

PRASAR BHARATI
(India's Public Service Broadcaster)
NATIONAL ACADEMY OF B'CASTING & MULTIMEDIA
ALL INDIA RADIO & DOORDARSHAN
NEAR OMFED CHOWK, C. S. PUR
BHUBANESWAR-751017

No. BBSR/NABM /30(3)/2018-G/2459

Date:15.02.18

NOTICE INVITING QUOTATION

To,

Sub: - Quotation for providing Skilled/Semi-skilled/Unskilled Manpower for various work contract jobs at National Academy of Broadcasting & Multimedia, AIR & DD, Bhubaneswar on contract basis.

Dy. Director General (E), NABM, AIR & DD, Bhubaneswar invites quotations in sealed condition from the Registered Contractors/Agencies having valid Central Labour Licence etc. for carrying out the following work/ job on monthly contract basis through required manpower at NABM, AIR & DD, Bhubaneswar. They should follow the terms and conditions noted below and quote the rate per month specifying details in the schedule enclosed and the check list duly filled. They may submit their most competitive offers so as to **reach this office latest by 28/02/2018 by 2.00 PM**. The offers shall be valid for 180 days from the date of opening of price bid. Quotations not received in line with Terms and Conditions are liable to be rejected. Quotations shall be **opened on 28/02/2018 at 3.00 PM** in the presence of tenderers or their representatives, who may choose to attend it. The cost of Tender paper is **Rs. 1000/-**.

Procedure for Submission of Sealed Tenders.

The Tenderer must submit their tender in three parts in Separate envelope Sealed Covers prominently super scribed as Part I- Bid Security, Part II – Eligibility Bid and Part III- Price Bid, also indicating on each of the cover the tender No. date & time as mentioned above, by post or by hand or to be dropped in tender box kept at this academy.

BID SECURITY(BS) (COVER-I) - Bid security of Rs. 75,0000/- as mentioned above shall be placed in cover-I. BS furnished by all unsuccessful tenders would be refunded normally within one week of acceptance of award of work to successful tenders. BS shall not carry any interest. BS will be forfeited if the tenderer revokes his tender within the validity period or increase his earlier quoted rates or tenderer does not commence the work within the stipulated period after the orders.

Eligibility BID (COVER-II) (Annexure-C) – All eligibility details for the above with complete details regarding essential documents as asked in Annexure C shall be enclosed in Part-II/Eligibility Bid (Technical bid) along with the copy of the tender specifications and with other Annexure duly signed and stamped as a token of acceptance of tender conditions.

Price BID (COVER-III) (Annexure D) – The Price bid, besides rates, must contain all the taxes applicable viz. G.S.T etc. Rates and taxes should be quoted both in words & figures-(Part III/Price Bid) separately.

These three separate envelopes i.e. cover- I, II & III together shall be enclosed in a fourth envelope and this sealed cover envelope shall be super scribed with Quotation for providing manpower for Skilled/Semi-skilled/Unskilled for various work contract jobs at National Academy of Broadcasting & Multimedia, AIR & DD, Bhubaneswar on contract basis with tender No. and due-date of opening of tender.

Contd.

Quotations, not received in line with above are liable to be rejected. Technical Bids shall be opened **on 28-2-2018 at 3.00 PM** in the presence of tenderers or their representative, who may be present at that time. Price Bid of the technically eligible bidders shall be opened in due course on any later suitable date or on the same date if time permits.

Initially the work to the successful bidder will be awarded for one year which can be extended for another one more year, if the services/work is found satisfactory.

The right to reject any or all quotations is reserved with Deputy Director General (Engg.), NABM, AIR & DD, BBSR without assigning any reason.

The site of NABM, AIR & DD, BBSR can be seen on any working day between 10:00 AM to 5:00 PM.

Annexure from A to D are enclosed here. It will be presumed that every participating bidder has read Annexure A (Work Description), Annexure B (Terms & Condition), Annexure C (Technical Bid) & Annexure D(Price Bid) carefully.

