

प्रसारभारती PRASAR BHARATI  
(भारत का लोकसेवा प्रसारक) INDIA'S PUBLIC SERVICE BROADCASTER  
आकाशवाणी : जबलपुर (म.प्र.) ALL INDIA RADIO: JABALPUR (M.P.)

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No. JBL-1(6)/2022-23/E 1318

Dated: - 23.12.2022

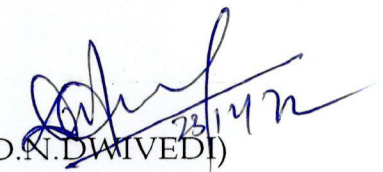
Sub: - Quotation/ Tender for selection of contractors for job contract work pertaining to maintenance of water pump & pipe line / plumbing work/ Electrical Installation/ Grass cutting & Garden /sweeping work at All India Radio, Katanga and Transmitter, Karmeta, Jabalpur regarding.

Sir,

Please furnish your quotation for the work mentioned above:

1.	The quotation should be send in wax sealed envelopes so as to reach on or before <u>09-01-2023 (at 3.00 pm)</u> . The cover should be super-scripted with the following details
	I) Work for which quotation is enclosed.
	II) Reference of enquiry letter.
	III) Due date of opening the quotation.
2.	The quotation must reach in the office before <u>09-01-2023 at (3.00 pm)</u> to the undersigned and will be opened <u>at 04.00 pm</u> on the <u>same day</u> in the presence of such tenderer or their agents if they chose to attend.
3.	The payment will be done only by ECS/RTGS within 30 days after the work done satisfactorily. No advance payment will be made in any circumstances.
4.	The quotation submitted would be remain open for acceptance for period of <b>one year</b> from the date of opening them.
5.	Indicate your GST/TIN/TAN no. Service Tax No. etc

Encl- Terms & Conditions

  
(D.N. DWIVEDI)

Assistant Director (Engg.)  
For Dy. Director General

**Tender for selection of contractors for job**  
**contract work at**  
**All INDIA RADIO JABALPUR (M.P.)**

1. **Definition of contractor:** -

The contractor shall mean the individual or firm or company undertaking the maintenance of electrical installation, maintenance of Pump sets and maintenance of water supply, fittings, removal & disposal of wild growth/grass / sweeping etc. works.

2. **Eligibility Criteria:-**

- a. The contractor must have valid labour license registration certificate of under the contract labour (R&A) act 1970 and the contract labour (Regulation & abolition) central rule 1971.
- b. Agency must have valid trade license for supply of labours.
- c. Agency must have at least 3 (three) years of experience of job contract with any Central/State Govt. Department. The certificate of experience must be from by an officer not below the rank of Divisional Engineer or equivalent.
- d. Permanent Income Tax Account Number. PAN/ITC/Return.
- e. Service Registration Certificate with latest return and documents up to the date deposit of all months after the period covered by the return.
- f. Solvency/Financial capability Certificate.
- g. Copy of latest audited account.
- h. Start up agency will be exempted from Sl.-2(c) and (f)

**SCOPE OF WORK:** -

**1.Maintenance of Electrical Installation:** -

- a)To attending the faults in Electrical Wiring, Maintaining Power & House Lighting system up to date in working condition at different centres i.e. studio – cum- Office building, Transmitting Centre and Staff quarters (39 Quarters) & campus of Residential colony of this station.
- b)To replace the faulty chocks/ ceiling fans/tube lights, MCB, Switches, Fuses distribution boards, cut outs meters etc. installed in these centres. The material will be issued by department as and when required for replacement/installation.
- c)To attend the faults in a planned manner and arranging all the required items. in advance to reduce the breakdown period.



## **2. Maintenance of pump set and water supply fittings:**

a). To maintain the pump sets at the office cum studio campus in a planned manner to fetch the water required for All India Radio Office and colony.

b). To record the readings of voltage / currents at the time of switching ON/OFF and get it signed by EOD control room once a day.

c). To attend to minor mechanical plumbing / electrical problem related to the Pump operation and distribution network.

d). To intimate control room EOD about any major / technical / sanitary / electrical problems related with pump operation and distribution.

e). To carry out the plumbing job for water supply at studio, transmitter and AIR residential colony (39 qtrs).

## **3. Maintenance of Garden and related works [Gardening work]: -**

a) Maintenance of Garden at Studio Katanga and transmitter Karmeta Jabalpur .

b. Development of soil for plantation of new plants timely watering.

c. Weeding out wild growth near plants, cutting of hazes.

d. Preparation of Garden in every season according to weather.

