



PRASAR BHARATI
INDIA'S PUBLIC SERVICE BROADCASTER
ALL INDIA RADIO: JAMMU
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INVITATION OF QUOTATION
FOR
MAINTENANCE OF LAWNS AND PARKS IN
STUDIOS/PREMISES AND RADIO COLONY PANJTIRTHI, &
CLEANING OF TECHNICAL AREA INCLUDING FM
TRANSMITTER OF AIR, JAMMU.

Inquiry No:	JMU-1(2)/2022-23/Gen.
Inquiry Issue Date:	27.04.2022.
Last Date of Submission:	09.05.2022 at 01:00PM.
Date of Opening:	09.05.2022 at 03:00PM.
Estimated cost of Tender	Rs. 6,50,000/-



**PRASAR BHARATI
INDIA'S PUBLIC SERVICE BROADCASTER
ALL INDIA RADIO: JAMMU**

No: JMU-1(2)/2022-23/Gen.

Date: 27.04.2022

To

M/S _____

_____.

Subject: -Inviting of quotations for maintenance of lawn and parks at Studio & office Complex and Radio Colony, Panjtirthi and cleaning of technical area including fm transmitter.

Sir,

Quotations are invited by the Deputy Director General (E), AIR, Jammu from reputed/ registered Dealers/ Firms/ Contractors for execution of following **supplies/ Job/Work** at the station as per the following details:-

• **Nature of Work:**

- a. Cutting of wild growth, bushes, shrubs, in the premises, AIR, Jammu, Panjtirthi site (Studio's end)
- b. Maintaining and watering of flowers, beds, saplings and other seasonal plantations on routine requirement basis.
- c. Cutting of wild growth, bushes, shrubs, in the premises of the staff colony, AIR, Jammu.
- d. Cutting of grass by manually operated grass cutting machine, in the park inside AIR, Jammu (approx. area 1500sq m)
- e. Cleaning of floor in all technical area and that of FM transmitter building which has a carpet area of around 800 Sq ft., daily cleaning, disinfecting and deodorizing of two numbers of toilet cum bathrooms (apprx area 320 Sq ft each) located inside the studio building Cleaning of wild growth around FM Mast apprx. area of 1000 Sq ft.

(For complete details please see the annexure titled as **scope of work**)

- **Period of Contract:** 10th May, 2022 to 30th March, 2023
- **Location (site):** Radio Colony and AIR Jammu
- **Estimated value:** Rs. 6,50,000/-
- **Submission of Quotation:**

The quotation in sealed cover should reach the office of Deputy Director General (E) latest by **09.05.2022** embossed with the following details on front side of the envelope.

1. Reference of the "**quotation inviting letter with date**".
2. Reference of the short **title of the work**
3. Date of opening.
4. Name and address of the firm/contractor.

The quotations shall be opened on **09.05.2022**, by **quotation opening committee** as authorized by the DDG (E). The quotation should be addressed to Deputy Director General (E) on his official address. No quotation should be received or entertained after the due date, despite postal delay (if any). However in case of any unforeseen event/(declaration of holiday on **09.05.2022**, the quotation shall be opened on next working day.)

The Authorized representatives of the firm can choose to be present at the time of opening of quotation. However, if any of the representatives of the firm or all of the representatives of the concerned firms are not available at the time of the opening of the quotation, the same shall not prevent the **quotation opening committee** from opening the quotation/tenders.

The acceptance of the quotation for competitive purpose (i.e., for Bidding purpose) shall be subject to acceptance of **terms and conditions** as laid in the relevant annexure (attached with the quotation inviting letter).

Deputy Director General (E) reserves the right to reject any of the quotation or all of the quotations without assigning any reason thereof.



(Rakesh Sathu)

**Drawing & Disbursing Officer
For Deputy Director General (E)**

Annexure-I

ALL INDIA RADIO: JAMMU

No: JMU-1(2)/2022-23/Gen.

Date: 27.04.2022

List of Mandatory documents to be attached with the Quotation:

1. Copy of the **GST registration certificate** of the contractor/ firm. (Indicating GST number as well).
2. Copy of **PAN** for the purpose of Income Tax Deduction at source.
3. The **cancelled cheque leaf of the current Bank account** on which the firm is maintaining its commercial transaction.
4. **Registration certificate** of the contractor/ firm.