This information is also available on AIR net www.allindiaradio.gov.in

INSTRUCTION FOR BIDDING:

1. All the bidders are hereby informed that conditional bids, the bids not meeting the minimum eligibility criteria, Technical bids, not accompanied with Tender fee and EMD, or any other requirements, stipulated in tender documents are liable to be rejected. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof.
2. The technical bids will be opened by the Committee authorized by the competent authority of this department. Financial bids for only those who have qualified in the Technical bid will be opened by the committee constituted and in the presence of bidders or their authorized representatives on the date to be notified.
3. Bids offering rates which are lower than the minimum wages (Govt. of India) for the pertinent category would be rejected.
4. In the Financial bids, if a firm/bidder quotes impracticably low Administrative/service charge i.e less than 2% of the rate per month as mentioned in the Annexure-D, the bid shall be treated as unresponsive and will not be considered.
5. A letter of authorization shall be submitted by the bidder's representatives before opening of the bids.
6. Absence of bidder or their representative shall not impair the legality of the opening procedures.

Name of work contract jobs

(A) Skilled category:-

(1)To assist Head Cleck/UDC/LDC in clerical nature of office work on office days(All days during the month excluding holidays, Saturdays,Sundays)(skilled) i.e (8 hours duty from 10.00 AM to 6.00 PM with 30minutes break) at NABM,AIR & DD,Bhubaneswar. -----**03Nos.**(To assist in Admin Section, Hindi related works & Prog. section)

(2) Data Entry Operator to assist faculty members on office days (All days during the month excluding holidays, Saturdays, Sundays) (Skilled) i.e (8 hours duty from 10.00 AM to 6.00 PM with 30minutes break) at NABM, AIR & DD, Bhubaneswar. -----**02Nos.**(**01no.** for technical training & documentation activities & **01no.** for programme training & documentation activities)

(3) Computer Operator cum General computer Maintenance person (All days during the month excluding holidays, Saturdays, Sundays)(Skilled) i.e (8 hours duty from 10.00 AM to 6.00 PM with 30minutes break) at NABM,AIR & DD, Bhubaneswar to look after daily maintenance of computers, printer, UPS at laboratories, Studio, class room and office ---- **01 no.)**

(B) Semi- Skilled category:-

(1) Assistant for helping in Electrical maintenance works & pump operation in office/Hostel/academic/studio block/Staff quarters (All days in the month excluding weekly-off)(Semi-skilled) i.e (8 hours duty from 6.00 AM to 2.00 PM OR 10.00 AM to 6.00 PM with 30 minutes break) as per the requirement of office. ---- **04 Nos.**

(2) Library Attendant on office days (All days during the month excluding holidays, Saturdays,Sundays)(Semi-Skilled) i.e (8 hours duty from 10.00 AM to 6.00 PM with 30minutes break) at NABM,AIR & DD, Bhubaneswar to work in library for library related works -----**01No.**

(C) Un- Skilled category:-

(1) Messenger/Peon to assist in office & classroom works on office days (All days during the month excluding holidays, Saturdays,Sundays)(Unskilled) i.e (8 hours duty from 10.00 AM to 6.00 PM with 30minutes break) at NABM,AIR & DD, Bhubaneswar.-----**04 Nos.**

(2) Mali-cum-gardener(All days during the month excluding holidays, Sundays) (Unskilled) to do maintenance works of gardens in office block, Children parks,community centre i.e (8 hours duty from 09.00 AM to 05.00 PM with 30minutes break) at NABM,AIR & DD, Bhubaneswar.-----**03 Nos.**

(3) Gateman/Watchman(All days in the month excluding weekly-off)(Unskilled) to perform duty at Office gate/ Hostel gate(8 Hrs duty starting from 6AM-2PM, 2 PM-10 PM & 10 PM-6 AM)---- **As per requirement.**

(4) Sweepers for Cleaning and Sweeping in office, academic & studio blocks and in staff colony campus(All days during the month excluding holidays, Sundays) (Unskilled) i.e (8 hours duty from 06.00 AM to 02.00 PM with 30minutes break) at NABM,AIR & DD, Bhubaneswar.-----**04 Nos.**

Description of works**(A) Skilled category:-**

- (1) **To Assist Head Clerk/UDC in office work on office day** (All days during the month excluding holidays, Saturdays, Sundays) **(Skilled)**
(8 hours duty from 10.00 AM to 6.00 PM) **- 03 Nos.**
- I. To assist in various administrative and accounting work.
 - II. Diary and Dispatch of office letters.
 - III. Typing of official letters in Hindi.
- (2) **Data Entry Operator** (All days during the month excluding holidays, Saturdays, Sundays) **(Skilled)** **- 02 Nos.**
(8 hours duty from 10.00 AM to 6.00 PM with 30 minutes break)
- I. To assist Course Coordinators in preparation of study materials, typing of call letters and uploading them on net, etc.
 - II. Preparation of course schedule, trainees' attendance report, weekly/periodic feedback report, assisting in preparation of Power Point presentation (PPT) for various lectures.
- (3) **Computer Operator with General Maintenance work** (All days during the month excluding holidays, Saturdays, Sundays) **(Skilled)**, i.e computer operation with loading of OS, AS & AntiVirus. Cleaning of computers, key board, printers, scanners, projectors & operation during Class power point Presentation etc., (8 Hours duty from 10.00 AM to 06.00 PM with 30 minutes break) at NABM (T), AIR & DD, Bhubaneswar.
- 01 No.

