

No. DDK/SGR/6(2)/2021-2022

Date: 10.01.2022

**Tender for Non Comprehensive AMC for Servo Controlled  
Automatic Voltage Regulators**

The Deputy Director General (E)/ HOO Doordarshan Kendra, Srinagar (J&K) on behalf of the Chief Executive Officer, PrasarBharati, having its office at the Deputy Director General, Doordarshan Kendra, Srinagar(J&K) invites sealed tenders in two stage (Technical bid & Price Bid) from **Srinagar based reputed firms** for Non Comprehensive Annual Maintenance Contract (AMC) of various Servo Controlled Automatic Voltage Regulators (AVRs) installed at Doordarshan Kendra, and Transmitter (HPT) Shankaracharya Hill Srinagar premises as per the following details.

Sr. No.	Description of AVR		Qty in Number
	AVR Type & MAKE/Model	Area of Utilization	
1.	125 KVA Make: Servokon	News, IT section, Post Production and ENG Operations (Essential supply)	1
2.	200 KVA Make: Stabiline Systems	Studio & Earth Station operations (Essential supply)	1
3.	200 KVA Make: Stabiline Systems	Transmitter (HPT) (Essential supply) Shankaracharya Hill	1

The terms and condition and maintenance schedule for Non comprehensive annual maintenance contract (AMC) of the above mentioned servo controlled AVRs are enclosed as Annexure-I and Annexure-II

**NOTE: Mandatory Documents to be submitted along with Bid in sealed envelope are as under :**

- i. Duly filled Bidders Proforma enclosed with tender document.
- ii. Past performance certificate in field of AVR's maintenance.
- iii. Duly signed tender document.
- iv. A copy of GST certificate
- v. Filled Price Bid duly signed and stamped by bidder placed in a separate sealed envelope duly marked **PRICE BID** on top of it.
- vi. Company registration certificate as proof for Srinagar based company.
- vii. Check list duly filled

  
Assistant Engineer

For Dy. Director General (E)

Enclosed: As above



**Terms and Conditions**

**1. Duration of Operation:**

The technical facilities installed at Doordarshan Kendra, Srinagar and HPT, Shankracharya Hill are required to operate un-interrupted 24x7 throughout the year. **In order to immediately attend reported faults in AVR's i.e. without any loss of time, the bidder must be Srinagar based service provider for the maintenance of AVR's on 24x7 basis.**

**2. Schedule of Work:**

- i) The successful bidder is required to carry out scheduled maintenance of all AVR's under AMC as detailed in Annexure II:
- ii) Besides the scheduled preventive maintenance of the AVR's, the successful bidder will ensure proper functioning of all AVR's all the time. In case of any fault, the firm should immediately depute the service engineer for attending the fault.
- iii) The Non-Comprehensive AMC (labour charges only) includes repair/replacement of all parts of AVR's, electrical motors, windings, core transformers, control cards, relays, jumpers, connectors, switches, lugs, internal wiring, all type of meters installed on the AVR's and any other part of the AVR System.
- iv) The AMC is Non-Comprehensive type and Kendra will provide all the Spares for the Maintenance of three Servo Controlled AVR's.
- v) Smooth and un-interrupted operation of all AVR's is essential for seamless transmission and smooth production. The contractor is expected to provide the services as under:
  - a. The Tenderer/Firm should be registered and have GST and PAN.
  - b. The firm which will not attach mandatory documents at clause quoted on page No.1 of the tender document, bids of such bidding Firms will not be considered for Price Bid opening.
  - c. The contractor should depute trained and experienced service Engineers on site as and when required on 24x7 bases for immediate trouble diagnosis and rectification.
  - d. The contractor should have sufficient stock of spare parts required for repair for providing prompt service to Doordarshan in case of emergency. Part replaced by the firm would be replenished by the Kendra.
  - e. The contractor will carry out the maintenance schedules strictly under the supervision of AE/ADE/DDE/DE-in-charge without affecting the transmission and other activities and submit the detailed report of such maintenance works on the letter head of the firm duly signed by the service engineer and AE/ADE/DDE/DE-in-charge within 24 hours.
  - f. All the tool and testing equipment's for maintaining the AVR's in perfect working condition at Doordarshan Kendra, Srinagar will be provided by the contractor.
  - g. The contractor will take care of safety of his staff while they are working on any AVR and will provide them all safety gadgets. This office shall not be responsible for any mishaps/financial liability to the staff deployed by the contractor.



- h. The AVR's have been installed in the protected and restricted area. The contractor shall provide the bio-data of his staff (supported by necessary documents if required) and obtain entry passes for them before putting them on duty. The conduct of contractor and of his personal shall be the sole responsibility of the contractor. The contractor and his staff shall observe the security and other rules in force while working in the premises of this Kendra and HPT Shankaracharya Hill Srinagar.

3. **TIME SCHEDULE:**

The faults reported should be attended immediately without any loss of time. After assessing the nature of fault the supervising officer or the authorized representative of the Deputy Director General (E) will give reasonable time schedule to the contractor for removing the fault/repairs. If the fault is not repaired within the allotted time, the penalty will be levied as decided by Deputy director General ( E ) and his decision in this regard will be final and non-negotiable.

