Notice inviting e-Tender for “Repairing and Commissioning of 320 KVA DG at Doordarshan Kendra Mumbai, as per Scope of Work – Annexure 1 and Technical Compliance – Appendix A”

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tender No. : NIT_03_EI_ES_2_3_DKM_2019_20_Dated_10_06_2019</td>
</tr>
<tr>
<td>2.</td>
<td>Description and supply of store items</td>
</tr>
<tr>
<td></td>
<td>Repairing and Commissioning of 320 KVA DG at Doordarshan Kendra Mumbai, as per Scope of Work – Annexure 1 and Technical Compliance – Appendix A</td>
</tr>
<tr>
<td>3.</td>
<td>Tender to be submitted online only on</td>
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<tr>
<td></td>
<td><a href="http://www.tenderwizard.com/PB">www.tenderwizard.com/PB</a></td>
</tr>
<tr>
<td>4.</td>
<td>Delivery Period: 30 days from the date of Work order</td>
</tr>
<tr>
<td>5.</td>
<td>Tender Fee: Nil</td>
</tr>
<tr>
<td>6.</td>
<td>Earnest Money: Rs.5000/- (Rupees Five thousand only)</td>
</tr>
<tr>
<td>7.</td>
<td>EMD to be issued in favour of</td>
</tr>
<tr>
<td></td>
<td>IPSB, Doordarshan Kendra Mumbai</td>
</tr>
<tr>
<td>8.</td>
<td>Estimated cost</td>
</tr>
<tr>
<td></td>
<td>Rs 2,50,000/- (Rupees Two lakh Fifty thousand Only)</td>
</tr>
<tr>
<td>9.</td>
<td>Bid Validity up to: 180 (One Hundred eighty) days from the date of opening of Technical Bid</td>
</tr>
<tr>
<td>10.</td>
<td>Warranty: Required as per clause 19 of tender document</td>
</tr>
<tr>
<td>11.</td>
<td>Performance Security Deposit</td>
</tr>
<tr>
<td></td>
<td>Required as per clause 5(B) of tender document</td>
</tr>
<tr>
<td></td>
<td>(i) Amount : 10 % of the order value in form of FDR / Bank Guarantee/ Account Payee DD</td>
</tr>
<tr>
<td></td>
<td>(ii) Validity : 60 (sixty) days beyond delivery period plus warranty / guarantee period</td>
</tr>
<tr>
<td>12.</td>
<td>Correspondence Address</td>
</tr>
<tr>
<td></td>
<td>Assistant Engineer (Stores)</td>
</tr>
<tr>
<td></td>
<td>Doordarshan Kendra</td>
</tr>
<tr>
<td></td>
<td>P.B. Road, Worli, Mumbai</td>
</tr>
<tr>
<td></td>
<td>PIN- 400 030</td>
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<tr>
<td>13.</td>
<td>Paying Authority</td>
</tr>
<tr>
<td></td>
<td>Deputy Director General(E) Doordarshan Kendra Mumbai</td>
</tr>
<tr>
<td>14.</td>
<td>Date of Pre Bid Meeting</td>
</tr>
<tr>
<td></td>
<td>18-06-2019 at 1100 hrs</td>
</tr>
<tr>
<td>15.</td>
<td>Last Date &amp; time for On-Line submission of Technical Bid</td>
</tr>
<tr>
<td></td>
<td>01-07-2019 at 1800 hrs</td>
</tr>
<tr>
<td>16.</td>
<td>Opening Date &amp; time for Technical bid</td>
</tr>
<tr>
<td></td>
<td>02-07-2019 at 1100 hrs</td>
</tr>
<tr>
<td>17.</td>
<td>Opening Date &amp; time for Financial bid</td>
</tr>
<tr>
<td></td>
<td>Will be declared after Technical Evaluation</td>
</tr>
<tr>
<td>18.</td>
<td>Terms of Delivery : Free Delivery at Doordarshan Kendra, Mumbai</td>
</tr>
</tbody>
</table>
Sub: Notice inviting e-Tender for “Repairing and Commissioning of 320 KVA DG at Doordarshan Kendra Mumbai, as per Scope of Work-Annexure 1 and Technical Compliance – Appendix A”

Dear Sir,

On behalf of President of India, tenders in Two-bid system are invited for the following supply / work as mentioned below:

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Description of Stores</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Repairing and Commissioning of 320 KVA DG at Doordarshan Kendra Mumbai, as per Scope of Work-Annexure 1 and Technical Compliance – Appendix A</td>
</tr>
</tbody>
</table>

Consignee: Dy. Director General (Engg), Doordarshan Kendra, Mumbai.

Note 1: Bidders are requested to also go through "Annexure-2" for "General Instructions to Bidders" and a "List of Mandatory Documents" for the e-procurement system.

Note 2: Bidders are requested to go through Scope of Work-Annexure 1 and Technical Compliance Appendix A for Repairing and Commissioning of 320 KVA DG

1. The quotation should specifically mention make, type of the items, delivery date, terms and condition of supply. The prices given should be firm and as under.
   a. The prices quoted shall remain fixed during the entire period of supply/contract and shall not be subject to variation on any account.
   b. The ‘Unit’ Price should be for the Unit as indicated in the tender enquiry.
   c. Prices quoted should be for F.O.R. Station of destination in India and Inclusive of charges as packing customs, etc., wherever applicable.
   The quotation should specifically mention rates for supply & taxes separately.

