

PRASAR BHARATI
(INDIAS PUBLIC SERVICE BROADCASTER)
DOORDARSHAN KENDRA
R G Baruah Road Guwahati - 781024

No. DDK/GHY/METP-/E-TENDER /AC Plant/2021-22

Date: 09.12.2021

Tender Enquiry

Sub:- E-Tender Enquiry for Non comprehensive Annual maintenance contract **for a period of one year** under two bid system as per details given below **for Doordarshan Kendra ,Guwahati.**

S.No	Description	Qty (No.)	Tender Fee (In Rs.)	Estimated Cost of Non Compressive AMC (In Rs.)	EMD (In Rs)
1	Non comprehensive centralized Annual Maintenance Contract of AC Plant (4X60) Ton at DDK Guwahati, Make Voltas	1 JOB	NIL	4,25,000/-	8500/-
2	Non comprehensive centralized Annual Maintenance Contract of AC Plant (4X50) Ton at DDK (PPC) Guwahati,Make Voltas	1 JOB			

1. **Consignee:** The Deputy Director General (E) Doordarshan Kendra R.G.B. ROAD Guwahati. 781024
2. Tender Fee: Rs. 500 + 18% GST is compulsory for all the tender participant firms. Rs.590/-Demand Draft (DD) should be taken in favor of DDO DDK Guwahati .Firms that are eligible for exemption from the tender document fee such as MSME, NSIC & other Procuring Entity registered units have to submit/upload scanned copy of documents in support of this exemption. Tenders received without tender fee/exemption document will not be considered for evaluation and will be rejected.

❖ **Tender Documents**

3. List of Tender Document to be uploaded are given in tender document, Hard copy Compulsory should be sent by Post to reach this office on or before 30.12.2021.
4. The tenders will be received online up to 14.30 Hrs. on 30.12.2021 and opened at 15.00 Hrs. on the same day.
5. Tender documents can be viewed :
i Procurement Portal of Prasar Bharati <http://prasarbharati.eproc.in>
ii Website of Prasar Bharati, <https://prasarbharati.gov.in/>
iii Central Public Procurement Portal (CPPP): <http://www.eprocure.gov.in>

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INSTRUCTIONS TO BIDDER – ONLINE BID SUBMISSION

DEFINITIONS:

- C1 India Pvt. Ltd.: Service provider to provide the e-Tendering Software.
- Prasar Bharati e-Procurement Portal: An e-tendering portal of Prasar Bharati introduced for the process of e-tendering which can be accessed on <https://prasarbharati.eproc.in>

1. (A). ACCESSING /PURCHASING OF BID DOCUMENTS:

- a. The scope of work or stores to be tendered are available in the complete bid documents which can be viewed/downloaded from e-tender portal of AIR(<https://prasarbharati.eproc.in>
- b. Both Technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the website (<https://prasarbharati.eproc.in>).
- c. 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.
- d. All Corrigendum/Amendment/Corrections, if any, will be published on the website(<https://prasarbharati.eproc.in>
- e. All documents/papers uploaded submitted by the bidder must be in English and legible.
- f. 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.
- g. For helpdesk, please contact e-Tendering Cell and Help Desk Support Monday to Friday
Ph: 0124-4302033/36/37, prasarbharatisupport@c1india.com.

(B) TENDER PROCESSING FEE :

- a. 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 AIR (<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
- b. 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 C1 India Pvt. Ltd. At Mobile No. +91-8130606629 for DSC related quires or can email at vikas.kumar@c1india.com

General instructions to bidders

1. 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.
2. Page No. shall be given on each and every paper/documents serially uploaded in the technical bid.
3. 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).
4. Bidders shall separately indicate the HSN/SAC code, rate and amount of GST for each quoted item as applicable on the date of tendering in their offer, failing which the offer may be rejected.
5. The Bidder may modify or withdraw their bid after submission prior to the Bid Due Date. No Bid shall be modified or withdrawn by the Bidder after the Bid Due Date and Time
6. Any change in quotation after opening of tender will not be considered. Bidders must ensure that all the documents / files uploaded on e- procurement portal are in order and legible in all respect. Prasar Bharati will not be responsible for any documents / files illegible or corrupted due to any disruption/ technical snag of internet service being used by the bidders.
7. Terms & Conditions given in Technical specifications will supersede for conflict with any terms & Conditions given in Tender Document
8. The Earnest Money shall be in the form of FDR/Bank draft/Bank Guarantee from an Indian scheduled Commercial Bank in favor of DDO DDK Guwahati . However, exemption will be given to the firms registered with NSIC certificate under Single Point Registration System (SPRS)/MSME/MSE under public procurement policy in case of exemption of EMD. However, traders are excluded from public procurement policy.

