PRASAR BHARATI  
(INDIA’S PUBLIC SERVICE BROADCASTER)  
NATIONAL ACADEMY OF BROADCASTING & MULTIMEDIA (T) 
ALL INDIA RADIO & DOORDARSHAN  
CHANDRA SEKHARPUR (NEAR OMFED SQUARE)  
BHUJANESWAR-751017

No. BBSR/NABM(T)/30(3)//2016-17/G/ Dated: 23/11/2016

To,

__________________________
__________________________
__________________________

Subject: Quotation for providing round the clock Hostel Attendant at Hostel of National Academy of Broadcasting and Multimedia (Tech.), AIR & DD, Bhubaneswar on contract basis.

National Academy of Broadcasting and Multimedia (Tech.), Prasar Bharati, AIR & DD, Bhubaneswar intends to have round the clock services of Hostel Attendants at its Hostel on contract basis.

You may submit your most competitive offer along with Bid security deposit of Rs. 12,000/- (Rupees Twelve thousand only) by way of account payee demand draft/Bankers’ cheque from any of the commercial Banks, in an acceptable form in favour of DDG(E), NABM(T), AIR, Bhubaneswar Payable at Bhubaneswar, so as to reach this office latest by 20/12/2016 before 2.00 PM. Your offer shall be valid for 180 days from the date of opening of price bid. Tender paper cost is Rs. 1000/- and the mode of payment is in shape of DD/Banker’s cheque in favour of DDG(E), NABM(T),AIR, Bhubaneswar, payable at Bhubaneswar.

(2) Procedure for Submission of Sealed Tenders.

The Tenderer must submit their tender in three parts in Separate envelope sealed Covers prominently superscribed 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. 12000/- 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. service tax 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 superscribed with “Quotation for providing round the clock hostel attendant at National Academy Broadcasting and Multimedia Hostel”, tender No. and due-date of opening of tender.

(3) Quotations, not received in line with above are liable to be rejected. Technical Bids shall be opened on 20/12/2016 at 3.00PM in the presence of tenderers or their representative, who may be present at the 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.

(4) 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.

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

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

(7) 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.

(8) This information is also available on AIR net www.allindiaradio.org.

(N. Jethi)
Director Engineering
For DDG(E)
ANNEXURE – A

Work Description

National Academy of Broadcasting and Multimedia (Tech.), Prasar Bharati, AIR & DD, Bhubaneswar is having a hostel with 116 rooms. Mostly staff from field offices of All India Radio and Doordarshan comes to attend various training programs conducted by this Academy and stay in hostel for their training duration. On an average at least two or three training programs are conducted every month. Besides, hostel rooms are also allotted to AIR and DD officers on tour/transfer/personal work and also to officers of other Government and Non-Govt. departments as per their request. No. of occupants at a time may vary from NIL to 116 depending on courses at that time.

Description of works/duties:-

1. To look after the hostel reception activities round the clock like allotting rooms to different categories of Departmental/Non-departmental occupants after reviewing their identity, various requisitions and room availability as per the guidance from time to time.

2. Keeping track of the status of rooms handed over by the occupant and keeping account of the returned items, issued to the occupant while allotting room & report to the concerned authorities for any discrepancy.

3. To replace Bed sheets, Pillow Covers, Towel, etc. of rooms, in occupation every thrice alternate day & keep track of cleaning of Bed sheets, Pillow covers etc. as per instruction from time to time.

4. Keeping the room keys and duplicates in safe custody.

5. Ensuring necessary entry in respective records by the occupants at the time of room allotment and room vacation. Issuing of money receipt to the occupants through caretaker.

6. Keeping the cash, given by the occupants in safe custody and handing over to the caretaker every day with proper documents. Attending to incoming calls and informing the participants or NABM officials, if required.

7. Handling computer for required feeding of data and submits the reports as and when required with up to date information.

8. Monitoring Stock of stationeries, bed sheets, etc. for issuing to the occupants and keeping track of minor civil & repairing works of individual room & toilets & their repairing status through complaint registers as per the instruction from time to time.

9. Keeping track of cleaning of individual rooms, bath rooms, toilets and reporting caretaker/concerned person for any discrepancy.

10. Monitoring and extending the facilities like gym, indoor games, internet café to occupants.

11. Assisting the occupant if by chance he/she falls sick during his/her stay, in all respect like his/her food, checking at nearby hospital, etc..
12. Checking up individual rooms for any civil/electrical discrepancies and intimating to the concerned electrical/civil departmental staff for repair.

13. Keeping track of maintenance works related to civil and electrical complaint of different rooms in coordination with departmental maintenance staff and assisting them with spares as and when necessary in co-ordination with the occupant and office/caretaker.