(B)- Semi-skilled category:-

- (1) **Library Attendant** (All days during the month excluding holidays, Saturdays, Sundays) **(Semi-skilled)** - **01 No.** (8Hours duty from 10.00 AM to 6.00 PM)
- I. Opening and closing of library as per requirement and to assist the library in- charge for maintaining the stock properly.
 - II. Issue of library books, other periodicals to newly recruited Prasar Bharati staff Induction trainees, other staff trainees etc.
 - III. Other assistance work assigned from time to time.
- (2)- **Assistant for helping in Electrical maintenance works & pump operation in office/Hostel/academic/studio block/Staff quarters** (All days in the month excluding weekly-off)**(Semi-skilled)** - [(8 hours duty from 6.00 AM to 2.00 PM & 10.00AM to 6.00PM. (as per the requirement of office) -- **04Nos**
- I. To assist in Pump operation.
 - II. To assist in checking & minor repair of water line distribution system.
 - III. To assist in Electrical maintenance work in Office Complex, Staff Quarter Complex and Hostel Block, Community centre, Studio complex, Academic block etc.
 - IV. To assist in maintenance of Switchgear room.
 - V. To assist in operation & maintenance of D/G set.
 - VI. Other assistance work assigned from time to time related to it.
 - VII. Assisting in equipment installation & chain maintenance in studio complex, Academic & Admin. Block.

(C) Un-skilled category:-

- (1) - **Messenger/Peon to assist in office works on office day** (All days during the month excluding holidays, Saturdays, Sundays) **(Un-skilled)** – (8 hours duty from 10.00 AM to 06.00 PM) - **04 Nos.**

- I. To assist in photocopy of study materials as per requirement of academic activities.
 - II. To assist in binding of the training related hand outs.
 - III. Carrying materials from one section to other as per requirements of academic activities.
 - IV. Distribution of papers, message, note etc. originated by faculties in class room.
 - V. Supply of drinking water & tea etc in office, class room & Lab etc
 - VI. 6.. To assist in store work.
 - VII. Other assistance work assigned from time to time.
- (2) **Mali-cum-gardener (All days during the month excluding holidays, Sundays) (Un-skilled - 03 Nos. (8 Hours duty from 09.00. AM to 05.00 PM)**
For gardening /plantation/watering and pruning of hedge, trees and plants, removing wild grass, planting seasonal flower plants etc. in the lawn and gardens of the Office and Hostel Complex.

- I. Lawn and garden in front of Administrative and Academic Block : 2400 Sqm.
- II. Lawn and garden of Children's Park & new park : 1280 Sqm.
- III. Lawn and garden around Community Hall : 1600 Sqm.
- IV. Garden around Guest House : 825 Sqm.
- V. Any other works assigned from time to time.

(3) **Gateman/Watchman(All days in the month excluding weekly-off)(Unskilled) to perform duty at Office gate/ Hostel gate---- As per requirement.**

(4) **Sweepers for sweeping and cleaning (All days during the month excluding holidays, Sundays) (Un-skilled) - 04 Nos. Hours duty from 6.00 AM to 2.00 PM)**

Sweeping and Cleaning work at the following areas & timings as per job requirement:

- I. Administrative Block (for three floors): 3 x 320 = 960 Sq.m.
- II. Academic Block : 2x 900 = 1800 Sq.m.
- III. 3. Studio and Transmitter Block : 900 Sq.m.
- IV. 4. Staff Colony Campus: Sweeping & cleaning of open space between different blocks, roads &
- V. drains. Auxiliary Block (Workshop block, DG Room, S.G. Room, Community Hall, Guest house : 780 Sq.m
- VI. Cleaning of all rooms, labs, toilets, etc. regularly. Cleaning includes dry and wet sweeping of floors, cub web cleaning from walls and roofs.

NOTE: Occasionally duty may be extended exceeding the current duty hours & sometimes manpower may be called for in holidays also.


