



रूपीडपोस्ट



प्रसार भारती PRASAR BHARATI

(भारत का लोक सेवा प्रसारक) INDIA'S PUBLIC SERVICE BROADCASTER

आकाशवाणी : जबलपुर (म.प्र.) ALL INDIA RADIO: JABALPUR (M.P.)

Email → jabalpur@air.org.in ☎ 0761-2663660

No. JBL-10(3)/19-20/E/ 1479

Dated: - 28.11.2019

M/s.....

4. Web Publicity ([www.allindiaradio.gov.in](http://www.allindiaradio.gov.in))

Subject: - Maintenance and repair work (Wooden & PVC) of Residential Quarters & Office Building at All India Radio, Katanga, Jabalpur.

Quotation No.: JBL-10(3)/19-20/E Dt.28.11.2019

Last date of receipt of Quotation in this office: 17.12.2019

Sir,

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

1.	The quotation should be send in wax sealed envelopes, so as to reach on or before 17.12.2019 (at 3.00 pm). The quotation received without proper wax sealing will be rejected. The cover should be superscripted with the following details:- Work for which quotation are enclosed, reference of enquiry letter, due date of opening the quotation.
2.	The quotation will be reached in the office before 17.12.2019 at (3.00 pm) to the undersigned and will be opened at 04.00 pm on the same day in the presence of such tenders or their agents if they chose to attend.
3.	Tenders with entries as extra without giving details may be rejected. Any additional charges if claimed after opening the tender will not be admissible
4.	The payment will be done only by ECS/RTGS after the work done satisfactorily. No advance payment will be made in any circumstances. The firm should send a sample whenever it is possible. The item quoted should be ISI marked, if available.
5.	The quotation submitted should be remain open for acceptance for period of one year from the date of opening them. This office reserves the right to accept any quotation not necessary the lowest. The quotation not fulfilling the above conditions will be rejected without further reference.
6.	The technical details required as per our specification should be furnished along with tender. Relevant drawing/photographs may also be sent. The quotations not fulfilling the required conditions will be rejected without any further reference.
7.	The Earnest Money Deposit (EMD) Rs. 2,000/- (Rupees Two Thousand Only) should be submitted along with the tender in the form of FDR/ Account Payee Demand Draft/ Bankers Cheque payable at Jabalpur in favour of "DDO, ALL INDIA RADIO, JABALPUR"
8.	The offers without Earnest money will not be considered and summarily rejected. The Earnest Money of unsuccessful bidders will be returned on finalization of the tender. The Earnest Money 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. Dy. Director General(Engg.) reserves to himself the right to accept/reject any or all tenders without assigning any reason whatsoever.
9.	The quotation should be send in favour of "Deputy Director General(Engg.), All India Radio, Katanga, Jabalpur". PIN → 482001
10.	Indicate your GST No. (This office GST No. is 23AAAJP0288R2ZM)

Encl- Terms &amp; Conditions

(पी.एस. मर्शकोले)  
सहायक निदेशक(अभि.)





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No. JBL-10(3)/19-20/E/

Dated: - 28.11.2019

## QUOTATION FORM

Please read carefully the terms and conditions in the enquiry form attached to the quotation form.

Subject: **Maintenance and repair work (Wooden & PVC) of Residential Quarters & Office Building at All India Radio, Katanga, Jabalpur.**

Quotation No.: JBL-10(3)/19-20/E Dt.28.11.2019

Last date of receipt of Quotation in this office: 17.12.2019 up to 1500 Hrs.

क्र.सं	कार्य का विवरण	संख्या / मात्रा	दर	अभ्युक्ति
1	निम्नलिखित लकड़ी के दरवाजों के चौखट को निकालकर नया चौखट(सरई की लकड़ी) मय प्राइमर एवं पेन्ट कर दरवाजों को पुनः लगाने का कार्य । Size- 7'X2'X5" ( 2.5" मोटाई) Size- 7'X2'.6"X5" ( 2.5" मोटाई) Size- 7'X3'X5" ( 2.5" मोटाई) Size- 7'X3'.6"X5" ( 2.5" मोटाई)	एक कार्य	प्रति नग	
2	पुराने लकड़ी दरवाजों को निकालकर नया पी.वी.सी. दरवाजा फ्रेम सहित लगाने का कार्य मय मटेरियल एवं मजदूरी सहित ।	एक कार्य	प्रति वर्गफुट	
अ.	बाथरूम/टॉयलेट के दरवाजे के लकड़ी का पल्ला निकालकर नया पी.वी.सी. का पल्ला लगाने का कार्य मय मटेरियल एवं मजदूरी सहित ।	एक कार्य	प्रति वर्गफुट	
3	लकड़ी के दरवाजे के पल्ले निकालकर नया पल्ला (Non Teak) लगाने का कार्य, मय मटेरियल एवं मजदूरी सहित ।	एक कार्य	प्रति वर्ग फुट	
4	अलमारी में लगे 1"मोटाई के लकड़ी के पार्टिशन में उपयोग में आने वाले लकड़ियों को बदलने का कार्य मय मटेरियल एवं मजदूरी सहित ।	एक कार्य	प्रति वर्ग फुट	

