



PRASAR BHARATI
INDIA'S PUBLIC SERVICE BROADCASTER
Akashvani Jammu

No: M-13/1628/2023-Admin - Air Jammu

Date: 02.11.2023

M/S _____

Subject: - Inviting of quotations for execution of minor works like maintenance of lawns & parks at Akashvani, Jammu & Radio Colony Panjtirthi Jammu.

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:**

- Cutting of wild growth, bushes, shrubs, in the premises of Akashvani Jammu Panjtirthi site (Studio's end which comprising almost of an area of 3000 sq mt) on routine basis so that the premises wear neat and clean look.
- Maintenance and watering of flowers, beds, saplings and other seasonal plantations on routine requirement basis.
- Cutting of grass in the park inside the Akashvani Jammu (approx area 1500 sqmt)
- Pruning of trees, trimming of branches in respect of trees that have come up/ have been planted so that the same remains in good and healthy conditions and wear an aesthetic look.
- Cutting of wild growth, bushes, shrubs, in the premises of Staff Colony, Akashvani Jammu Panjtirthi site (Studio's end which comprising almost of an area of 2000 sq mt) on routine basis so that the premises wear neat and clean look.

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

- **Period of Contract:** one year from the date of agreement.
- **Estimated cost of tender:** Rs.3,65,000/-
- **Location (site):** Panjtirthi, Akashvani-Jammu and Palace Road-Jammu.
- **Submission of Quotation:**

The quotation in sealed cover should reach the office of Deputy Director General (E) latest by 10.11.2023 at 03.00PM 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. 10.11.2023 at 04 PM
4. Name and address of the firm/contractor.

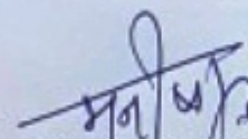
Inside the main sealed envelope, the bidder shall be enclosing to different sets of sealed envelopes as per detail below;

1. Envelope-1 for technical details: All mandatory papers to be enclosed in the envelope 1 as per the list mention in the Annexure-I i.e (Mandatory and optional documents crucial to pre financial bid process.)
2. Envelope-2 for financial bid: Rate Annexure -IV duly filled in figures (as well as in words) indicating the quoted rates of the tenderer for financial competition.

The technical quotations (pre financial bids) shall be opened on 13-11-2023 at 04.00PM by **quotation opening committee** as authorised 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). The quotations shall be evaluated by the technical evaluation committee and the contractors meeting the mandatory criteria and mandatory documents shall be shortlisted.

The Authorised 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 **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.



(Manisha Sharma)

Assistant Director (OL)

For Deputy Director General (E)

AKASHVANI JAMMU

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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 certifying by .
5. A Bank draft of 5000/- issued in favour of the bidder and pledged to DDO, AIR-Jammu. (as EMD). However the EMD amount is exempted in respect of contractors coming under the category of MSME as per the guidelines of Government of India.
6. Cost of Tender is Rs.200/- 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.200/- with the cashier of All India Radio, Jammu and the GAR/TR 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.200/- (Non Refundable/Nor Transferable) drawn in favour of DDO, AIR-Jammu along with tender dossier at the time of submission in addition to EMD.
7. An Affidavit duly signed by the deponent and attested by the notary affirming the genuineness of documents and also as to affirm on that the firm has never been blacklisted by any government of India department for any breach of agreement or default/ panellized for non execution/sub standard execution of work.
8. Experience Certificate at issued by any Government owned PSU or any Department of J&K Government or Government of India. (Minimum 02 successful execution of maintenance of lawns and parks.)

Optional Documents:

1. Turn Over Certificate Indicating a minimum threshold commercial financial transaction as per certified balance sheet for Rs.10 lakh.
2. ITR certificate of the assessment year 2022-23 and 2023-24.



Annexure-II

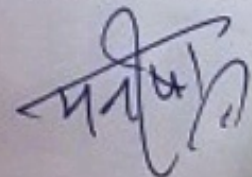
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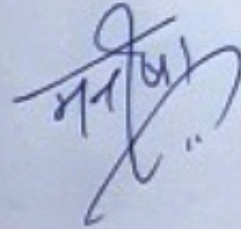
TERMS AND CONDITIONS:

1. The qualifying firm shall have to deposit a security amount of Rs.15000/- 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, Akashvani Jammu with the validity of two years from the date of issuance. A Bank Guarantee in the matter is also acceptable in lieu of the Bank term Deposit.
2. The security amount shall be released after three months on successful completion of the contract.
3. The firm shall be raising the bills on monthly basis (On pro rata basis); though the rates quoted IN lum sum for a period of twelve month. 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 the 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 the 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 types of tools, implements, 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. If the competent authority decides to do so or if the required funds are not available with the office. The contractor can be informed 15days prior to the actual date for termination of the contract. The contractor won't have any claims for financial nature for pre termination of the contract and in the event of pre termination of the contract no experience certificate or successful completion certificate of the contract shall be issued by the department.
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 change in the tax component as notified by the



Govt. Shall has to be reflected/ charged in the next following bills (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 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 but below the age of 58years.
11. The contractor shall have to seek security permission and provide ID- proofs as well as address proofs of the labourers engaged by him.
12. 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 dealt under relevant provisions of the law/ labour rules/ departmental procedures of redressing grievances and shall be subject to jurisdiction of Jammu courts.



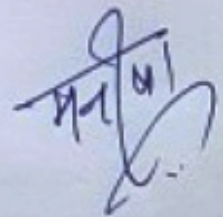
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SCOPE OF WORK

- Cutting of wild growth, bushes, shrubs, in the premises, Akashvani-Jammu Panjtirthi site (Studio's end which comprises almost of an area of 3000 sq mt.) on routine basis so that the premises wear a neat and clean look.
- Maintaining and watering of flowers, beds, saplings and other seasonal plantations on routine requirement basis.
- Cutting of grass in the park inside Akashvani-Jammu (approx. area 1500 sq mt.)
- Pruning of trees, trimming of branches in respect of trees that have come up/ have been planted so that the same remains in good and healthy conditions and wear an aesthetic look.
- Cutting of wild growth, bushes, shrubs, in the premises of staff colony, Akashvani-Jammu, Panjtirthi site (which comprises almost an area of 2000 sq mt.) on routine basis so that the premises wear a neat and clean look.
- Cleaning of spurious seasonal growth like that of Peepal tree, Kikar, Bael tree from the roof tops and walls of Akashvani-Jammu & staff colony-Panjtirthi.
- Maintaining of lawns and flower beds on the rear of Akashvani-Jammu.
- Overall upkeep of floriculture and fruit-trees for maintaining a healthy environment.
- Arranging of flower saplings for flower beds and lawns (thrice in a year, approx. quantity = 3 X 300 pcs.)
- All the tools like long-handled dhraties, dhratas, axes, shovels, khurpaas and other gardening tools shall be arranged by the firm/ contractor for safe execution of the work.



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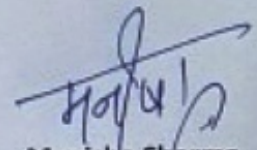
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Rate annexure to be filled as financial bid

S.No.	Items	Quantity	Basic Rate	GST	Amount
1.	Maintenance of lawns & parks at Akashvani, Jammu & Radio Colony Panjtirthi Jammu on contract basis for the period one year from the date of agreement .	One complete job. (The area to be attended is as per scope of work)	Rs. _____		Total Value of Rs. _____

Total rate included taxes quoted (in words)

Seal & dated signature of the contractor



Manisha Sharma
(Assistant Director-OL)
For Deputy Director General