TERMS AND CONDITIONS

1. The period of contract is for one year from the date of acceptance and it can be extended by mutual consent for another year subject to providing satisfactory service from time to time.
2. The Contractor/agency should follow Central Govt. Labour Laws and Minimum Wages Act, EPF, ESI etc. as specified by Central Govt. and bear the liabilities, incidentals while carrying out the work.
3. Any change in wages by the Labour Commissioner (Central) within the agreement period has to be paid to the labourers by the Agency/Contractor, which may be claimed along with the associated order.
4. The contractor/ agency should visit the work places to have the knowledge of the volume of works before submitting the quotation.
5. The contractor/agency shall be solely responsible for engaging their personnel. This office will have no liability what so ever concerning the labourers of the agency.
6. Man power engaged by the contractor should be of more than 18 years of age.

7. The full addresses with proof & photographs of personnel employed by the contractor/agency should be submitted after duly verified by concerned police stations.
8. The contractor/agency should have Office/Branch Office/Liaisoning Officer at Bhubaneswar for proper co-ordination. The address of the same office/Liaisoning Officer has to be furnished along with the quotation.
9. Payment will be made through E-payment mode on completion of job per month. The contractor/agency has to submit his bill in duplicate every month to the office (in the first week of next month).
10. Income Tax (TDS) & Service Tax will be deducted from the amount of the bill by the office as per the relevant rules.
11. The agency should provide duty chart to the Caretaker/Section-in-charge in advance in every month along with the name, age and address of the contractual labourers. Any change during the month may be brought to the notice of this office in advance for maintaining proper service. The person should be engaged for 8 hrs. a day during the period mentioned.
12. The engaged personnel are purely the employees of the Agency and the Agency bears all the responsibility regarding their deployment. The Contractor/ agency /contractual personnel cannot claim for any regular employment at this Academy.
13. The contractor/agency shall indemnify NABM (T), AIR & DD, Bhubaneswar against any loss or damages caused by his employees. The Agency shall make regular and full payment of all wages and allowances to its employees. The Agency must ensure that payment is made to their employees within the first week of every month irrespective of the fact that payment has been made by this office or not.
14. For any shortfall/delay in carrying out the work, an appropriate amount will be deducted. The amount to be deducted is the sole discretion of this office.
15. This office reserves the right to cancel the contract of the work, if found unsatisfactory, at any time during the contract period with a month's notice.
16. The contractor/agency should submit the copy of the contribution deposit details made against the ESI & EPF registration numbers of the persons deployed by him at this Academy every month along with the bills, failing which payment may not be released unless some genuine reason is provided. The Agency shall be fully responsible for in-time payment to its labourers in the above cases.
17. The contractor/agency has to make a written agreement with NABM, AIR & DD, Bhubaneswar and submit the requisite Bank Guarantee within 15 days from the date of issue of work order.
18. The interested contractors/agencies may collect the tender document on payment of Rs.1000/- (non-refundable) in cash from NABM, AIR & DD, Bhubaneswar between 10.00 AM to 06.00 PM on all working days (except Saturday, Sunday and Govt. Holidays) up to **28-02-2018** before the receipt of quotation i.e. up to 2.00 PM.
19. The interested contractors/agencies can send the tender documents complete in all respects along with other requisite documents by Regd. Post/ Speed Post/Courier Service to the undersigned so as to reach by **2.00 PM on 28/02/2018**. This information is also available on AIR net www.allindiaradio.gov.in
20. The quotation will be opened in the office of the undersigned on **28/02/2018 at 3.00 PM** or on the next working day if the same happens to be a holiday in the presence of such tenderers or those who may choose to attend.


21. The cover should be superscribed with the following details.
- a) Enquiry Reference
 - b) Date of opening
22. **Documents to be attached**
- a) Copies of Valid Labour License, EPF & ESI Registration Certificate.
 - b) Copy of valid Registration Certificate of Contractor/Agency.
 - c) Copy of Current IT clearance certificate with PAN Card.
 - d) Copy of Service Tax clearance certificate with TIN.
 - e) The address of the Office/Branch Office/Liasioning Officer at Bhubaneswar.

Yours faithfully


(B.K. Behera)
Director Engineering
For DDG (E)

Copy to:-

Executive Engineer (Civil), CCW, AIR, Bhubaneswar-5, DDG (E), DDK, BBSR-5, Executive Engineer (Civil), CPWD, Division-I, BBSR, Exe. Engineer (Civil), BSNL, BBSR for uploading on their website.


For DDG (E)