2. For imported items F.O.B. rates should be obtained from the authorized Dealer/supplier and mentioned in Indian rupees.

3. In case of Quotation of F.O.R Station of dispatch basis, the purchaser will not pay separately transit insurance and the supplier will be responsible until the stores arrive in good condition at the destination. Tender/quotation in which transit insurance has been specified as an additional item of expenditure is liable to be ignored.

4. OEM can also take part in this tender.

5. The tender shall consists of namely:
   a. **EMD:** Earnest Money amounting to **Rs. 5 000/- [Rupees Five Thousand only]** in the form of DD/ FDR/ Bankers cheque /Account Payee Demand Draft of Nationalized Bank / Commercial Bank drawn in favour of IPSB Doordarshan Kendra Mumbai should accompany the tender. Tenders without EMD shall be summarily rejected. EMD will be obtained from the bidders except Micro and small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, small and Medium Enterprise (MSME) or bare registered with the Central Purchase Organization or the concerned Ministry or Department (MIB/DG: AIR/ DG/DD) or Startups as recognized by Department of Industrial Policy and Promotion (DIPP) and National Small Industries Corporation (NSIC). The Earnest money should initially be valid upto 45 days beyond period of Bid validity. The Earnest money of unsuccessful bidders will be returned on finalization of tender. The Earnest money of successful bidders will be returned on receipt of Security Deposit or it may be adjusted in the security deposit if requested by the tenderer.

   **Tenderer should quote for all the required items. Partial tenders will be rejected.**

   b. **SECURITY DEPOSIT:** the successful Tenderer shall furnish the Security Deposit within 2 weeks after placement of order at the rate of **10% of the Order Value**, failing which the EMD will be forfeited automatically, to Prasar Bharati, without any notice. The security deposit shall be furnished in the form of FDR/ Bank Guarantee drawn in favour of IPSB Doordarshan Kendra Mumbai which should be valid for a period of 60 days beyond the Guarantee/Warranty period. If 10% security Deposit is not
submitted in advance, it will be deducted from the final bill submitted by the firm. The Security Deposit will be returned in full on completion of successful Guarantee/Warranty Period.

6. **TAXES:**
   a) GSTN is mandatory to be quoted in quotation / Tender / Bills / Invoices without which tender is liable for rejection. The amount GST should be shown separately in the quotation/invoices.
   b) All the revised rules and regulations for GST are to be strictly followed.

7. Printed terms and conditions of tendering firms will not be considered as forming parts of their tender. However firm shall mention the acceptance of all the terms & conditions in their tender separately.

8. Before submission of his offer, the Tenderer is advised to go through tender documents carefully and ascertain his scope of work. The tenderer must visit the site and obtain the details required for the said work before submission of their offer. He is also advised to go through other details like place of installation, location and accessibility etc. Tenderer shall check the basic scheme, convince himself of its workability and confirm the same in his offer.

9. Vender dealing with AMC /repair of DG set / authorized dealers/supplier/distributor, Manufacturers can also be the tenderer for this work.

10. **Spares for Commissioning:** The tenderers shall include in his quotation all spares required for installation/commissioning of the machines/equipments under requirement of repair and for its efficient operation until successful testing, commissioning and demonstration of satisfactory performance in accordance with guarantee. The successful tenderers shall be responsible for having the required items at site in sufficient quantities before commencement of the start-up operation.

11. **Standards** – The components of all equipment shall be designed, manufactured, assembled and tested in accordance with the latest revisions of relevant standards published by the bureau of Indian Standards wherever applicable. Where suitable Indian Standards are not available, other International standards such as BS, ASTM, ANSI, ASME. DIN may be adopted with the prior approval of the purchaser. Necessary compliance certificate for the respective standards may be submitted for the successful tenderer. The equipment shall also conform to the latest Indian Electricity Rules as regards safety, earthing and other essential provisions like noise level, vibration control etc specified therein for installation and operation of electrical equipment and plants. The accepted makes of equipments and material shall be as per Scope of Work.

12. The contractor/supplier 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 / supplier shall make his own arrangement for providing accommodation for his workmen at site.

13. The contractor shall make his / her own arrangements for procuring necessary labour, skilled and unskilled. He should confirm to all local government laws and regulations covering labour and their employment.

14. The contractor and his employees shall comply with the regulation in force for Controlled entry into premises where work is being carried out.

15. **Contractor liability for damage caused during installation 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.

16. 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.

17. 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.

18. 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 installation. The contractor shall discharge his entire obligation under the Indian Workmen Compensation Act in as far as it affects workmen in his Employment.

