



प्रसार भारती
Prasar Bharti
कार्यालय: मुख्य अभियन्ता (उत्तरी क्षेत्र)
Office of the Additional Director General (NZ)
आकाशवाणी एवं दूरदर्शन
All India Radio & Doordarshan
जामनगर हाउस, नई दिल्ली- 110011
Jamnagar House, New Delhi-110011



Jaipur/2V/3/2016-17 Instt.(03)

Date: 04/01/2017

TENDER ENQUIRY FORM

M/s _____

Project: Installation of STL at AIR Jaipur.
Subject: Misc. D/W for installation of new STL at AIR Jaipur.

Dear Sir,

Please furnish your quotation for the stores mentioned in the enclosed quotation form. Your quotation should fulfil the following conditions: -

Quotation should be sent in an envelope sealed with wax. The cover should be super scribed with following details:-

- 1. Material for which the tenders are enclosed.**
- 2. Reference to the letter of enquiry.**
- 3. Opening date of quotations.**
- 4. EMD of Rs. 2500/- (Rupees Two Thousand Five Hundred Only) enclosed.**

One sealed envelope would be submitted which should contain only rates. The envelope cover should be clearly marked "EMD".

- A. EMD & Eligibility** in a separate sealed envelope as per clauses.
- B. The Price Bid** will be opened on the same day or as decided on the date of opening of the tender. The envelope should be addressed to the **undersigned** so as to reach him up to **12:00 Hrs.** on or before **24/01/2017**. The quotation will be opened on same day at **15:30 Hrs** in presence of those tenderer or their agents who may choose to attend. Quotations received without proper wax sealing are liable to be rejected. Any additional charges if claimed after opening the tender will not be admissible.
- C. Sales Tax/VAT:** The tenderer should quote Sales Tax/VAT separately. They should furnish a copy of their Sales Tax/VAT Registration certificate & PAN card along with their quotation. Tender simply mentioning "sales tax included" without giving details are liable to be rejected.
- D. Excise duty:** The tenderer should furnish the excise duty charged by them separately in clear terms wherever applicable. Tenders with excise duty included without details are liable to be rejected.
- E. Terms of Payment:** 100% payment will be made after Supply of Material & Execution of Work in good condition at site.
- F. Validity:** Tender should remain open for acceptance for a period of six months from the date of opening.
- G.** This office reserves the right to accept any quotation not necessarily the lowest. Further, this office reserves the right of increasing/decreasing the quantity of the material of tender depending on actual requirements. The unit rate quoted in tender shall be applicable to the quantity for which the order is placed.
- H.** The complete technical details required as per our specification should be furnished along with tender. Relevant drawing/photographs may also be sent, if required.
- I.** The quotations not fulfilling condition under para A, B,C, D,E & K will be summarily rejected without any further reference.
- J.** The **Earnest Money Deposit (EMD) Rs. 2500/- (Rupees Two Thousand Five Hundred Only)** should be submitted along with the tender in the form of FDR/Account Payee Demand Draft/Banker's Cheque payable at New Delhi in favour of Chief Engineer (NZ), AIR & Doordarshan, New Delhi.
- K.** Chief Engineer (NZ), AIR & Doordarshan, Jamnagar House, New Delhi reserves the right to accept/reject any or all tenders without assigning any reason thereof.
- L. Liquidated Demurrage:** If the supplier/contractor is unable to complete the supply of stores/execution the work within the stipulated time limit, the indenter may at his own discretion allow such additional time as he may consider justified with or without liquidated demurrages and without altering any other terms and conditions of the order. In the event of the failure of the contractor to complete the supply of stores/work of the within the stipulated time or extended time, the CE (NZ), AIR & TV, Jamnagar House, New Delhi shall have the right to impose a liquidated demurrages @ **half percent (0.5%) per week or the part thereof** of the order value. The contractor's liability for delay however shall not exceed **10%** of the ordered/contract value.
- M.** The Tenderer should produce the cost break up as prescribed in quotation form (Annexure I) otherwise tender liable to be rejected. BOM statement by Tenderer & compliance statements as per the Annexure II & III shall also be submitted along with the tender, failure to do so shall render the tender liable for rejection.