EMD deposit/ copy of NSIC certificate under Single Point Registration System (SPRS)/MSME/MSE shall be placed in a single sealed envelope super scribed with tender reference no and date of opening so as to reach The Deputy Director General(E) Doordarshan Kendra ,Guwahati before scheduled time on prescribed tender opening date. EMD/NSIC/MSME/MSE certificate received late shall be summarily rejected.
9. CVC guideline regarding post tender negotiation circular no.4/3/07date.03.03.2007 with bidders should always be adhered to while finalizing the tender
10. The tenderer while submitting their bid, must adhere to the instructions of Central Vigilance Commission, otherwise their offer is likely to be ignored.
11. **Purchase Preference: The Prasar Bharati / Central Government** may, by notification, provide for mandatory procurement of any goods or services from any category of bidders, or provide for preference to bidders on the grounds of promotion of locally manufactured goods or locally provided services. As per **Clause10(d) of Public Procurement (Preference to make in India)**

Order 2017 (PPP-MII Order 2017) would be invoked wherever applicable ,when it is relevant

ANNEXURE - III

INSTRUCTIONS TO BIDDERS FOR PREPARATION OF TENDER

1.

- (a) The prices quoted shall remain fixed during the entire period of supply/contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
- (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.

(d) The quotation should specifically mention rates for Supply/Service & Taxes separately.

(e) OEM authorization should be enclosed, in the case of quotation from authorized dealer.

2. **EMD:** Earnest Money amounting to **Rs.8500/-Rupees eight thousand five hundred only** shall be submitted in the form of FDR/Bank draft/Bank Guarantee from an Indian scheduled Commercial Bank in favor of DDO DDK Guwahati. However, exemption will be given to the firms registered with NSIC certificate under single Registration (SPRS)/MSME/MSE under public procurement policy in case of exemption of EMD. However, traders are excluded from public procurement policy. 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 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).

*** The Public Procurement Policy is meant for procurement of only goods produced and services rendered by MSEs. However, Traders are excluded from the purview of Public Procurement Policy.[Refer FAQ No.18 in the OM F.No.22(1)/2012-MA dated 24th October, 2016 of The Development Commissioner (MSME), Ministry of Micro, Small & Medium Enterprises, New Delhi].**

EMD/copy of NSIC certificate under single Registration (SPRS)/MSME/MSE should be submitted so as to reach this office before scheduled time on prescribed tender opening date failing which the bids shall be rejected.

- i. If any tenderer withdraws his tender before the expiry of the validity period, or before the issue of letter of acceptance, whichever is earlier, or makes any modification in terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit the earnest money absolutely. This provision would naturally apply only to the lowest tenderer once the earnest money of all the tenderer except those of the lowest is refunded as per provisions.
- ii. If the contractor fails to furnish the prescribed performance guarantee within the prescribed period, the earnest money is absolutely forfeited automatically **without any notice**.
- iii. In case the contractor fails to commence the work specified in the tender documents on the 15th day or such time period as mentioned in letter of award, after the date on which the Purchaser Issues written orders to commence the work, or from the date of handing over of the site, Whichever is later, the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit whole of earnest money absolutely.
- iv. If only a part of the work as shown in the tender is awarded, and the contractor does not commence the work, the amount of the earnest money to be forfeited to the Government should be worked out

with reference to the estimated cost of the work so awarded.

- v. In case of forfeiture of earnest money as prescribed in i to iv above, the tenderer shall not be allowed to participate in the retendering process of the work.

3. The tender shall consist of **two bids** namely:

TECHNICAL BID: Technical bid should contain the confirmation to the enclosed technical specifications. **During the Technical evaluation, if required.**

COMMERCIAL BID: The commercial bid should contain the price bid and acceptance of the commercial terms and conditions of this tender document. The price should be quoted for service at destinations.

a. **Both Technical Bid and Commercial Bid will be submitted concurrently duly digitally signed in the website (<https://prasarbharati.eproc.in>)**

TELEFAX/E-MAIL offers, received directly by this organization, will not be considered.

