bidder is to abide by all labour laws and statutory requirements.

r. **FORCE MAJEURE**

- I. If at any time during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility acts of public enemy, civil commotions sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock-outs or acts of God (here-in-after referred to as events), provided notice of the happening of any such eventuality is given by the either party to the other within 21 days from the date of occurrence there-of. Neither party shall by reasons of such event be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non – performance or delay in performance and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of the Doordarshan as to whether the deliveries have been so resumed or not shall be final and conclusive,
- II. provided further that if the performance in whole or in part or any application under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days either party may opt to terminate the contract, provide also that if the contract is terminated under this clause, the purchaser shall have liberty to take over from the contractor at a price fixed by Doordarshan, all

unused, undamaged and acceptable materials, bought-out components and stores in course of manufacture in the possession of the contractor at the time of such termination of such portion there-of as the purchaser may deem it fit except of such materials, bought out equipments and stores as the contractor may with the concurrence of the purchaser elect to retain.

E-Tender help desk: +91-124-4302033/36/37.

15. LIST OF DOCUMENTS (to be scanned and uploaded with tender)

15.1: TECHNICAL BID:

Technical bid should contain the confirmation to the enclosed technical specifications. **In the technical bid, the list of document as mentioned below should be uploaded. The technical bid should not contain any commercial information.**

- a) Proof of Service Centre/Workshop of the firm has in Guwahati or in surrounding areas and should have valid electrical license for HT related works.
- b) Firm must have Experience of maintenance of HT Electrical Switch gear for at least Last three years. Apart from this, firm shall have minimum one year experience in Govt. organization, PSUs or Academic Institutes is required. The experience and capability must be supported through documents.
- c) Bidder must submit his telephone No., Mobile No, Email id and address for easy communication. The bidder / bidding agency shall have valid Electric License to do electrical maintenance work, especially of HT related works.
- d) Copy of EMD /Copy of NSIC Registration certificate in case of request for EMD exemption. Copy of Demand Draft/Pay Order of any Scheduled Bank or fee receipt towards EMD.
- e) Copy of GST / PAN card
- f) Acceptance of general Terms and conditions as mentioned in the Annexure- A.
- g) No commercial information shall be furnished in the TECHNICAL BID.**
- h) The bids not complied with the above shall summarily be rejected.**

15.2: COMMERCIAL BID:

- 1) The bidder shall concurrently submit the commercial bid as in ANNEXURE:C along with the Technical Bid.
- 2) The cost quoted shall be inclusive materials, labour charges, transportation of materials etc., to the work site. The GST charges as applicable shall separately be mentioned at the rates applicable.
- 3) The **L-1 shall be arrived on the grand total of the scope of works A, B & C.**, as mentioned in the ANNEXURE - B.
- 4) The cost may be quoted in lump sum for each scope of the work.

16. ELIGIBILITY :

- 1) The firm/ agency to be participating in the tender shall have registered office/ service workshop within Guwahati so that one phone call for servicing shall be responded immediately to attend to the faults in time.
- 2) The contractor/ service agency shall have valid Trading Licence and valid GST Registration Number.
- 3) The agency shall have established workshop with trained service personnel capable enough to carry out the intended work.
- 4) The agency shall have relevant work experience, carrying out similar works in Govt. Offices, PSUs etc. and work orders in support of this shall be submitted.
- 5) The contractor/ service agency shall have valid electrical licence and Labour licence to carry out the required HT electrical maintenance and allied works.

17] Earnest Money Deposit (EMD)

- a. The bidders must submit **EMD OF Rs.4,800/- [1500+2500+800]** -in the form of Demand Draft / FDR/ Bank guarantee from a Commercial Bank in favour of **DDO, DDK, Guwahati - 781024.** EMD should be placed in a sealed envelope superscribed with tender reference number and date of opening and should **reach the** "The Deputy Director General (Engg), Doordarshan Kendra ,RGB Road, Near AIDC, Guwahati - 781024 well in advance **before the prescribed tender opening date.** However exemption will be given to the firms/ Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME)* and Policy meant for only goods produced and services rendered by MSEs and Traders are excluded from the purview of Public Procurement Policy or registered with National Small Industries Corporation (NSIC) under Single Point Registration System (SPRS) or registered with the Central Purchase Organization or the concerned Ministry or Department or any other body specified by Ministry of Micro, Small and Medium Enterprises (MSME).
- b. Tenders without EMD shall be summarily rejected and their bid will not be opened and shall be rejected as non responsive at the bid opening stage .
- c. The Earnest Money deposited by the tenderer shall be forfeited by this Organisation in the following events:
 - i. If tender is withdrawn during the validity period or any extension thereof.
 - ii. If tender is varied or modified in a manner not acceptable to this Organisation during the validity period or any extension of the validity duly agreed by the bidder.