19. **GUARANTEE / WARRANTY PERIOD:** The following Guarantee / Warranty shall form part of the contract placed on successful tenderer:
    Except as otherwise provided in the invitation to the Tender, the contractor/seller hereby declares that the good, stores/articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respect and shall be strictly in accordance with the specification and particulars contained/mentioned in contract. The equipment shall be guaranteed against any manufacturing defects for a period of 12 months from date of installation. Guarantee should be valid for on-site repair/replacement i.e., in case of failure of the equipment, transportation charges are to be borne by the supplier. Any
parts failing during the guarantee period shall be repaired/replaced free of charge by the supplier. The contractor/seller hereby guarantees that the said goods/stores/articles would continue to conform to the description and quality aforesaid for a period of 12 months from the date of installation of the said goods/stores/articles to the purchaser notwithstanding the fact that the purchaser (Inspector) may have inspected and/or approved the said goods/stores/articles if during the aforesaid period of 12 months from the date of installation of the said goods/stores/articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated and the decision of the purchaser in that behalf shall be final and binding on the Contractor/Seller and the purchaser shall be entitled to call upon the contractor/seller to rectify the goods/stores/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period, or such specified period as may be allowed by the purchase in his discretion on an application made thereof by the contractor/seller, and of rectification thereof, otherwise the contractor/seller shall pay to the purchaser such compensation as may arise by reasons of the breach of the warranty herein contained.

a. Guarantee that they will supply spare parts, if and when required on agreed price. The agreed basis could be including but without any limitation and agreed discount on the published catalogue or an agreed percentage of profit on the landed cost.

b. Warranty to the effect that before going out of production for the spare parts they will give adequate advance notice to the purchaser of the equipments so that the latter may undertake the balance of the lifetime requirements.

c. Warranty to the effect that they will make available the blueprints of the drawings of the spare is if any when required in connection with the main equipments.

d. It is a condition of the contract that the supplier shall be responsible for free after-sales-service for minimum period of 12 months from the date of completion of installation.

e. The equipment shall be guaranteed against any manufacturing defects for a period of 12 months from the date of installation/Testing.

f. Any parts failing during the guarantee period shall be repaired/replaced free of charge by the supplier at site i.e. no transportation charges would be paid by DD for transporting the defective / repaired items if required to be removed from site during the guarantee period.

20. DELIVERY PERIOD: The entire delivery/ work completion at Doordarshan site shall be completed within 30 days from the date of placement of order.

21. TERMS OF PAYMENT: For payments terms refer to clause 3 of GENERAL TERMS AND CONDITIONS FOR SUPPLY”

22. The last date of ONLINE submission of the ALL DOCUMENTS including Financial bids is 01/07/2019 at 18:00 HRS.

The Financial Bid/Bill of Material should be submitted online, the content of which should be as per “APPENDIX B “

Copies of all the documents uploaded (except Financial bid) along with EMD should be sent in a sealed cover addressed to The Deputy Director General[Engineering], Doordarshan Kendra Mumbai, by name, so as to reach on or before 02/07/2019, 10:30 HRS at below mentioned address:

ASSISTANT ENGINEER (ENGG.STORES)
DOORDARSHAN KENDRA MUMBAI
PANDURANG BUDHKAR MARG,
WORLI, MUMBAI - 400 030.

THE COVER SHOULD BE SUPERSCRIBED WITH THE FOLLOWING:

a. Purchases for which Technical bid is enclosed.

b. Reference to letter of enquiry.

c. Due date of opening of Technical bid.

23. The Technical bid will be opened in this office on 02/07/2019 at 11:00 HRS in the presence of tenderers or their agents such as they may choose to attend.

24. QUOTATIONS NOT PROPERLY SUPERSCRIBED WILL NOT BE CONSIDERED.

25. The quotations submitted shall remain open for acceptance for a period of 180 (One hundred eighty) 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.

26. Both your PAN - Permanent Income Tax Account Number, your GST Number and tax circle should be definitely indicated in your quotation.

27. RIGHT OF ACCEPTANCE: The undersigned reserves the right to reject the lowest tender or all the tenders without assigning any reasons whatsoever. Reasons for rejecting a tender to the bidder will be disclosed where enquiries are made by the bidder. Further, the undersigned reserves himself the right to increase or decrease upto 100% 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.

28. 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.

29. 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.

30. 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 22 above unless we hear from you.

31. ELIGIBILITY CRITERIA: The vendor/Contractor should also have sufficient experience and shall submit the experience certificate of satisfactory completion of at least one similar supply/installation/repair work, in the last seven years ending on the last day of the month previous to the one in which the Tenders are invited. The tenders without this documentary proof will be rejected. The tenderer shall satisfy the Purchaser that he possesses the necessary suitable facilities and staff to ensure quality and timely completion of work. The tenderer shall furnish necessary particulars in this connection with the tender.