In case tender opening date falls on a holiday, the bids will be received and opened at the same specified time on next working day. Bids received late or submitted after the scheduled specified time on scheduled date will not be entertained and will be returned back unopened.

The purchaser may, at his discretion extend the deadline for the submission of the bids by amending the bid document, in which case all rights and obligations of the purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

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

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

- a. Copy of EMD. Registration of firms with National Small Industries Corporation (NSIC) under Single Point Registration System (SPRS) for exemption of EMD. Copy of NSIC registration certificate to be enclosed. Registration of firms Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME)* 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) for exemption of EMD-copy of registration certificate to be enclosed.

*** The Public Procurement Policy is meant for procurement of only goods produced and services rendered by MSEs. However, Traders are excluded from the purview of Public Procurement Policy.[Refer FAQ No.18 in the OM F.No.22(1)/2012-MA dated 24th October, 2016 of The Development Commissioner (MSME), Ministry of Micro, Small & Medium Enterprises, New Delhi].**

- b. Copy of SGST/CGST/IGST Registration Certificate/GSTIN Number and HSN/SAC code for supply/work items.
- c. Copy of PAN card
- d. Tender Document and specification complete duly signed on all pages.
- e. Technical leaflets/manuals/Data sheet for the make & model being offered.
- f. Technical compliance statement to technical specifications of the tender.
- g. Past Performance for 3 year along with the user certificate for supply of similar stores.

- h. Audited Accounts/ IT returns for the last 3 years.
- i. OEM authorization should be enclosed in the case of quotation from authorized dealer.

The bids not complied with the above shall be summarily rejected.

- 5 SECURITY DEPOSIT:** The successful Tenderer shall furnish the Security Deposit within 2 weeks after placement of order at the rate of **3 % 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 Demand Draft / Bank Guarantee drawn in favor of DDO DDK Guwahati. Security Deposit should be valid for 12 months beyond Guarantee/Warranty period mentioned at clause 8 of the tender document. The Security Deposit will be returned in full on completion of successful Guarantee/Warranty Period.

For release of security Deposit/ performance security, the firm will submit his claim along with a certificate from the consignee that against this order has performed service satisfactorily during AMC period and department have not suffered any loss /inconvenience.

6 TAXES:

- a. SGST/CGST/IGST is applicable for the material to be supplied and works involved.
 - b. SGST/CGST/IGST is livable and intended to be claimed from the purchaser should be distinctly shown along with prices quoted. Where this is not done no claim for SGST/CGST/IGST will be admitted at any later stage and on any ground what so ever.
- 7** Printed terms and conditions of tendering firms will not be considered as forming parts of their tender.

8 GAURANTEE / WARRANTY

Firm should ensure that AC plant are always good working condition.

9 TECHNICAL SPECIFICATION AND GENERAL TERMS AND CONDITIONS:-

The quotation should specifically mention **the work**, terms and condition of service. The prices given by firm 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. A bid submitted with an adjustable price quotation is likely to be treated as non responsive and rejected.
- (b) The 'Unit' Price should be for the job as indicated in the tender enquiry.
- (c) **The quotation should specifically mention rates for work & Taxes separately**

10- Eligibility:

Bids should be from the OEM / reputed agencies who posses authorization certificate

- 11-**The Tenderer should have experience for the last two years, in maintaining AC plants of total capacity of 200 TR (Semi-sealed compressor type) and above, with individual plant capacity of 40 TR and above. (Details of the contract with documentary evidence should be submitted).

12-Earnest Money Deposit (EMD)

- a. The bidders must submit EMD OF **Rs.8500/-Rupees eight thousand five hundred only** 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 Organization 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 Organization 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.

13-Performance Security Deposit:

- e. The contractor shall furnish the security deposit within 2 weeks of placement of order at the rate of 3% of the total contract value at the time of signing the contract. 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 Chennai / Bank Guarantee from a Commercial Bank valid up to the end of service period as per contract.
- f. 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.

14- The bid submitted will be valid for a period of one year from the date of awarding the contract. The period can be extended on mutual agreement. If the firm wishes to discontinue the agreement in the event of any circumstances beyond their control, they shall have the right to cancel the agreement giving prior notice to The DEPUTY DIRECTOR GENERAL (ENGINEERING) DDK, Guwahati. In such an event, the agreement shall cease to have effect on the expiry of 60 days from the receipt of the notice and the firm may not be considered for participating in the future tenders.