4. **Site Visit:**

The prospective bidders may visit the site to inspect the AVR's before submitting tender from 1000Hrs to 1700 Hrs on working days after obtaining permission from Deputy director General ( E ) DDK Srinagar.

5. **Premature termination of Contract:**

The Deputy Director General (E), Doordarshan Kendra, Srinagar reserves the right to terminate the contract prematurely if the performance of the contractor is not found satisfactory.

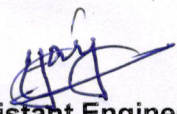
6. Deduction of GST etc. will be done as per standing Government rules. Necessary tax clearance certificate in the prescribed form issued by the assessing Authority concerned should be attached with the quotation.
7. As these AVR's are being used for feeding power supply to technical facilities, which are in operation on 24x7 basis, the successful bidder will have to render service on 24x7 basis as and when required, in addition to the schedule visits as detailed in the tender document.
8. The successful bidder will have to enter into an agreement with the department on Rs.100/-non judicial stamp paper for Non-comprehensive annual maintenance of Threeno.s Servo controlled AVR's mentioned on page no. 1.
9. In case there is any sort of loss or damage to the Government property due to the negligence of the firm, the same will have to be compensated and made good by the firm.
10. The extra expenditure, if any, the department has to incur due to deficiency of maintenance services rendered by the firm, either in the form of spare parts provided by Doordarshan for maintenance or in the form of services taken by Doordarshan from any other firm, will have to be borne by the contractor and the expenditure so incurred, will be adjusted against the amount due to the contractor.
11. The AMC is for the period of 12 months from the date of signing the agreement besides the scheduled and regular service of all AVR's; the successful bidder ensures their proper functioning. In case of any fault, the firm should immediately depute the service engineer for attending the fault. The spare parts required for repair will be provided by the Kendra. However, the bidders may offer the rates of frequently required spare parts of the original equipments manufactures. The necessary cooling oil, relays, timers etc will be supplied by the Kendra.



12. The contractor will be bound by the rates quoted by him and shall have no right to ask for enhancement of rates for service beyond what he had quoted in his quotation till the time the contract remains in force.
13. The contract of the successful tenderer will remain in force a period of one year from the date he comes into agreement with the department or for an extended period which will be on the basis of mutual agreement.
14. The tenderer must have past experience of at least three years of maintenance of such type of AVR's. The bidder should have experience of providing maintenance service for the AVR's of 100KVA or above capacity. He should be authorised dealer of Servokon/Stabiline system/Delta Instruments India/any reputed make AVR's. The documentary evidence/proof of experience and authorization certificate must be enclosed with the tender; otherwise the tender shall be out rightly rejected.
15. Security deposit of 10% of amount in the form of CDR or FDR issued by any Nationalized Bank, duly pledged in the name of Drawing and Disbursing Officer, Doordarshan Kendra Srinagar will be required to be submitted by the successful bidder for the period of contract.
16. The Deputy Director General( E),Doordarshan Kendra Srinagar reserve the right to reject the lowest tender or all the quotations without assigning any reason thereof. The decision of the Deputy Director General ( E) will be final.
17. The contractor will have to handover all the AVR's in perfect working condition at the end of the contract.
18. The tender will be bound to attend the faulty AVR within 24 Hrs. after receipt of telephonic report.
19. Penalty will be charged/deducted from dues @ Rs.200/-per day after laps of 24 Hrs.
20. The maintenance/repair work will be carried out under the supervision of Engineer In charge.

### **General Terms and Conditions**

- 1) Tenders should be submitted in sealed covers, addressed to the **Deputy Director General(E), Doordarshan Kendra Srinagar by 15:00 Hrs on 31.01.2022** Tenders received late after this time and date shall not be accepted and rejected out rightly. This office shall not be responsible for the postal delays etc.
- 2) The tenders will be opened on **31.01.2022 at 15:30 Hrs** in this office in the presence of such tenderers or their representative who choose to attend.
- 3) This office reserves the right to reject any tender without assigning any reasons thereof.
- 4) Payment will be made on quarterly basis after completion of satisfactory service. No advance payment will be made in any case.
- 5) Only the firms who satisfy the eligible criterion and attached mandatory documents will be treated qualified for price bid opening.