- d. The EMD of unsuccessful bidders will be returned on finalization of the tender. The EMD of successful bidder will be returned on receipt of security deposit or it may be adjusted in the security deposit if requested by the tenderer.

18]. Performance Security Deposit:

1. The contractor shall furnish the security deposit within 2 weeks [or before signing the contract] of placement of order at the rate of 10% of the total contract value. The Security deposit shall be furnished in favour of “ DDO, DDK, Guwahati-781024. in any one of the forms of Fixed Deposit Receipt from a Commercial Bank/DD Payable at Guwahati / Bank Guarantee from a Commercial Bank valid up to the end of service period as per contract.

2. Performance Security deposit shall be refunded to the Service provider /supplier/contractor after completion of all contractual obligations of the supplier, including warranty/guarantee obligations.

19]. Technical bids shall be evaluated by technical Committee. The financial bids of only those bidders who are technically qualified and have submitted EMD will be opened and considered. Technical evaluation shall include examination of certificates/ brochure/ statements submitted by the bidder, including visit to the premises, workshops etc. if required.

ANNEXURE - B

SCOPE OF THE WORKS TO BE CARRIED OUT.

1]. SCOPE: A. Maintenance of 1000KVA:-

Maintenance of 1000KVA, 33KV/400V distribution transformer at DD Staff quarters, BORBARI, Guwahati, 781 036. The works consist of

- disconnection / re-connection of all links and connections, bus, cables and cable boxes to facilitate dismantling of transformer.
- Removing/ refitting all nuts and bolts, screws, tank covers, inspection chambers, conservators, explosion vent etc.
- Removing and cleaning of all kind of dust and sludge.
- Changing of Breather.
- Changing of Gasket for radiator
- Filtration of existing oil [around 1500 Lts].
- New high quality of Transformer oil [around 100 Lts for top up]
- New painting at outer side of the transformer.

**** The entire scope of work as above shall be carried out at SITE ONLY and shall be completed on the same day, without causing any dislocation of service at Staff Quarters.**

**2]. SCOPE: B. PROVIDING / CHANGING OF GANG SWITCH ,
DROP OUT SWITCH, HT LIGHTING ARRESTORS ETC.**

This work is to be carried at Doordarshan HPT, Narakasur Hills, Guwahati. The work consisting of changing/providing the following items and repairs & maintenance.

- Changing / providing Gang operating switch (G/O)-11 KV.
- Changing / providing of Dropped out switch (D/O) -11 KV.
- G I Channel of size 100X50 for Gang switch.
- G I Channel of size 75X40 for D/O switch.
- G I Channel for lightning arrester and pin insulator for all the 3 phases.
- Lighting Arrester 11 KV – Polymer for all the 3 phases.
- Polymer DISC-11KV for all the 3 phases.
- Hardware fitting for disc insulators and Lightning Arrestors.
- G I - Nuts & Bolts as required.
- Labour charges for complete erection of the items as above.

3]. SCOPE OF WORK:C Maintenance of 315 KVA, 11KV / 400V, Distribution transformer.

This work is to be carried at Doordarshan HPT, Narakasur Hills Guwahati. Overhauling and Arresting of the leakage of transformer oil of the 315 KVA transformer [spare unit, kept in store]. This works include

- Removing of top cover.
 - Changing LT & HT bushing & studs.
 - Checking the gasket and arresting leakage of oil.
 - The silica gel in the breather is to be changed.
 - De-hydration of transformer oil of about 350 Lts and top up of about 100Lts with new good quality transformer oil.
 - Checking of on line tap changing facility
 - Testing of dielectric strength of the transformer oil after completion of overhauling work.
- **All the above works includes materials & labour charges and transportation charges transformer to & fro, from the site.**

ANNEXURE-C

FINANCIAL BID FOR THE SCOPE OF WORKS A, B & C

Sr No	PARTICULARS	UNIT	UNIT PRICE [in lump sum]	TOTAL AMOUNT
1	Maintenance of 1000KVA, 33KV/400V distribution transformer at DD Staff quarters, BORBARI, Guwahati, 781 036. [As in scope A]	1 Job		
2	Changing Gang operating switch (G/O)-11 KV and Dropped out switch (D/O) -11 KV etc., at Doordarshan HPT, Narakasur Hills, Guwahati. [As in scope B] 11 KV Dropped out switch [D/O]	1 Job		
3	Arresting of the oil leakage of the 315 KVA, 11KV /400V transformer at Doordarshan HPT, Narakasur Hills, Guwahati. [As in scope C]	1 Job		
			Total Amount	
			GST @ %	
			GRAND TOTAL	

Note:-Lowest Tender shall be decided on the basis of the Grand Total amount.

Sign of bidder:-_____

Date: - _____

Name of the bidder:-_____

Firm's Name:-_____