

**PRASAR BHARATI**  
**INDIA'S PUBLIC SERVICE BROADCASTER**  
**ALL INDIA RADIO: JAMMU**  
**sejammu@gmail.com**

Invitation of quotation  
for  
Execution of Miscellaneous work  
at  
All India Radio, Patnitop (Nathatop)

Inquiry No:	JMU-1(2)/2022-23/E/Patnitop
Inquiry Issue Date:	05.04.2022.
Last Date of Submission:	25 <sup>th</sup> April, 2022 at 03.00PM.
Date of Opening:	25 <sup>th</sup> April, 2022 at 04.00PM.
Tentative cost of Tender	Rs.3,66,000/-
Amount of Bid Security	Rs.6,000/-

  
सहायक अभियन्ता  
Assistant Engineer  
आकाशवाणी, जम्मू  
(S.C. Dewan)  
All India Radio, Jammu  
Assistant Engineer

**For Deputy Director General (E)**



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No: JMU-1(2)/2022-23/E/Patnitop

Date: 05.04.2022

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**Subject: -Inviting of quotations for AIR, Patnitop.**

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) Cleaning dusting and vacuum cleaning of technical area, Sweeping cleaning activities of transmitter halls, 2 room set of Engineering room, office blocks.
- b) Clearing of snow from PDAs (Dish Antennas) and to create path for the staff from hostel to transmitter hall, main gate to the transmitter hall.
- c) Cleaning of wild growth around around transmitter hall, FM Mast and Hostel and Office blocks. apprx. area of 1000 Sq ft.

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

• **Period of Contract:**

From: 1<sup>st</sup> May-2022 to 30<sup>th</sup> March-2023.

- **Location (site):** AIR, HPT Nathatop (Patnitop).
- **Submission of Quotation:**

The quotation in sealed cover should reach the office of Deputy Director General (E) latest by 25<sup>th</sup> April-2022 at 3.P.M 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 25<sup>th</sup> April, 2022 at 4.P.M., 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 25<sup>th</sup> April,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.

  
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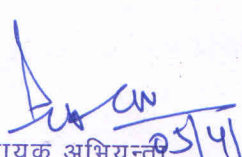
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List of Mandatory documents to be attached with the Quotation:

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.
5. A bank draft of Rs.6000/- issued in favour of the bidder and pledged to DDO, AIR, Jammu. (as EMD)
6. Cost of Tender is Rs.100/- contractors, who choose to download their tender dossier from the E-mode, are exempted from paying the cost of the tender. However, firms who shall be collecting tender dossier as hard copy from the office shall have to deposit an amount of Rs.100/- with cashier of All India Radio, Jammu and the GAR/TAR receipt copy may please be attached with the tender dossier. However, the firms who have been approached by this office under the category of limited tender basis shall have to enclose a bank draft of Rs.100/- drawn in favour of DDO, AIR, Jammu along with tender dossier at the time of submission.

  
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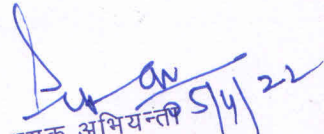
No: No: JMU-1(2)/2022-23/E/Patnitop

Terms and Conditions:

1. The qualifying firm shall have to deposit a **security amount of Rs.30,000/-** 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 30<sup>th</sup> 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 accepted by the Department. Any complaint dealt under relevant provisions of the law/ labour rules/ departmental procedures of redressing grievances and shall be subject to jurisdiction of Jammu Courts.

  
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SCOPE OF WORK

Cleaning dusting and vacuum cleaning of technical area, Sweeping cleaning activities of transmitter halls, six rooms hostel, office blocks.


Clearing of snow from PDAs (Dish Antennas) and to create path for the staff from hostel to transmitter hall. Clearance of snow from main gate to the transmitter hall and DG Room to facilitate the movement of vehicles carrying HSD and water tankers. To operate water pump.

Cleaning of floor in all technical area FM transmitter building which has a carpet area of around 800 Sq ft. daily cleaning, disinfecting and deodorizing of toilet cum bathrooms (apprx area 320Sq ft each) of office block, transmitter building and 2 room sets of Engineering room in hostel block comprising 6 hostel accommodation. Cleaning of wild growth around around transmitter hall, FM Mast and Hostel and Office blocks. approx. area of 1000 Sq ft.

To carry out the job of unloading and filling of HSD in 2 nos. of 200 KVA Diesel generators.

The scope of work also includes assistance in regular preventive maintenance of two numbers of 200 KVA DG sets installed inside the premises of AIR FM Patnitop. The definition of preventive maintenance includes changing of filters, fuel filter, air filter, oil filter, filling of electrolyte in batteries, shifting and changing of batteries, cleaning and greasing the terminals, checking of oil pressure, rpm tightening of fan belts, cleaning of radiators, topping up of mobile oil coolant etc. and periodic oil change However, the materials needed for preventive maintenance shall be provided by the office on actual consumption basis.

Exclusions: The scope of work does not cover any preventive maintenance with respect of alternator portion of the engine.

  
25/4/22  
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आकाशवाणी, जम्मू  
All India Radio, Jammu

## ALL INDIA RADIO, PATNITOP

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## Rate Annexure

S.No.	Name of Address of the Firm/Contractor	Brief Description of the work	Basic Rate in terms of rupees (to be quoted by the contractor)	GST component (to be quoted by the contractor)	Any other tax/levies (if any) (to be quoted by the contractor)	Total amount (to be quoted by the contractor)	Remarks
1	2	3	4	5	6	7	8
		Inviting of quotations for miscellaneous work at AIR, Patnitop					<ul style="list-style-type: none"> <li>Rates may please quoted in column (4) on monthly basis through the period of contract shall be up to period ending 30 March, 2023.</li> <li>Rates should be quoted neatly in figures as well as in words.</li> <li>HSN code along with that of GST % applicable may also be quoted in column (5)</li> </ul>

Signature &amp; Seal of the Contractor

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