32. FAILURE AND TERMINATION CLAUSE: Time and date of delivery shall be essence of the contract. If the Contractor/Supplier fails to deliver the stores/execute SITC/SETC, or any installment thereof within the period fixed for such delivery in the schedule or at any time repudiates the contract before the expiry of such periods, the purchaser may without prejudice to any other right or remedy, available to him to recover demurrages for breach of the contract:
   a. Recover from the Supplier/Contractor as agreed, liquidated demurrages including Administrative expenses and not by way of penalty, a sum equivalent to 0.5% per week up to maximum limit of 10% of the contract value for such delay or part thereof (this is an agreed, genuine pre-estimate of demurrages duly agreed by the parties) which the supplier/contractor has failed to deliver thereof is accepted after expiry of the aforesaid period, provided that the total demurrages so claimed shall not exceed 10% of the contract price of the stores/SITC/SETC. After full period of extension, termination of the contract will be considered by the Organization.
   b. Purchase or authorize the purchase elsewhere on the account and at the risk of the contractor/supplier, of the stores not so delivered/SITC/SETC not carried out or other of a similar description (where stores exactly complying with the particulars are not in the opinion of the purchaser, which shall be final, readily procurable) by serving prior notice to the contractor/supplier without cancelling the contract in respect of the installment not yet due for delivery or,
   c. Cancel the contract or a portion thereof by serving prior notice to the Contractor/Supplier and if so desired purchase or authorize the purchase of the stores not so delivered/SITC/SETC not carried out, or others of a similar description (where stores not delivered/SITC/SETC not carried out, exactly complying with particulars are not in the opinion of the purchaser, which shall be final readily procurable) at the risk and cost of the Contractor/Supplier. If the Contractor/Supplier had defaulted in the performance of the original contract, the purchaser shall have the right to ignore his tender for risk purchase even though the lowest, where the contract is terminated at the risk and cost of the firm under the provisions of this clause, it shall be in the discretion of the purchaser to exercise his discretion to collect or not, the Security deposit from the firm on whom the contract is placed, at the risk and expense of the defaulted firm.
   d. Where action is taken under sub-clause (b) or sub-clause (c) above, the contractor shall be liable for any loss which the purchaser may sustain on that account, provided the purchase or if there is an agreement, to purchase, such agreement is made in case of failure to deliver the Stores/Services, within 6 months from the date of such failure and in case of repudiation of contract the Contractor/Supplier shall not be entitled to any gain on such the entire discretion of the purchaser to serve a notice of such purchase on the Contractor/Supplier.
   e. It may further be noted that clause (a) above provides for recovery of liquidated demurrages on the cost of contract price of delayed supplies (whole unit) at the rate of 0.5% per week up to maximum limit of 10% of the contract value for such delay or part thereof. Liquidated demurrages for delay in supplies thus accrued will be recovered by the paying authority on instruction as specified in the supply order, from the bill for payment of the cost of materials / works submitted by the supplier / contractor in accordance with terms of supply order on instruction from Purchaser regarding liquidated demurrages amount.
   f. Notwithstanding anything stated above, equipment and materials will be deemed to have been delivered / SITC / SETC will be deemed to have been carried out only when all its components, parts are also delivered. If certain components of stores are not delivered in time/SITC/SETC not carried out in time, the stores/SITC/SETC will be considered as delayed until such time all the missing parts are also delivered.

33. ARBITRATION OF CONTRACTUAL DISPUTES: If any dispute, difference, question or disagreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assignees in connection with or arising out of the contract or in respect of meaning of specifications, design, drawings, estimates, schedules, annexure, orders, instructions the construction, interpretation of this agreement, application of provisions thereof or anything hereunder contained or arising hereunder or as to the rights, liabilities or duties of the said parties hereunder or any matter whatsoever incidental to his contract or otherwise concerning the works of execution or failure to execute the same, whether during the progress or work of stipulated/extended period or before or after the completion or abandonment thereof, it shall be referred to the sole arbitration of the person appointed by the Deputy Director General(E), Doordarshan, M u m b a i . There will be no objection to
any such appointment that the arbitrator so appointed is an employee of this Organization or that he had to deal with the matters to which contract relates and that in the course of his duties as this Organization’s employees he had expressed views of all or any of the matters in dispute or difference. If an arbitrator to whom the matter is referred dies or refuse to act or resigns for any reason from the position of arbitrator, it shall be lawful for the Deputy Director General(E), Doordarshan, Mumbai to appoint another person to act as arbitrator in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor if both the parties consent to Deputy Director General(E), Doordarshan, Mumbai to this effect failing which the arbitrator will be entitled to proceed de-novo.

It is a further term of this contract that no person other than the person appointed by the Deputy Director General(E), Doordarshan, Mumbai as aforesaid shall act as arbitrator and that, if for any reason that is not possible, the matter is not to be referred to the arbitration at all. The arbitrator(s) may from time to time, with the written consent of all the parties to the contract enlarge the time for making and Publishing the award. It is a term of the contract that the party invoking arbitration shall specify the disputes to be referred to arbitration under the clause.

It is also term of the contract that the contractor shall not stop the work under this contract and work shall continue as expected to continue whether the arbitration proceedings have commenced or not.

The arbitrator shall give reasoned award in respect for each dispute or difference referred to him. The award as aforesaid shall be final and binding on all the parties to the contract in accordance with the law.

The Venue of the arbitration shall be at Mumbai (India). Subject to as aforesaid, the provision of the Indian Arbitration Act, 1996 and any statutory modifications or re-enactments thereof and rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

34. 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.

35. The L1 will be decided on the basis of consolidated total price (price of all items of BOM added together) Bidders are requested to also go through "Annexure-2" for "General Instructions to Bidders" and a "List of Mandatory Documents" for the e-procurement system. The bidder must visit the site to assess the amount of work involved before submitting the bid.