  
**Assistant Engineer**  
**For Deputy Director General(E)**



**Maintenance Schedule for Three AVR's-**  
**(200KVA, 200KVA (HPT) and 125KVA, one each):-**

1.	<b>AFTER EVERY 15 DAYS</b>	<b><u>Take AVR's on Load and check the following-</u></b> <ul style="list-style-type: none"><li>• Check Auto&amp; Manual Operation of AVR's and take Corrective remedial action.</li><li>• Check Over Voltage / Under Voltage protection of each AVR and take Corrective remedial action.</li><li>• Check overheating of AVR's and take Corrective remedial action.</li><li>• Check Input &amp; Output Phase to Phase Line Voltage and Phase to Neutral Voltage of each AVR &amp; correct the output voltage if required.</li></ul>
2.	<b>AFTER EVERY 30 Days</b>	<b><u>COOLING SYSTEM</u></b> <ul style="list-style-type: none"><li>• Check for oil level, oil leakage if any, top up oil if required.</li></ul> <b><u>OTHER MAINTENANCE</u></b> <ul style="list-style-type: none"><li>• Check the cable connections/ connectors for loose connection, undue heating , relays, timers, panel and Switches for proper working /functioning</li><li>• Check for any unwanted noise and take Corrective remedial action if required.</li><li>• Check all other functions and parameters of AVR's</li><li>• General cleaning of AVR's.</li><li>• Check Bypass mechanism of each AVR on load after proper monitoring of Input &amp; output voltage and considering load on that instance.</li><li>• Checking of Input &amp; output breakers of each AVR.</li></ul>
3.	<b>AFTER EVERY Six Months i.e. Twice in a year</b>	<ul style="list-style-type: none"><li>• Testing of moisture, physical properties and breakdown voltage testing of AVR oil of each AVR and take Corrective remedial action if required.</li></ul>



**Asistant Engineer**  
**For DDG(E),Doordarshan Kendra Srinagar (J&K)**





PRASAR BHARATI  
(INDIA'S PUBLIC SERVICE BROADCASTER)  
DOORDARSHAN KENDRA SRINAGAR  
**PRICE BID**



Tender no.		DDK/SGR/6(2)/2021-22 Date: 10.01.2022							
Description of work		Non Comprehensive Annual Maintenance Contract for various Servo Controlled Automatic Voltage Regulators (AVRs) installed at Doordarshan Kendra & Transmitter (HPT) Shankaracharya Hill Srinagar.							
Name & Address of bidder									
GSTIN Number of bidder									
S. No.	Description of Goods/ Services	Area of Utilization	Make/ Model	Qty (in Nos.)	AMC Rate per AVR per year (in figures)	AMC Rate per AVR per year in words	CGST on AMC Charges per AVR in %	SGST on AMC Charges per AVR in %	Total (Rate in figures)
	AVR Type								
1	125 KVA	News, IT section, Post Production and ENG Operations(Essential supply)	Servokon	1					
2	200 KVA	Studio & Earth Station operations (Essential supply)	Stabiline Systems	1					
3	200 KVA	Transmitter (HPT) (Essential supply) Shankaracharya Hill	Stabiline Systems	1					
Bidders must attach Authorised Service Centre certificate/ Past Experience certificate in field of Maintenance of such AVRs									
Additional Information:									
1	Warranty								
2	Any other information regarding breakup of taxes / GST to be filled in by the bidder								
3	Any other information bidder desires to provide.	Bidders Signature along with Seal of Firm							



# CHECK LIST

SL NO	MANDATORY DOCUMENTS	ATTACHED YES/NO
1.	Duly filled Bidders pro forma	
2.	Past Performance certificate	
3.	Duly signed Tender Document	
4.	A copy of GST certificate.	
5.	Filled Price Bid duly signed ,stamped in separate cover duly marked Price bid on the envelope.	
6.	Company registration certificate as a proof for Srinagar based company.	
7.	Check list duly filled	

signature



**PrasarBharati Broadcating Crop (AIR/DD/DTH/Resurces/Archives)**  
**Vendor Registration Form**

Company Detail

Name of the Firm:

Registered office Address:-

Work office Address :-

Country Code

STD Code

Nos.

Tele No. (O):

Fax No. (O):

Mobile No. (O):

E - mail:

Web Site:

Name & Desination of Principal (Officers/Persons to be Contracted)

No.	Name of the Person	Designation	Department	Contract No. (Mobile/Landline)	Place
1					
2					

Nature of Business (Please Tick any one)

<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Sole Belling Agent	<input type="checkbox"/> Dealer	<input type="checkbox"/> Trader
<input type="checkbox"/> Agent	<input type="checkbox"/> Assembler	<input type="checkbox"/> Service Provider	<input type="checkbox"/> Other (Pls mention)

Nature of Company (Please Tick any one)

<input type="checkbox"/> Proprietary	<input type="checkbox"/> Partnership/L	<input type="checkbox"/> Private	<input type="checkbox"/> Public Ltd.
<input type="checkbox"/> Other (Pls mention)			

Date of establishment

Previous Current Tax Credentials)

Local TIN Sales Tax No.		Date	
Central TIN Sales Tax No.		Date	
ECC Reg.No. & Range:		Date	
Service Tax Reg. No.:		Date	
PAN No.		Date	
GST No.		Date	

Please provide details for all state wise GST registration

ISO/ISI/Other certification

Are you registered with ISO/ISI/Other?

☐ Yes ☐ No

If Yes, please enclose the copy of the certificate

If No, Whether you are in process to acquire?

☐ Yes ☐ No

If Yes, expected date of receipt of such certification

Name of the items produced/ products / processed/ service provided:-

Other Relevant data

Bank details

Name of & Address Banker 1:

Bank account No.

Whether any of your relative is working with us (If yes,please provide detail)

RTGS No.

Declaration:

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

time

Place

Date

Signature of Authorized Representative  
of the firm under proper seal