(Rakesh Sathu)
Drawing & Disbursing Officer
For Deputy Director General (E)

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Terms and Conditions:

1. The qualifying firm shall have to deposit a **security amount of Rs. 20,000/-** in the form of Term Deposit of one year drawn in favour of the firm/ contractor. The same has to be pledged to the DDO, AIR- Jammu. A bank guarantee in the matter is also acceptable in lieu of the bank term deposit.
2. The security amount shall be released on successful completion of the contract.
3. The firm shall be raising the bills on monthly basis, through the rates quoted initially shall be valid up to a period of 30st March, 2023. The rates to be quoted in the **Rate annexure** by the interested contractor shall be applicable on monthly basis, indicating the basic quoted rates, GST component and other tax/levies applicable separately.
4. The firm shall be responsible for handling any unforeseen situation like mishap, injury, accident, disability, electrocution, snake-bite, animal attack to any of its Manpower/ labour, while execution of work at site. An agreement covering the above aspect has to be furnished by the contractor in the form of indemnity bond of Rs.100/- denomination.
5. The firm/ contractor or any of its labour (including heirs, legal appointed successors or any other close relation) won't claim any compensation like that of Govt. Job/ continuation of contract, ex-gratia or financial entity in case of any mishap/injury/death while execution of the work from the department, neither as matter of compassion or for sustenance.
6. The firm/ contractor shall arrange for all type of tools, implements, stair cases, protective gear for safe execution of the work. All norms of industrial safety shall be followed.
7. The competent authority can prematurely call-off the contract without assigning reason thereof. The contractor shall be paid on pro-rata/ proportionate basis on pre-mature termination of the contract.
8. Any hike in the prices on account of change in the market-price index in respect of commodities or otherwise also which include prevailing labour rates also as well as govt. approved labour rates during the period of the contract, shall have not any bearing on the rates quoted/ rates to be charged. No claim for escalation of rates in this regard shall be entertained by the department. However, any changes in the tax component as notified by the Govt., shall has to be reflected/ charged in the next following bill (w.e.f post notification date) by the contractor and accordingly paid by the department.

9. All the applicable deductions like that of income tax TDS, GST TDS, educational cess shall be made by the DDO on the verified amount of the bills and credited in the respective GST accounts and PAN of the Contractor.
10. The contractor and the labourers involved in the execution of the work shall have to follow the prescribed norms related to covid-19.
11. The contractor shall ensure that labour engaged by the contractor for execution of the work is in good state of health and above 18 years of age and has undergone covid-19 vaccination.
12. The contractor shall have to seek security permission and provide ID proofs as well as address proofs of the manpower engaged by him.
13. The contractor shall follow all the guidelines as laid in the labour rules and no disputes in this regard shall be acceptable by the department. Any complaint in this regard shall be dealt under relevant provisions of the law/ labour rules/ departmental procedures of redressing grievances and shall be subject to jurisdiction of Jammu Courts.



(Rakesh Sathu)

**Drawing & Disbursing Officer
For Deputy Director General (E)**

Seal & Signature of Contractor

ALL INDIA RADIO: JAMMU

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SCOPE OF WORK

FOR AIR PREMISES, STUDIO COMPLEX, CONTROL ROOM AND STAFF COLONY

Cutting of wild growth, bushes, shrubs, in the premises, AIR, Jammu, Panjtirthi site (Studio's end which comprises almost an area of 3000 sq.m) on routine basis so that the premises wear a neat and clean look.

Maintaining and watering of flowers, beds, saplings and other seasonal plantations on routine requirement basis.

Cutting of grass by manually operated grass cutting machine, in the park inside AIR, Jammu (approx. area 1500 sq m)

Pruning of trees, trimming of branches in respect of trees that have come up/ have been planted so that the same remains in good and healthy conditions and wear an aesthetic look.

Cleaning of floor in all technical area and that of FM transmitter building which has a carpet area of around 800 Sq ft., daily cleaning, disinfecting and deodorizing of two numbers of toilet cum bathrooms (apprx area 320 Sq ft each) located inside the studio building Cleaning of wild growth around FM Mast apprx. area of 1000 Sq ft.

Cutting of wild growth, bushes, shrubs, in the premises of the staff colony, AIR, Jammu, Panjtirthi site (which comprises almost an area of 2000 sq.m) on routine basis so that the premises wear a neat and clean look.

Maintaining and watering of flowers, beds, saplings and other seasonal plantations on routine requirement basis.

Pruning of trees, trimming of branches in respect of trees that have come up/ have been planted so that the same remains in good and healthy conditions and wear an aesthetic look.

ALL INDIA RADIO :JAMMU

Annexure-IV

No: JMU-1(2)/2021-23/Gen.

Dated : 27.04.2022

Rate Annexure

<u>S. No.</u>	<u>Name & Address of the Firm/Contractor</u>	<u>Brief Description of the work</u>	<u>Basic Rate in terms of Rupees (to be quoted by the contractor)</u>	<u>GST component (to be quoted by the contractor)</u>	<u>Any other Tax/Levies (if any) (to be quoted by the contractor)</u>	<u>Total Amount (to be quoted by the contractor)</u>	<u>Remarks</u>
1	2	3	4	5	6	7	8
		Inviting of quotations for maintenance of lawns and parks in Studios/premises and Radio Colony Panjthirhi & cleaning of technical area including FM Transmitter of AIR, Jammu					<ul style="list-style-type: none">• Rates may please be quoted in column (4) on monthly basis though the period of contract shall be up to period ending 30th March, 2023.• Rates should be quoted neatly in figures as well as in words.• HSN Code along with that of GST % applicable may also be quoted in column (5)



(Rakesh Sathu)
Drawing & Disbursing Officer
For Dy. Director General (E)

Signature & Seal of the Contractor