36. There shall be a pre-bid meeting on 18/06/2019 ; 1100 hrs at Doordarshan Kendra Mumbai, Worli.
**CHECK LIST for Technical Bid**

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Checklist Point</th>
<th>Compliance by Tenderer Yes/No.</th>
<th>Supporting Documentary Evidence</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Earnest Money Deposit (EMD)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Copy of PAN Card.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Copy of GST Number.</td>
<td></td>
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<tr>
<td>4.</td>
<td>Vendor’s Registration (Annexure 6)</td>
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<td>5.</td>
<td>Eligibility Criteria, documentary proof.</td>
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<tr>
<td>6.</td>
<td>Copy of Annual Turnover for last 3 years</td>
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<tr>
<td>7.</td>
<td>Certificate of Non Blacklisting (Annexure 4)</td>
<td></td>
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<tr>
<td>8.</td>
<td>Warrantee Compliance Statement (Annexure 5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>All the pages of Tender submitted signed, stamped &amp; serially numbered</td>
<td></td>
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</tbody>
</table>

**CHECK LIST for Financial Bid/BOM**

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Checklist Point</th>
<th>Compliance by Tenderer Yes/No.</th>
<th>Supporting Documentary Evidence</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Price</td>
<td>Price quoted both in figures and words should be correct. However price quoted in words will prevail, if there is any difference.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>BOM</td>
<td>To be submitted in the format as per Appendix B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Validity of offer</td>
<td>Six Months</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Payment terms</td>
<td>No advance payment will be made. Payments terms as per clause-3 of &quot;GENERAL TERMS AND CONDITIONS FOR SUPPLY&quot;.(Pg.no.8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Delivery period / completion</td>
<td>30 days from the date of supply order.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Packing &amp; forwarding charges.</td>
<td>Should be clearly indicated. Mentioning “EXTRA” will not be acceptable. Delivery is to be made at Doordarshan Kendra, P.B. Road, Worli, Mumbai- 400 030</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Payment of statutory levies/ Taxes</td>
<td>Levis/Taxes if any are to be clearly mentioned.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. **NAME OF PURCHASER**: Dy Director General(E) DDK Mumbai

2. **PAYING AUTHORITY**: Dy Director General(E) DDK Mumbai.

3. **PAYMENT TERMS**: 100% on satisfactory completion of installation, testing, commissioning and handing over. The consignee will complete necessary formalities at his end and verify the bill and submit to the paying authority along with measurement book for making payment.

   Further the contractor/supplier/firm should submit the all bank details such as:
   a. Name of the Bank
   b. Branch
   c. Account Number
   d. IFC code
   e. MICR Code

   along with their bill for online payment (if possible, a Photostat copy of the cheque leaf may be enclosed).

4. **BILLS**: All the supplies and works shall be in conformity with the order and all the bills shall be prepared in quadruplicate in the same format as that of the Supply Order. The bills shall be submitted to the consignee for necessary certificates and onward transmission to the paying authority.

5. **DESPATCH INSTRUCTIONS**: The packing and marking of goods shall be as laid down in clause-12 of general conditions of contract DGS & D69 (revised).

6. The contractor shall arrange to dispatch the goods duly insured direct to the consignee under prior intimation for delivery at site by whichever mode of transport he may choose, to ensure safe delivery of goods at site. Unloading shall be done at site at the contractor’s expense. The consignee will provide only storage space. The contractor will provide his own security like locking etc., and store the materials at his own risk.

7. **INSPECTION & TEST**: The material & work will be inspected at site. All necessary tools equipments will be arranged by manufacturer/tenderer. If required any other tests are necessary and required to be carried out, the arrangements are to be made by manufacturer/tenderer. In case of disputes third party inspection will be carried out as per BIS standard for which charges will be borne by the firm/tenderer. If any damages are found, material will be rejected. Will site if any damages are found material will be rejected.

8. **INSURANCE**: The contractor shall arrange for the insurance covering the risk during transit, storage and installation till commissioning. All the charges for such insurance shall be borne by the contractor.

9. **ADDITIONAL QUANTITIES**: The purchaser reserves the right to place order for additional quantity up to 50% of the ordered quantity at the same rates and terms and condition during the validity of the contract.

10. **PENALTY FOR DELAY**: If the contractor is unable to complete the Fabrication, supply, installation, testing within the stipulated time limit the purchaser may at his option allow such additional time as may be considered justified with/without penalty and without altering terms and conditions of the order. In the event of failure of the contractor to complete the supply, installation testing and commissioning within the stipulated time or the extended time, the purchaser has the right to impose penalty of 0.5% per week or part thereof the contract price. The Contractor’s liability for delay, however, shall not exceed 10% of the total contract price.

11. **GUARANTEE / WARRANTY PERIOD**: The following Guarantee/Warranty shall form part of the contract placed on successful tenderer:

    Except as otherwise provided in the invitation to the Tender, the contractor / seller hereby declares that the good, stores/articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respect and shall be strictly in accordance with the specification and particulars contained/mentioned in contract. The equipment shall be guaranteed against any manufacturing defects for a period of 12 months from date of installation. Guarantee should be valid for on-site repair/replacement i.e., in case of failure of the equipment, transportation charges are to be borne by the supplier. Any parts failing during the guarantee period shall be repaired/replaced free of charge by the supplier. The contractor/seller hereby guarantees that the said goods/stores/articles would continue to conform to the...
description and quality aforesaid for a period of 12 months from the date of installation of the said goods/stores/articles to the purchaser notwithstanding the fact that the purchaser (Inspector) may have inspected and/or approved the said goods/stores/articles if during the aforesaid period of 12 months from the date of installation of the said goods/stores/articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated and the decision of the purchaser in that behalf shall be final and binding on the Contractor/Seller and the purchaser shall be entitled to call upon the contractor/seller to rectify the goods / stores / articles or such portion thereof as is found to be defective by the purchaser within a reasonable period, or such specified period as may be allowed by the purchase in his discretion on an application made thereof by the contractor/seller, and of rectification thereof, otherwise the contractor / seller shall pay to the purchaser such compensation as may arise by reasons of the breach of the warranty herein contained.

