

Prasar Bharti
(India's Public Service Broadcaster)
Doordarshan News, Tower-B, Doordarshan Bhawan,
Copernicus Marg, New Delhi-110001

File No: DDN-17(1)/2017-18

Date: 09/04/18

Subject: Tender for annual maintenance contract of "Water purifiers and Water Coolers" in Doordarshan News, Tower-B, Doordarshan Bhawan, Copernicus Marg, New Delhi-110001

Directorate General: Doordarshan News, New Delhi invites Quotation/Tender from the interested & eligible parties for providing annual maintenance contract of "Water purifiers and Water Coolers" in the office of the Director General: DD News, New Delhi, as per terms and conditions given in Annexure-I. Detailed tender document is available on the www.ddinews.gov.in.


Earnest Money Deposit (EMD) of Rs.5,000/- (Five Thousand Only) in the form of Bank Draft/ Pay order drawn in favor of "DDO, DD-News, New Delhi" Sr. Admn. Officer at Room No.434 should essentially be submitted alongwith quotation/tender documents.

Important Dates

Last Date of Submission of Tender/Quotation:	Dated- 25.04.2018 (Upto 03:00 PM)
Last Date of Submission of EMD:	Dated- 25.04.2018 (Upto 03:00 PM)
Date and Time of Opening Quotation/ Bid:	Dated- 25.04.2018 at 04:00 PM
Estimated Cost (For One Year)	Rs 1,60,000+ Applicable Taxes

DG: DD-News reserves all the rights to reject any or all the bids without assigning any reason, whatsoever.

1. Quotation should reach in a sealed cover addressed to the undersigned by name on or before 25.04.2018 (Upto 03:00 PM).
2. The cover of the quotation should be superscribed clearly in block Letters "QUOTATON FOR AMC OF Water purifiers and Water Coolers" with name, address and telephone numbers of the company.
3. The quotations received will be opened in this office at 1600. hrs. on the same day i.e 25.04.2018 at 4.00 PM in the presence of such tenderer or their authorized representatives.


(ANIL KUMAR KHURANA)
Sr. Administrative Officer
For DG (N&CA)

ANNEXURE-I

1. ELIGIBILITY CRITERIA:

- (a) The bidder should have relevant experience of more than one year in the field of providing similar services to Govt/PSU/Corporate organizations in India on the basis of 24 hours a day access.
- (b) Bidders must have service tax/GST registrations and PAN in the name of the bidding company.
- (d) Bidder should have its own POP (Point of Presence) in Delhi. Details about POP (contact No & address) should be provided alongwith tender documents.
- (e) The bidder should not have been blacklisted debarred from participating in tendering by the Central Government/State Government/other Govt. bodies or under a declaration of ineligibility for corrupt or fraudulent practices.
- (f) All related documentary proof of meeting eligibility criteria must be submitted with the tender/ Bid.

2. Schedule of requirements: List for Comprehensive Annual Maintenance contract of **Water purifiers and Water Coolers**

Sl. No.	Name of the office	No. of Water Coolers	Amount (in Rs.)
Sl. No.	Doordarshan News	05	
TOTAL			

3. INSTRUCTIONS OF BIDDERS:

- (i) Any proposal received by DD-News after the date and time specified in the tender shall be rejected.
- (ii) processing fee of **Rs.500/-** (Rupees one thousand) only may be deposited in the form of Demand Draft favouring 'DDO, Doordarshan News, New Delhi, physically with the office of the Sr. Admn Officer, Doordarshan News, Tower-B, Mandi House, New Delhi, at Room No.434 along with submission of tender.
- (iii) Earnest Money Deposit (EMD) of Rs. 5,000/- by Bank Draft/ Pay order drawn in the favor of "DDO, O/O the Director General-News, Sr. Admn Officer, Doordarshan, New Delhi" at Room No.434 by post or by hand will be accepted upto 25.04.2018 (03:00 p.m.)
- (iv) Any defect/deficiency by the bidder in respect of tender terms & conditions will lead to rejection of the bid.
- (v) DD-News reserves the right to reject any or all proposals without assigning any reasons thereof.
- (vi) The bids shall be opened in the presence of the bidders or their authorized representatives on the appropriate date. The bidder's representatives who are present shall sign an attendance sheet. Letter of authorization shall be submitted by the bidders before they are allowed to participate in bid opening.

- (vii) A Maximum of two representatives for any bidder shall be permitted to attend the bid opening.
 - (viii) The bids submitted shall remain valid for a period of 180 days from the date of opening the technical bid.
 - (ix) If the date fixed for opening of bids is declared a holiday by the authority, the revised date of opening will be the next working day.
4. **Contract period:** The offered rates for the services should be valid for the period of two years. However, initially the order will be placed for a period of one year which may be extended for one more year on the basis of services provided by the company.

5. Payment Terms:

- (i) Bidders should strictly quote the prices as per price bid.
- (ii) Payment will be made on quarterly basis on submission of invoice with requisite details of payments being claimed.
- (iii) No advance payment will be made.

6. Earnest Money Deposit (EMD):

- (i) Bidder shall submit, EMD of Rs. 5,000/- (Rs. Five Thousands only) in the form of a Demand Draft/Banker's cheque on any Scheduled / commercial bank, in favour of "DDO, O/O the Director General, DD-News" payable at New Delhi on or before the opening of the Bid. EMD in any other form shall not be entertained. The EMD shall be denominated in Indian Rupees only. No interest will be payable to the Bidder on the amount of EMD. Bids submitted without the EMD shall be summarily rejected.
- (ii) An unsuccessful Bidder's EMD will be discharged/ returned / refunded as promptly as possible, but not later than 30 days after the award of the contract to the Successful Bidder.

7. The EMD may be forfeited:

If a Bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any:

Or

If the successful bidder fails to submit the performances guarantee or sign the contract within specified time.

8. Penalty Clause:

- (a) A penalty of Rs. 200/- (Rupees Two hundred only) will be imposed if the machine is not attended within 4 hrs. of complaint. However, in case of default in performance on the part of the Agency, DG, DD-News shall decide the penalty to be imposed for such default considering the quantum and other related factors which shall be deducted from the payments that may become due to the Agency.
- (b) In case the agency fails to carry out the contract to its logical conclusion, delays or poor performance to the extent making the whole exercise futile, the DD-News shall be at liberty to forfeit the Bank Guarantee and get the amount credited to DD (News)'s accounts.

9. Security Deposit/Performance Bank Guarantee:

- a) The Successful bidder to whom letter of intent is issued shall have to sign the contract and furnish a Performance Bank Guarantee (PBG) of 10% of the total value of contract within 7 days of the receipt of the Letter of Intent, valid for the period of Two years.
- b) Performance security shall be submitted in the form of a Demand Draft/Pay Order or Bank Guarantee issued by any scheduled bank.
- c) If the successful bidder fails to discharge or neglect any of the bid obligations under the contract, it shall be lawful for DD-News to forfeit either whole or any part of performance security furnished by the bidder as penalty for such failure.
- d) The Security Deposit (Performance bank Guarantee), submitted by the company shall be returned to the company after completion of the contract to the satisfaction of DG: Doordarshan-News without any interest for the period it was under deposit with DG: Doordarshan-News. However, the security deposit shall be liable to be forfeited for any deficiency in its services or violation of any provision of the Terms & conditions of the Contract by it.

