

**PRASAR BHARATI
DIRECTORATE GENERAL: DOORDARSHAN
PURCHASE DIRECTORATE (ENGG.)
DOORDARSHAN BHAWAN
NEW DELHI – 110001**

F.No. 19(2)2016-17 E1 (P) TV

Date: xx.12.2016

Notice inviting e-tender no. (NIT- 10/2016-17).

A) GENERAL INSTRUCTIONS TO BIDDERS

1. The scope of work for stores to be tendered are available in the complete bid documents which can be viewed/downloaded free of cost from Doordarshan portal <http://www.ddindia.gov.in> or e-tender portal of Doordarshan <http://www.tenderwizard.com/PB> or CPP Portal <http://www.eprocure.gov.in>.
2. Both Technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the website <http://www.tenderwizard.com/PB>.
3. No claim shall be entertained on account of disruption of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
4. All Corrigendum/Amendment/Corrections, if any, will be published on the website <http://www.tenderwizard.com/PB>.
5. All documents/papers uploaded/submitted by the bidder must be legible.
6. It is mandatory for all the applicants to have Class-III Digital Signature Certificate (in the name of person who will sign the bid document) from any of the licensed Certifying Agency.
7. To participate in the e-tendering submission, it is mandatory for the applicants to get registered their firm/joint venture with the e-tendering portal of Doordarshan <http://www.tederwizard.com/PB> to have user ID & Password from M/s ITI Ltd., The Annual registration charges for vendor/supplier are Rs. 2,000/- (Rupees Two Thousand Only) per annum.
8. To participate in e-bid, bidders shall be charged e-tendering processing charges @ 0.1% of estimated contract value with minimum Cap Rs. 750/- only and maximum cap-Rs. 7500/- only.
9. Bid document contains certain conditions for Manual submission of tender and are now redundant. Document shall be deemed to have been modified to that extent.
10. Page no. shall be given on each and every paper/documents serially uploaded in the technical bid.
11. Bidders shall ensure to quote rate of each item. If any cell is left blank and no rate is quoted by the bidders, the rate of such item shall be treated as "0" (zero).
12. Tender fee can be deposited through Account payee Demand Draft/Pay Order or Banker's Cheque from any Indian scheduled Commercial Bank drawn in favor of PBBCI, Director General Doordarshan, New Delhi -110001.
13. The Earnest Money shall be in the form of FDR/Bank draft/Bank Guarantee from an Indian scheduled Commercial Bank in case of Indian supplier or Bank guarantee/Demand Draft in equivalent freely convertible foreign currency in case of Foreign supplier, in favour of PBBCI, Director General Doordarshan, New Delhi -110001.
14. "Tender Fee/Fee receipt and EMD deposit" shall be placed in a single sealed envelope superscripted with tender reference no. and date of opening so as to reach Assistant Engineer in Room no. 403, Doordarshan Directorates, Doordarshan Bhawan, Copernicus Marg, New Delhi-110001 before scheduled time on prescribed tender opening date. EMD received late shall be summarily rejected. Hard copy of any other tender document shall not be accepted.

15. The successful tenderers will be required to furnish Security Deposit within 30 days of placement of contract at the rate of 5% (five percent) for indigenous supplier and 10% (ten percent) in case of foreign supplier of value of contract in one of the acceptable forms as per tender documents.
16. Tenderers may ask any clarification, if required, before the date stipulated in the details of tender items for the purpose. After that no request will be entertained.
17. Small Scale Units Registered with NSIC under Single Point Registration Scheme for the item required in NIT shall be exempted from payment in respect of cost of Tender/Earnest Money as per the Government instructions on the subject on submission of documentary evidence of valid Registration.
18. The purchaser reserves the option to give Purchase preference to the offer from Public Sector Units and/or from Small Scale Cottage Industries Units over those from other firms, in accordance with policies of the Government of India from time to time.
19. Tenderers shall separately indicate the rate and amount of VAT/CST/Excise Duty/Custom Duty etc. as applicable on the date of tendering in their offer failing which the offer will be summarily rejected.
20. Each file uploaded in Connection with the tender shall be digitally signed and impression of digital signature of authorized signatory should appear on the last page of each file. Failing which the bid shall be rejected.

B) LIST OF MANDATORY DOCUMENTS

1. Copy of EMD.
2. Copy of Demand Draft/Pay Order of any Scheduled Bank or fee receipt towards tender fee.
3. Doordarshan Tender Document compete along with all annexure I, II, III and IV are digitally signed and enclosed with the offer.
4. Original Equipment's Manufacturer's authorization for Equipment quoted.
5. Past performance along with the user certificate in respect of Supply/SITC/SETC of the Equipment quoted.
6. Authorization to sign the bid by the bidder.
7. Undertaking that Priced bid/commercial bid and unpriced bid/technical bid of the tender document dully filled and uploaded on line.
8. Enclosures as per Commercial requirement.
9. Enclosures as per Technical requirement.
10. Integrity Pact (Submit signed Integrity Pact, if estimated cost is more than 02 crore/otherwise submit Integrity Pact unsigned).

Assistant Engineer
For Director General