a. Guarantee that they will supply spare parts, if and when required on agreed price. The agreed basis could be including but without any limitation and agreed discount on the published catalogue or an agreed percentage of profit on the landed cost.

b. Warranty to the effect that before going out of production for the spare parts they will give adequate advance notice to the purchaser of the equipments so that the latter may undertake the balance of the lifetime requirements.

c. Warranty to the effect that they will make available the blueprints of the drawings of the spare is if any when required in connection with the main equipments.

d. It is a condition of the contract that the supplier shall be responsible for free after-sales-service for minimum period of 12 months from the date of supply.

e. The equipment shall be guaranteed against any manufacturing defects for a period of 12 months from the date of installation of these batteries.

f. Any parts failing during the guarantee period shall be repaired/replaced free of charge by the supplier at site i.e. no transportation charges would be paid by DD for transporting the defective / repaired items if required to be removed from site during the guarantee period.

12. CONDITIONS OF CONTRACT:

a. DGS & D-68 (Revised) and DGS & D-71 as amended up to date in case of purchase is under rate contract. However, such of these conditions stipulated on this tender shall supersede corresponding conditions in DGS & D-71.

b. The contractor shall submit the duplicate copy of supply order duly signed and stamped along with acceptance letter and Security Deposit within 2 weeks. No supplies will be made and no work shall start unless the acceptance is signed by the contractor.

13. ENFORCEMENT OF LABOUR LAWS: While engaging labour for carrying out obligations under the contract the contractor shall satisfy the conditions laid down under contract labour (Regulation and Audit) Act 1970 and (Central) Rules 1971 as amended from time to time and observe all formalities required as per the said Act/ Rules. The supplier shall also observe the provision under minimum wages act 1948(Central) Rules 1950 amended from time to time while engaging labour.

14. ARBITRATION OF CONTRACTUAL DISPUTES: If any dispute, difference, question or disagreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assignees in connection with or arising out of the contract or in respect of meaning of specifications, design, drawings, estimates, schedules, annexure, orders, instructions the construction, interpretation of this agreement, application of provisions thereof or anything hereunder contained or arising hereunder or as to the rights, liabilities or duties of the said parties hereunder or any matter whatsoever incidental to his contract or otherwise concerning the works of execution or failure to execute the same, whether during the progress or work of stipulated/extended period or before or after the completion or abandonment thereof, it shall be referred to the sole arbitration of the person appointed by the Deputy Director General(E), Doordarshan, Mumbai. There will be no objection to any such appointment that the arbitrator so appointed is an employee of this Organization or that he had to deal with the matters to which contract relates and that in the course of his duties as this Organization’s employees he had expressed views of all or any of the matters in dispute or difference. If an arbitrator to whom the matter is referred dies or refuse to act or resigns for any reason from the position of arbitrator, it shall be lawful for the Deputy Director General(E), Doordarshan, Mumbai to appoint another person to act as arbitrator in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor if both the parties consent to Deputy Director General(E), Doordarshan, Mumbai to this effect failing which the arbitrator will be entitled to proceed de-novo.

It is a further term of this contract that no person other than the person appointed by the Deputy Director General(E), Doordarshan, Mumbai as aforesaid shall act as arbitrator and that, if for any reason that is not possible, the matter is not to be referred to the arbitration at all. The arbitrator(s) may from time to time, with the written consent
of all the parties to the contract enlarge the time for making and Publishing the award. It is a term of the contract that the party invoking arbitration shall specify the disputes to be referred to arbitration under the clause.
It is also term of the contract that the contractor shall not stop the work under this contract and work shall continue as expected to continue whether the arbitration proceedings have commenced or not.
The arbitrator shall give reasoned award in respect for each dispute or difference referred to him. The award as aforesaid shall be final and binding on all the parties to the contract in accordance with the law.
The Venue of the arbitration shall be at Mumbai (India). Subject to as aforesaid, the provision of the Indian Arbitration Act, 1996 and any statutory modifications or re-enactments thereof and rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

15. FORCE 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 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 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 order 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.

16. 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.

(P.G.Gokhale)
Assistant Engineer
for D.D.G. (ENGG.)
Tele: 022-24954527
e-mail: enggstores.ddkmumbai@gmail.com
SCOPE OF WORK


This DG Set is meant for Studio Block Power Supply commissioned in year 2005 at Kendra and now lying defective. As per preliminary investigation the alternator needs extensive repairs as the Primary Excitation coils and Rotor coils are burnt. Overhauling of the same is also a part of the job.

The Technical Estimation of repair works is as follows.