15- No advance payment will be made by the Kendra. The payment will be released quarterly on production of the pre-receipt bill in duplicate and the challans certified for satisfactory work by the Competent Officer of the Kendra.

15-The Nodal Officer of the Kendra (Asst. Director (Engg.) / Asst. Engineer, AC Plants) will coordinate and supervise the works.

16-The interested bidder should inspect the AC plant before submitting their bids. The plants can be inspected on any working day between 1100 hours and 1700 hours with prior appointment. The tenderer must thoroughly inspect the systems and furnish their quotes in "**as is where is**" condition without stipulating any preconditions.

17) This office reserves the right to accept or reject any Tender at any point of time during the processing without assigning any reason whatsoever.

18) After opening of the tender, if necessary a technical team may inspect the infrastructure of the firm for verification and further action.

19) The Dy. Director General (Engg.), DDK, Guwahati reserves the right to terminate the agreement at any time by giving one month advance notice and levy penalty on account of breach of the conditions stipulated in the agreement, on the part of the firm, including not maintaining the plants in optimum working condition.

20) The firm shall be solely responsible for observation and implementation of labour laws in force.

21) The firm shall be solely liable for compensation against any claim arising out of accident during the maintenance, repair and overhauling of the plants.

22) PRICE:

- a. The price quoted must be net per unit/job and the applicable Tax Components must be quoted separately. The prices quoted shall remain fixed during the entire period of service/supply/contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non responsive and rejected.

23) Payment of SGST/CGST/IGST (on ultimate products)

- a. Payment of SGST/CGST/IGST (on ultimate products), as applicable on the closing date of tender will be to the supplier's / contractor's account. Any statutory variation (both plus and minus) in the rate of SGST/CGST/IGST after closing date of tender/revised price bid but before the expiry of the contractual delivery / completion period will be to the account of the office.
- b. The bidder(s) will indicate, in their bid, the amount with exact rate of SGST/CGST/IGST on ultimate finished product, as applicable at tendering stage, separately in the bid. In case the above information subsequently proves wrong, incorrect or misleading (a) this Organization will have no liability to reimburse the excess in the difference in rates of the item under which the duty/tax assessed finally (b) this Organization will have the right to recover the difference in case the rate of duty / tax finally assessed is on the lower side.
- c. Any increase in SGST/CGST/IGST during extended period of the contract / supply order will be to supplier's / contractor's account where such extension in delivery of the materials/completion of the project was on the request of supplier / contractor. However, any decrease in SGST/CGST/IGST during extended period of the contract / supply order, will be to the account of this Organization.
- d. In case of SITC of / SETC tenders, pro-rata breakup details of cost of all the identifiable store items of supply / work and ITC / ETC charges with HSN/SAC code shall be given along with a price bid.
- e. The taxes like SGST/CGST/IGST/GST service tax etc. as applicable on the goods / services shall be quoted separately in the price bids.

24) Payment Terms:

The service providing agency is free to charge quarterly OR half yearly OR annual payment after successful completion of relevant period as opted by the agency .

25) Validity :

The offer submitted should be valid for a period of 90 days from the date of opening of the commercial bid. The date of commercial bid opening will be informed in due course.

26) Consideration of offer in full or in part:

This Organization may reject / accept or prefer any tender without having to assign any reason whatsoever. This Organization also reserves to itself the right to accept any tender in part or split the order between two or more bidders. Further, the undersigned reserves himself the right to increase or decrease up to 50% 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.

27) 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 the work , or any instalment 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:-

28) Arbitration :-

- a. It is a further term of this contract that no person other than the person appointed by the Deputy Director General (E) , Doordarshan Kendra, Guwahati 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.

- b. 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.
- c. The arbitrator shall give reasoned award in respect or 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.
- d. The Venue of the arbitration shall be at Guwahati.

29) FORCE MAJEURE

- a. 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,
- b. 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.