## **4. Removal and disposal of Wild growth / grass [Grass cutting work]:**

a) Grass cutting of garden in front of studio building at Katanga and transmitter building to remove wild growth and grass around AGD, STL tower, Two pole structure 11KV 2 Nos. Sub- stations & surrounding area.

b)To remove grass/wild growth back side of transmitter building nearly ½ acre of open land near Pump room, bore well & surrounding area. To upkeep and clean and tidy and dispose the same away from the campus.

c)To remove the wild growth and grass along the feeder path 10 mtrs, both the sides of Mast and Guy anchor path, Around the Mast enclosures inside the Guy enclosure. To keep Track clean, Dispose the same away from the Campus.

d)To remove wild growth and grass along with feeder path “L” aerial and surrounding area of L aerial.

e)To remove grass/wild growth on the road made for disaster Management to clean the road for easy access of Fire- Brigade to the aerial field in all the four direction.

## **5. Sweeping work at All india Radio Katanga:**

a) To clean and up keep the studio premises, all the floors of office premises and surrounding area of the building.

b) To cleaning and washing of ladies and gents toilet in studio premises, and at all the floors of office building.

c) Brooming and wiping of all the rooms corridors at all the floors at office building.

d) Cleaning of all the roads of office premises and collection of waste material and disposing it out side of the campus.

e) Brooming and cleaning roads, garden and near office staff building area in Akashdarshan colony Katanga.



## **6. General Terms and conditions**

- a). The person deployed for maintenance for electrical installation must be having at least 3 (three) years of experience of industrial /Domestic wiring work with one helper probably venire man license should always be available with proper tools within the premises to attend the break down between 10.00 to 18.00 hrs 6 days a week from Monday to Saturday.
- b). The person deployed for plumbing work preferably having qualification of 8<sup>th</sup> std. passed and basic knowledge of plumbing work with 3 years' experience in such type of works for 6 days in week from Monday to Saturday between 10.00 hrs. to 18.00 Hrs.
- c). The person deployed for removing of wild growth / garden work preferably having qualification of 5th std. passed and basic knowledge of gardening work with 3 years' experience in such type of works for 6 days in week from Monday to Saturday between 10.00 hrs. to 18.00 Hrs.
- d). The person deployed for sweeping / cleaning work preferably having qualification of 5th std. passed and experience of minimum 3 years' in such type of works for 6 days in week from Monday to Saturday between 10.00 hrs. to 18.00 Hrs.
- e). The contract shall be valid for a period of **one year** from the date of award. The tender may be extended further period of one year only with mutual consent.
- f). The contractors shall not have registered in more than one name and to that effect the contractor will be required to declare that he/they have/will not got/ get themselves enlisted in more than one name.
- g). The selected contractor shall be bound the relevant rules and order of Department/All India Radio as amended from time to time.
- h). The DDG( E) AIR JABALPUR reserves the right to accept or reject any tender offer without showing any reason whatsoever and also not bound to accept lowest price offer.
- i). The near relatives of AIR/ Department employees are prohibited from the participation of tender.
- j). **The tenderer should give a certificate to effect that none of them is working in AIR /Department.**
- k). The technically qualified contractors willing to works at approved lowest rate will be decided by the purchasing comity of AIR Jabalpur l and that will be final.
- l). **The Payment of persons deployed for the misc. works must be done online in their bank accounts. The transaction receipts and monthly attendance sheet must be submitted along with the bills in every following month.**



**7.UNDERTAKING: -** The contractor shall give undertaking

- i) That the persons to be engaged are Adult and in good physique and sound health and holding minimum requisite qualification to discharge the responsibility of work bestowed on them.
- ii) That the person will be paid at least minimum wages as per minimum wages act and other relevant Acts and rules of wages applicable to Chief Labour Commissioner.
- iii) That the contractor will be allowed weekly off as per any damage caused by his person/persons to the property of AIR intentionally or unintentionally in course of discharging of work assigned to them or otherwise and the decision of competent authority of AIR in regard to determination of such compensation will be final and conclusive.
- iv) That the person will be allowed weekly off as per prevalent labour laws in the state of Madhya Pradesh at the cost of contractor firm.
- v) That any casualty/ accident occurred during the work the deptt./ this office will not be responsible and on that account of any compensation required that will have to be borne by the Agency.
- vi) That the person will not be entitled to avail any paid holiday other than weekly off day.
- vii) That in the case of absence of persons except on weekly off day will be treated as no work no pay basis.