Note → **Tenderer should visit at site before quoting the rate at assess the actual volume of the work and tenderer should submit the complete specification along with catalogues in respect of supplied items.**

01. Place of Work: AIR, Residential Quarters / Office Building, Katanga Jabalpur
02. Validity: 01 years from the date of opening of tender.
03. Work completion Period: 10 days from the issue of work order.
04. Name, Contact Number & Address of the sole proprietor / partner / directors.
05. Payment Terms: 100% will be made after the completion of work at site
06. GST No. (Encl. copy of GST certificate)
07. Declaration: I/We declare that all the terms & conditions as given in the enquiry form have been carefully read by us and are acceptable.  
(Tender document is uploaded on the website - [www.allindiaradio.gov.in](http://www.allindiaradio.gov.in))

Signature of the tenderer seal

Name (in capital)/GSTIN.....

Full name of the firm.....

Address.....

Fax/Telephone/Mobile No.....



## GENERAL TERMS AND CONDITIONS

1. Acceptance of the bid shall be communicated to the successful bidder by a formal letter.
2. The successful bidder will be required to sign a Contract Agreement / an indemnity bond on a non judicial stamp paper of Rs. 100/- to be furnished by the contractor in case of eventuality happens with his worker while working during AMC period within one week of receiving communication regarding acceptance of his bid. All dispute arising in connection with the contract shall be exclusive and within jurisdiction of Jabalpur Court only.
3. The firm should have sufficient experience and shall submit the experience certificate of satisfactory completion of at least three similar works each of value exceeding Rs. 1.5 Lac or two similar works each of value 2 Lac or one of value 2.5 Lac or above in Govt./Public sector/Govt. undertaking organizations during last 2 years.
4. The firm is required to submit the printed literature/brochure with complete technical specifications of all the items mentioned in the quotation form.
5. Servicing, maintenance and repairing of CCTV including all parts. Preventive maintenance of each CCTV is to be carried out as and when required any complaint will have to be attended immediately (24 X7). All the required tools etc. will be arranged by the contractor during all type of works.
6. The quantity of individual items mentioned in the quotation form is tentative and may increase or decrease.
7. This is AMC of CCTV, which includes repair/maintenance of all the CCTV, replacement of all defective parts if any is to be provided by the department. The parts, in case to be replaced should be of standard make and quality. (ISI or ISO) for servicing/maintenance of CCTV.
8. The tenderer should be Original Equipment Manufacturer (OEM) or their authorized Dealer/Retailer/reseller.
9. The tender is for Annual maintenance contract of CCTV system. The tenderer is required to ensure the compatibility of individual items with each other in all aspects. While deciding ranking for lowest bid, total price of one complete set will be considered and not the price of individual items.
10. The firm should be registered with concerned Tax Authorities and copies of Income tax return and GSTN certificates must be attached along with the quotation.
11. The Successful bidder shall have to furnish, before signing the Contract, a Performance Bank Guarantee equivalent to 10 % of the estimated cost of the work in the form of Bank Guarantee from a bank acceptable to AIR in favor of "DDO, All India Radio, Jabalpur The Performance Bank Guarantee should remain valid up to a date three months after the completion of the guarantee/warranty period i.e. one year from the completion of the work. The said performance Bank guarantee shall be released by All India Radio, Jabalpur satisfactory completion of guarantee / warranty period which will be decided by the Head of Office, All India Radio, Jabalpur The normal mode of communication during the period of contract shall be through telephone or e-mail. However communication regarding important issues shall be followed by hard copies by registered post / speed post / hand delivered etc.
12. The payment will be made after completion of the work and work satisfactory report given by the concerned officers.
13. The Head of Office, AIR, Jabalpur reserves the right to accept or reject any quotation without assigning any reason there of.
14. In case, the service is not found satisfactory, the Head of Office, AIR, Jabalpur reserves the right to terminate the contract at any stage and the bank guarantee will be forfeited.
15. On the expiry of the contract, the firm shall hand over all the CCTV equipment and its accessories in perfect running condition to this office failing which liquidated damages, if any will be recovered from the contractor.
16. There shall be a guarantee/warranty of one year from the completion of supply/work, applicable to all materials used in the job as well as workmanship.
17. Correction over-writing in the tender document is not permissible. Every sheet of the tender document and the terms and conditions should be signed and stamped by the authorized signatory of the firm.
18. The firm should also quote their rates for all big and small items/parts which do not come under the work separately otherwise it will be presumed that all the item/parts whether big or small are included within the work and no additional cost on any account will be entertained.
19. Mere quoting lowest rates will amount to commitment on part of Head of Office AIR, Jabalpur for award of contract as other technical conditions stipulated in the contract are also required to be fulfilled.