Equipment Detail

1) EQUIPMENTS INCLUDED UNDER THE SCOPE OF THE CONTRACT (DDK,PREMISES)

SL.NO	EQUIPEMENTS	DETAILS
1	MAKE	voltas
2	CAPACITY	60 TR chilled water A/C Plants
3	QUANTITY	4
4	COMPRESSOR	4
5	COOLING TOWER	2
6	AHU's	6 (various CFM) located in various places in DDK building
7	CONDENSOR PUMP MOTOR	4
8	CHILLER PUMP MOTOR	4
9	ASSOCIATED Electrical Gadgets	

2) EQUIPMENTS INCLUDED UNDER THE SCOPE OF THE CONTRACT (PPC PREMISES)

SL.NO	EQUIPEMENTS	DETAILS
1	MAKE	voltas
2	CAPACITY	50 TR chilled water A/C Plants
3	QUANTITY	4
4	COMPRESSOR	4
5	COOLING TOWER	2
6	AHU's	3 located in various places in DDK (PPC) building
7	CONDENSOR PUMP MOTOR	4
8	CHILLER PUMP MOTOR	4
9	ASSOCIATED Electrical Gadgets	

SCOPE OF WORK

• PREVENTIVE MAINTENANCE

- Monthly inspection for checking of the chiller plants and ancillaries
- Quarterly preventive maintenance of the chiller plants and ancillaries
- Checking the refrigeration system motor and starters for performance and ensuring the overall healthy condition of the plant.
- Checking the system for leaks and then rectifying the leaks, if any.
- Taking a set of readings and then evaluating them to ensure satisfactory performance of the plant.
- Checking the refrigeration control system for operation and adjusting the settings, if necessary.
- Quarterly cleaning of the Cooling Coils of the AHU.
- Quarterly cleaning of AHU pre filters
- Cleaning of drain line of AHU within the room if required
- Inspection of AHU "V" belts and replacement of the same if found necessary (V- belts to be supplied by DDK)
- Lubricating the bearings of Motors, Pumps and Fans if necessary.
- Replenishing the refrigerant as a result of leak from the system arising out of standard wear and tear (Refrigerant to be supplied by DDK)
- Attending to the calls for fault diagnosis and rectification of the same where the required materials for resolving the problem to be arranged by DDK.
- Descaling of condensers once in a year and maximum twice if required
- Cleaning of the Chillers as and when necessary.
- Yearly replacement of Compressor Oil (Compressor Oil to be supplied by DDK)
- Cleaning of cooling tower sump once in a year
- Annual overhauling/greasing of chiller pumps, pump motors / AHU motors / pump motors etc
- Reporting the healthiness of the plant and suggesting improvements, if any.

B. BREAKDOWN MAINTENANCE :

The firm has to attend to the unscheduled service calls as and when required for locating the faults and rectify the same immediately

NOTE*

Scope of work involves non comprehensive AMC of centralized AC plant of 4 x 60 TR at DDK premises in DDK Guwahati & 4 x 50 TR at PPC premises of DDK Guwahati. Any component /material to be replaced during AMC shall be provided By the Kendra.

Compliance statement

SNo	Specification	Compliance (Yes)/(No)	Remarks
1	Monthly inspection for checking of the chiller plants and ancillaries		
2	Quarterly preventive maintenance of the chiller plants and ancillaries		
3	Checking the refrigeration system motor and starters for performance and ensuring the overall healthy condition of the plant.		
4	Checking the system for leaks and then rectifying the leaks, if any.		
5	Taking a set of readings and then evaluating them to ensure satisfactory performance of the plant.		
6	Checking the refrigeration control system for operation and adjusting the settings, if necessary		
7	Quarterly cleaning of the Cooling Coils of the AHU.		
8	Cleaning of drain line of AHU within the room if required		
9	Inspection of AHU “V” belts and replacement of the same if found necessary (V- belts to be supplied by DDK)		
10	Lubricating the bearings of Motors, Pumps and Fans if necessary.		
11	Replenishing the refrigerant as a result of leak from the system arising out of standard wear and tear (Refrigerant to be supplied by DDK)		
12	Replenishing the refrigerant as a result of leak from the system arising out of standard wear and tear (Refrigerant to be supplied by DDK)		
13	Attending to the calls for fault diagnosis and rectification of the same where the required materials for resolving the problem to be arranged by DDK.		
14	Descaling of condensers once in a year and maximum twice if required		
15	Cleaning of the Chillers as and when necessary.		
16	Yearly replacement of Compressor Oil (Compressor Oil to be supplied by DDK)		
17	Cleaning of cooling tower sump once in a year		
18	Annual overhauling/greasing of chiller pumps, pump motors / AHU motors / pump motors etc		
19	Reporting the healthiness of the plant and suggesting improvements, if any.		
20	The firm has to attend to the unscheduled service calls as and when required for locating the faults and rectify the same immediately.		

Signature of the Bidder /Tenderer
Name
Seal of the Company

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.