**8.Security Deposit and signing of Agreement: -**

After finalization of tender and approval by the competent authority, the contractor shall also have to submit a security deposit @5% of contract value and will have to sign an agreement with Department governed by all terms and conditions of this tendered document.

**9.Legal Obligations: -**

The contractor shall have a valid license as per contract labour Act and the contract labour central rules from the registering officer/Labour Commissioner as required under rules.

The contractor shall strictly follow the minimum wages act and shall pay minimum wages applied to Deptt. of Chief Labour Commissioner.

The contractor shall solely responsible for any untoward happenings to his engaged persons for job contract work from the security point of view.

The absolute loyalty/security of information on dept. is expected the persons so engaged by the contractor for the services requisitioned by the dept. If any sort of breach of loyalty/mis – conduct with the staff directly or indirectly related to dept. is noticed the contractor will legally bound to withdraw that person immediately, failing to which the contract will be liable for termination within any further notice.

The contractor shall submit the following documents along with the monthly bill of job contract works for the works performed in the previous month. Certificate that he has remitted the wages in respective bank account of persons deployed for miscellaneous work along with attendance sheet.

**10. Pre bid meeting : -**

a). Pre bid meeting will be held at AIR studio Katanga Jabalpur on 2<sup>nd</sup> January 2023 at 11 AM to discuss matters related to quantum of miscellaneous works and minimum wages and other administrative matters. Tenderer may submit their queries if any also.

**11. Rate Validity: -**

All rates quoted must be firmed and valid for total period of contract. The tenderer shall submit the rate schedule in the format of Annexure1.

**12. Working place for job contract work: -**

Office cum studio, All India Radio, Katanga Jabalpur, Residential colony at All India Radio, Katanga Jabalpur, Transmitting Centre, Karmeta Jabalpur. The competent Authority will specifically order for engagement of job contract works in different places as specified above.

**13. Tender Acceptance and rejection: -**

The DDG(E) All India Radio Jabalpur reserves the right to reject any part or whole of the tender without assigning any reason whatsoever. The DDG(E) is not bound to accept the lowest tender.

The DDG(E) reserves the right to place even partial or repeat order within the rate validity period at the same cost, terms and conditions of tender accepted. Final work order will be issued after the tenderer deposit the security within the stipulated period.



List of documents to be submitted along with the tender: -

**Rate schedule (Annexure-1)**

S.No.	Scope of work	Number of Job work	No. of working days in a month and timings	Total amount to be paid for job work for 26 days without GST.	Total amount to be paid for job work for 26 days with GST. @18%	Insurance amount	Total min. amount to be paid for 26 days for the Job work by this Office.	Tenderer amount to be filled by the tenderer	Remarks for tenderer
1.	Maintenance of Electrical Installation.-	01 job	26days 10:00 to 18:00	15470=00	18255=00	80=00	18335=00		
2.	Maintenance of pump set and water supply fittings [Plumbing work]	01 Job	26days 10:00 to 18:00	15470=00	18255=00	80=00	18335=00		
3.	Maintenance of Garden and related works [Gardening work]	01 Job	26days 10:00 to 18:00	15470=00	18255=00	80=00	18335=00		
4.	Removal and disposal of Wild growth / grass [Grass cutting work]	02 Jobs	26days 10:00 to 18:00	30940=00	36509=00	160=00	36669=00		
5.	Sweeping work at All India Radio Katanga	01 Job	26days 10:00 to 18:00	15470=00	18255=00	80=00	18335=00		

**Information about tenderer (Annexure-II)**

Attested copy of PAN Number certificate.

Attested copy of license/ registration certificate with appropriate authorities.

Attested copy of Service Tax Number certificate.

Attested copy of GST registration certificate

Any other supporting documents (experience of job contract work) not mentioned above.

## ANNEXURE- II

### ( Information about tender )

1.	Name of the Contractor/firm/individual/company	
2.	Registered Address	
3.	Contact phone no.	
4.	Fax no.	
5.	Name of the sole proprietor/partner/directors	
6.	Name of the person authorized to execute in which he is authorized	
7.	Permanent Income Tax No.	
8.	Service Tax No.	
9.	GST registration No.	
10.	The list with full address of prominent organization where you have implemented job contract work	

Signature with date

Seal of the company

Name in Block letters