1) Rewinding of exciter rotor in class ‘F’ insulted conductor varnish, heating, varnishing & gel-coating.
2) Rewinding of exciter field winding in class ‘F’ insulted conductor varnish, heating, varnishing & gel-coating.
3) Replacement of bearing 6316 c 3.
4) Replacement of bearing 6319 c 3.
5) Replacement of coupling spider bush.
6) Dynamic balancing of repaired rotor.
7) Installation, alignment, commissioning & load test.
8) Replacement of AVR (if required).
9) Refurbishing of AMF panel.
10) Labour charges for removing, shifting, loading, transportation etc.
11) Any other item required pertaining to complete the satisfactory working of DG set along with AMF panel.

Note: The vendor is advised to visit the site and assess the detailed work to their satisfaction before submitting the quote.
## Technical Compliance

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Description</th>
<th>Compliance (Yes/No)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rewinding of exciter rotor in class ‘F’ insulated conductor varnish, heating, varnishing &amp; gel –coating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Rewinding of exciter field winding in class ‘F’ insulated conductor varnish, heating, varnishing &amp; gel –coating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Replacement of Bearings 6316 C3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Replacement of Bearings 6319 C3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Replacement of coupling spider bush.</td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>Dynamic balancing of repaired rotor.</td>
<td></td>
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<tr>
<td>7</td>
<td>Installation, Alignment, Commissioning and Load Test</td>
<td></td>
<td></td>
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<td>Replacement of AVR ( if required)</td>
<td></td>
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</tr>
<tr>
<td>9</td>
<td>Refurbishing of AMF panel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Labour charges for removing, shifting , loading , transportation etc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Any other item required pertaining to complete the satisfactory working of DG set along with AMF panel</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TO BE FILLED IN BY VENDOR

## Bill of Material (BOM)/Financial Bid

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Description of Work</th>
<th>Qty</th>
<th>Rate</th>
<th>Price in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rewinding of exciter rotor in class ‘F’ insulated conductor varnish, heating, varnishing &amp; gel –coating</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
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<td>Rewinding of exciter field winding in class ‘F’ insulated conductor varnish, heating, varnishing &amp; gel –coating</td>
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<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>Replacement of Bearings 6316 C3</td>
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<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4</td>
<td>Replacement of Bearings 6319 C3</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5</td>
<td>Replacement of coupling spider bush.</td>
<td>1</td>
<td>0.00</td>
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</tr>
<tr>
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<td>0.00</td>
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<tr>
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<td>Installation, Alignment, Commissioning and Load Test</td>
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<td>0.00</td>
</tr>
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<td>11</td>
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<td>LS</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**SUB TOTAL** 0.00

**GST** 0.00

Any other Taxes 0.00

**TOTAL** 0.00

TO BE FILLED IN BY VENDOR

Note: Taxes may be mentioned extra. Type of Tax and rate of tax to be clearly mentioned.
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://tenderwizard.com/PB.
2. The Technical Bid, Technical documents and Financial Bid will be submitted concurrently duly digitally signed in the website http://tenderwizard.com/PB.
3. No claim shall be entertained on account of disruption 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 http://tenderwizard.com/PB
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 DD http://tenderwizard.com/PB to have user ID & Password from M/s ITI Ltd.
8. To participate in e-bid, bidders shall be charged e-tendering processing charges @0.1% of estimated contract value with minimum Cap-Rs 750/- only and maximum cap-Rs 7500/- only. GST charges will be charged extra.
9. Page No. shall be given on each and every paper/documents serially uploaded in the technical bid.
10. 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).
11. The Earnest Money shall be in the form of Bank Draft/Bank Guarantee from an Indian Scheduled Commercial Bank in case of Indian supplier or Bank guarantee/Demand Draft in equivalent freely convertible foreign currency in case of Foreign supplier, in favour of IPSB,Doordarshan Kendra Mumbai.
12. 'Tender Fee/Fee receipt and EMD deposit' shall be placed in a single sealed envelope superscripted with tender reference no. and date of opening so as to reach Assistant Engineer, Engineering Stores, Doordarshan, Mumbai before scheduled time on prescribed tender opening date. EMD received late shall be summarily rejected.
13. The successful tenderer will be required to furnish Security Deposit within 2 weeks of placement of contract at the rate of 10% (Ten percent) for indigenous supplier and 10% (Ten percent) in case of foreign supplier of value of contract in one of the acceptable forms as per tender documents.
14. Tenderers may ask any clarification, if required, before the date stipulated in the details of tender items for the purpose. After that no request will be entertained.
15. Small Scale Units Registered with NSIC under Single Point Registration Scheme for the items required in NIT shall be exempted from payment in respect of cost of Tender/Earnest Money as per the Government instructions on the subject on submission of documentary evidence of valid Registration.
16. 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.
17. 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
(To be scanned and uploaded with the tender and also a physical copy to be send to Doordarshan Mumbai, Worli office)
1. Copy of EMD to be uploaded. Original EMD should be sent by post.
2. DD Tender Document complete along with all Annexure/Appendix, stamped and signed.
4. Original Equipment's Manufacturers (OEM) Authorization for Equipment/Software quoted..
5. Vendor Registration Form (Annexure-6) filled.
6. Any other document asked for in this tender document.
7. In case of submission of EMD, valid E-mail ID and Contact no. of the EMD issuing authority should be furnished on a separate sheet.
8. Guarantee / Warranty Certificate of the supply of goods and or onsite repair / Replacement of the offered product / service from the date of supply / completion of work / SITC.
Form of Performance / Bank guarantee Bond