- N.** The tenders are being invited for supply of stores as per Annexure I and order for part supply by any Tenderer shall not be considered. The technical and commercial evaluation shall be done accordingly.
- O. Arbitration:** All disputes, differences or question including the subject matter of the contract on the rights and liabilities of the parties, hereunder of whatsoever arise between parties except those, the decision thereof is herein before otherwise expressly provided for shall be referred to the sole arbitration of the Chief Engineer (NZ) AIR & DD, New Delhi or any person nominated by him and his decision shall be final and binding on the parties. The provisions of Arbitration and Conciliation Act, 1996 or any statutory modifications or re-enactment thereof and the rules made there under for the time being in force shall apply to such arbitration. The arbitration proceedings shall be held in New Delhi.
- P. Eligibility:-**
Bids should be from actual manufacturers. Bids from sole selling agents/authorized distributors/Authorized dealers/Authorized contractors can also be considered provided such bids are accompanied with necessary supporting documents/authority letter from concerned actual manufacturers who authorized them to market their products, provided further, such an authority letter is valid at the time bidding. The supplier/contractor shall ensure that the required warranty cover is provided by the original manufacturer of the product.
In case of SITC/SETC and specialized work, the contractor should also have sufficient experience and shall submit the experience certificate of satisfactory completion of at least three similar works, each of value not less than 40% of the estimated cost put to tender or two similar works, each of value not less than 60 % of the estimated cost or one similar work of value not less than 80 % of the estimated cost, all amounts rounded off to a convenient full figure, in the last 7 years ending on the last day of the month previous to the one in which the tenders are invited”.
- Q. Inspection & Inspection Authority:**
- a. Inspection:** The equipment will be inspected by the indenter or his authorized representative at manufacturer's work place before dispatch in accordance with various standards/procedures specified in tender specifications Annexure-I or modification thereof that may be carried out by the indenter in consultation with supplier. Supplier shall intimate the indenter in advance about readiness of system for inspection at a date mutually agreed upon by the indenter and supplier.
 - b.** The equipment will be accepted only after meeting the specifications/conditions stipulated in tender documents and as per annexure-I or modification that may be carried out by the indenter in the consultation with the contractor

INSTALLATION OFFICER
For The Additional Director General (NZ)



Jaipur/2V/3/2016-17 Instt.(03)

Date: 04/01/2017

QUOTATION FORM

Project: Installation of STL at AIR Jaipur.

Subject: Misc. D/W for installation of new STL at AIR Jaipur.

Last date of receipt of **Quotation** in this office: **24/01/2017 at 12:00 Hrs.**

Sr. No	Description of Work & Materials	Qty	Rates	Amount
1.	<u>Aluminum Door:</u> i. Removal of existing old wooden door & preparation of suitable space for aluminum door. ii. Supply, fabrication and fixing of aluminum Door along with 8mm thick clear glass with beading on top of the door and at bottom Novapan (12mm thick, both side glazed, water proof & termite proof) with beading. Its holding frame, firmly grouted on walls with in 04 heavy duty hinges to hold the door. Frame size shall be 4"x1¼" and 5"x1¼" at bottom of the Door. It shall be of min 14 SWG anodized aluminum of IS standard & of reputed make Door shall be provided with two handles (inside & outside, a latch outside for lock & a open hydraulic door closer. (Size: 1.2mtr x 2.1mtr)	01 Nos.		
2.	<u>False Ceiling:</u> (Supply & Fixing) i. Normal false ceiling with G.I Channel frame work etc required for false ceiling. 12.5mm thick plain Gypsum board shall be provided. ii. 2" think teak wood beeding all around the false ceiling shall be provided.	200 sq. ft 60 ft		
3.	<u>Painting:</u> (Supply & Work) i. Preparing of wall surface for good Painting work, White cement base coat on walls, Premium Plastic water base paint on walls with suitable number of coats for smooth & color finishing. ii. Paint on wood beeding (60 ft.) & wooden door (Size: 1.2mtr x 2.1mtr)	800 sq. ft. 1 Job		

NOTE:

- Quantity of Material & Scope of work may increase or decrease as per actual requirement/constraints at site.
- Please read carefully the terms and conditions given in the enquiry form attached to this Quotation Form.

It is required to list the prices/Rates separately for Supply & work along with:

- Excise Duty/VAT _____
- Sale Tax _____
- WCT _____

- Delivery at:** Installation of STL at AIR Jaipur.
- Consignee:** Installation Officer at AIR Jaipur.

3. Delivery Period - Supply of Material & Execution of Work within Three Month from the date of the Order.

4. Validity of Tender: 90 days.

5. Payment terms: 100% payment will be made after Supply of Material & Execution of Work in good condition at site.

6. Guarantee/Warranty: One Year.

7. Declaration: We declare that all the conditions as given in the Enquiry form attached with the Quotation form have been read by us.

Signature of the tenderer
Name (in capital).....