Prasar Bharati reserves the right to accept or reject any or all applications without assigning any reasons. Prasar Bharati also reserves the right to annul the tender process at any stage without assigning any reason.

GENERAL:-All the pages of the tender document should be thoroughly read and the bids shall be Online through e-portal <https://prasarbharati.eproc.in>

**(Suresh Kumar Singh)
Assistant Director (Engg)
for Dy Director General
(Engg) Doordarshan Kendra
Guwahati
email:ddgeng.ghy@gmail.com
Mobile no-9905242905**

ANNEXURE – IV**Documents to be uploaded and its compliance**

Sr.No.	Checklist Point
1	Earnest Money Deposit (EMD) Demand Draft
2	Registration of firm with NSIC for exemption of EMD. Kindly refer Annexure-III, Sl.No. 4 of tender document
3	Copy of PAN Card
4	Copy of GST Registration
5	Eligibility Criteria, documentary proof for supplied /service in past to AIR/DD.
6	Technical leaflets/manual for the make and model being offered
7	Technical compliance statement to technical specifications of the tender as per annexure-D
8	Copy of Registration of firm / concern / incorporation certificate as applicable
9	Whether all pages of the tender submitted are signed stamped
10	Whether the OEM's Authorization letter enclosed
11	Whether firm has submitted Certificate the stating that the firm has not been blacklisted by any government organization

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

To,

The Dy. Director General (E)
Doordarshan Kendra R.G.B. Road
Guwahati. 781024

Sir,

This is to certify that M/s_____ has not been black listed
by any Government Organization before submission of the tender document.

Yours faithfully,

Authorized Signatories (Name &

Designation) Date:

For and on behalf of M/s_____

OEM'S LETTER HEAD
CERTIFICATE FOR AUTHORIZATION

No. DDK/GHY/METP/E-TENDER /AC Plant/2021-22

Date: 09.12.2021

We, M/s_____ <Name and Address of
the OEM> do hereby authorize M/s_____ <Bidders
name>, having its office at

<Bidder's address> to submit the bid and sign the contract with All India Radio for the equipment
/product offered by us against the above tender.

Signature _____
Name and Designation of authorized signatory of the OEM _____
Name of the OEM _____
Stamp of the OEM _____

(FORM)

1. Bidder/Customer Name:
2. Bidder/customer address:
3. Bidder E mail ID:
4. Particulars of Bank Account
 - a) Name of Bank
 - b) Name of Branch
 - c) Address
 - d) Telephone Number
 - e) Type of Account (current/saving etc.)
 - f) Account Number
 - g) IFSC of the bank branch
 - h) 9 digit MICR code

I/We hereby authorize Prasar Bharati to release any amount due to me/us in the bank account as mentioned above, I/We hereby declare that the particulars given above are correct and complete, If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold Prasar Bharati responsible.

Bid Securing Declaration Form

Date:_____Tender No._____

To

The Dy. Director General (E)
Doordarshan Kendra R.G.B. Road
Guwahati

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) Have withdrawn/modified/amended,impairs order agates from the tender,my/our Bid during the period of bid validity specified in the form of Bid;
- or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
(i) Fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)
In the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing he Bid Securing Declaration)

duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on_____day of (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

FORM OF PERFORMANCE / BANK GUARANTEE BOND

In consideration of THE Dy. DIRECTOR GENERAL (ENGG), DOORDARSHAN Kendra R.G.B. Road Guwahati and on behalf of the Prasar Bharati (India's Public Service Broadcaster) having offered to accept the terms and conditions of the proposed agreement betweenand(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 Government (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 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)

DDO DDK, Doordarshan Complex R.G.B. Road Guwahati
781024

Commercial Bid

PRASAR BAHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN KENDRA GUWAHATI

PRICE BID

No. DDK/GHY/METP/E-TENDER /AC Plant/2021-22

Date:09.12.2021

Name of Work – Non Comprehensive Annual maintenance contract FOR 60 X 4 TON AND 50 X 4 TON centralized
AC Plant of DDK Guwahati **for a period of one year from .**

Name of the Tenderer:- M/S-----

S.No	Description	Qty (No.)	Rate	GST	Total (In Rs)
1	Non comprehensive centralized Annual Maintenance Contract of AC Plant (4X60) Ton at DDK Guwahati, Make Voltas	1 JOB			
2	Non comprehensive centralized Annual Maintenance Contract of AC Plant (4X50) Ton at DDK (PPC) Guwahati, Make Voltas	1 JOB			