In consideration of the President of India (hereinafter called “The Government”) having offered to accept the terms and conditions of the proposed agreement between ………………. and ……………. (hereinafter called “the said contractors(s)”) for the work ………………….. (hereinafter called “the said agreement”) having agreed to production of an irrevocable Bank Guarantee for Rs. ……………. (Rupees ……………..only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We ………………………………….. (hereinafter referred to as the “Bank”) hereby undertake to (indicate the name of the Bank. Pay to the Government an amount not exceeding Rs… (Rupees …………………. Only) on demand by the Government. 2. We ……………………………... do hereby undertake to pay the amounts due and payable (indicate the name of the Bank) under this Guarantee without any demur , merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. (Rupees ……………………….. only). 3. We, the said Bank, further undertake to pay the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceedings pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under, and the contractor(s) shall have no claim against us for making such payment. 4. We …………………………… further agree that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the Government under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till the Engineer-in-charge, on behalf of the Government , certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s), and accordingly discharges this guarantee. 5. We ………………………………. Further agree with the Government that the Gover (indicate the name of the Bank) shall have the fullest liberty without our consent , and without effecting in any manner our obligations hereunder , to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor(s), and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor(s) or for any forbearance , act of omission on the part of the Government or any indulgence by the Government to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision , have effect of so relieving us. 6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).

7. We …………………….. lastly undertake not to revoke this Guarantee except with (indicate the name of the Bank) the previous consent of the Government in writing 8. This Guarantee shall be valid up to ………………… unless extended on demand by the Government. Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs ……………. (Rupees ……………….. only), and unless a claim in wiring is lodged with us within six months of the date of expiry or extended date of expiry of this Guarantee all our liabilities under this Guarantee shall stand discharged.

Dated the ………………….. day of ………………… For ………………………………

(indicate the name of the Bank)
ANNEXURE -4

CERTIFICATE FROM THE VENDOR STATING THAT THE COMPANY HAS NOT BEEN BLACKLISTED BY ANY GOVERNMENT ORGANISATION

To,
Dy Director General (E),
Doordarshan Kendra Worli ,Mumbai -30

Sir,
This is to certify that M/s __________________________________ has not been blacklisted by any Government Organization before submission of the tender document.

Yours faithfully,

Authorized Signatories
(Name & Designation)

Date: For and on behalf of M/s___________.

-----------------------------------------------------------------------------------------------------------------------------

ANNEXURE -5

Warranty Compliance Statement

To,
Dy Director General (E),
Doordarshan Kendra Worli ,Mumbai -30

Sir,

Subject: Your tender for Supply & installation Centrifugal blower fan.

This bears reference to our quotation Ref_______________Dated __________. We warrant that everything to be supplied by us shall be brand new, free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade, quality and consistent with the established standards for materials specification, drawings or samples, if any, and shall operate properly. We shall be fully responsible for its efficient operation. We also confirm that all service related complaints for the Blower of AHU will be attended within a period of 3 hours after the complaint is lodged on working days, and within a period of 12 hours on holidays. During the warranty period in case of failing to repair the machine, we will provide a stand-by arrangement till the equipment is repaired.

Yours faithfully

Signature
(Name & Designation)

Date :

(Note: This letter of authority should be on the letter-head of the manufacturing Concern and should be signed by a competent person of the manufacturer)
# VENDOR REGISTRATION FORM

**Company Details**

Name of Firm: 

Regd. Office Address: 

Work Office Address: 

Country Code  STD Code  Nos.  E-Mail  

Country Code  STD Code  Nos.  Web  

**Telephone No:**  

**Mobile No.:**  

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of the Person</th>
<th>Designation</th>
<th>Department</th>
<th>Contact No.(Mob/Landline)</th>
<th>Place</th>
</tr>
</thead>
</table>

**Nature of Business (Please Tick )**

- [ ] Manufacturing
- [ ] Sole Selling Agent
- [ ] Dealer
- [ ] Trader
- [ ] Agent
- [ ] Assembler
- [ ] Service Provider
- [ ] Others (Pls mention) 

**Nature of Company (Please Tick )**

- [ ] Proprietary
- [ ] Partnership/LLP
- [ ] Private
- [ ] Public Limited
- [ ] Others (Pls mention) 

**Date of Establishment:**  

**Tax / PAN Credentials**

<table>
<thead>
<tr>
<th>PAN No.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
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<tr>
<th>GSTN</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ISO/ISI/Other Certification

Are you registered with ISO/ISI/Other  \[\square\] YES  \[\square\] No

If No, whether you are in process to acquire?  \[\square\] Yes  \[\square\] No

If Yes, expected date of receipt of Certification

Name of the Items produced / products / processed / services provided

Other Relevant Data

Bank Details

Name and address of Banker

Bank a/c type  \[\square\] Current  \[\square\] Saving  \[\square\] Over -Draft

Account No.  Branch Code

IFSC  MICR

Whether any of your relative is working with us? (If YES, please provide details)

Declaration

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

Place:  

Signature of Authorised Representative of the firm under proper seal.

Date:

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