14. Monitoring water and electricity availability in each block and room regularly and take action as guided.

15. Monitoring of proper food distribution in canteen and keeping track of food quality and reporting to Care Taker or canteen manager for any discrepancy.

16. Keeping watch on the working status of room coolers, Geyser, A/C, TV, Aqua Guard system etc.

17. The above works are to be undertaken in guidance of the Hostel Care Taker and civil/electrical maintenance staff of this organization.

18. In addition to above any additional work related to hostel may be assigned by the authority/care taker as and when required.
ANNEXURE – B

TERMS & CONDITIONS

The following Terms & conditions are to be followed strictly during the contract period for carrying out the jobs, mentioned above.

1. Period of contract will be for one year from the date of acceptance and it may be extended by mutual consent for another one year subject to providing satisfactory service from time to time.

2. Payment will be made by account payee cheque 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).

3. Income Tax (TDS) and Service Tax will be deducted from the amount of the bill by office as per rules.

4. The manpower are purely the employee of the contractor and the contractor bears all the responsibility regarding the deployed manpower. The contractor/agency/contractual manpower cannot claim any regular employment at this academy.

5. The contractor/agency will be responsible for the payment of his workers. The payment must be according to the minimum wages act of central government. The firm has to make payment to their employees through cheque only. Firm must ensure that payment is made to their employee within first week of every month irrespective of the fact that payment has been made by this office or not.

6. Proof of deposit of EPF contribution, ESI deduction and details of cheque through which payment made to employees for the previous month should be submitted along with bill of particular month.

7. Contractor will be responsible for the safety of his worker. During duty if any person (engaged by contractor) is hurt or meets with an accident, this office will not be responsible in any way for any compensation & the contractor/agency will be responsible for the same.

8. Man power engaged by the contractor should be of more than 18 years of age.

9. The full addresses with proof and photographs of personnel employed by the contractor/agency should be submitted after duly verified by concerned police stations.

10. The contractor/agency should ensure that personnel deployed by him at Hostel should not be involved in any type of activity which goes against the social law and affects the sanctity of the hostel atmosphere. Any type of liquor and/or banned items is not to be used by the personnel.

11. Each employee of the contractor/agency should compulsorily wear uniform, decided by the contractor/agency.

12. Man power deployed by the contractor/agency should be well conversant with Hindi and English for writing, reading and communicating.

13. The contractor/agency should pay the losses if any, incurred due to damage caused by his staff at any time during the contract.

[Signature]
14. No accommodation will be provided to the man power engaged by the contractor/agency.

15. This office will not be responsible for any conflict between the man power, engaged by the contractor and the contractor in respect of their payments/claims etc. The contractor should adhere to the minimum wage act of Central Government and other strictures issued by the Central Government regarding the claim of contract labours. The contractor will be responsible for any non-compliance of labour laws in force.

16. 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.

17. The successful contractor will have to deposit Rs. 30,000/- (Rupees Thirty thousand only) as the performance security in the form of Bank Guarantee/Fixed deposit in favour DDG(E), NABM(T), AIR, Bhubaneswar for a period of one year, after award of the work.

18. The caretaker will inspect the work and if found unsatisfactory on any day, the payment will be deducted from contractor’s bill for the day on proportionate basis.

19. The contractor will also be responsible for producing (on demand if required) the following documents:
   I. Complete record of deduction of EPF & ESI of its employees.
   II. Service Tax deposit record.
   III. Income Tax record.

20. The contractor will give his own contact number, mobile phone and will make arrangement for attending calls in 24x7 modes.

21. The contractor has to provide round the clock reception attendant at NABM(T), Hostel with 8 hours of duty per attendant: Two persons in morning shift(0600Hrs-1400Hrs), two persons in afternoon shift (1400Hrs-2200Hrs) and one person in night shift daily(2200Hrs-0600Hrs). The attendant has also to be given weekly off day and suitable substitute for off day has to provided by the contractor.

22. The contract will be valid for a period of one year from the date of commencement. If the daily wages rates are revised during the contract period as per Central Govt. minimum wages act, payment to the firm will be made as per revised rates and EPF, ESI, Service charge etc. will be revised accordingly.

23. The agency has to make a written agreement with NABM(T), AIR & DD, Bhubaneswar soon after issue of work order.

24. 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 No.
   e. The address of the Office/Branch Office/Liaisoning Officer at Bhubaneswar.
   f. Bid security of Rs.12000/- (Rupees Twelve Thousand only), refundable (interest free), through Demand Draft/Banker’s Cheque in favour of DDG(E), NABM(T), AIR, Bhubaneswar payable at Bhubaneswar. The Bid security of successful bidder will be retain till production of the Bank guarantee, failing which the Bid security amount will be forfeited.

[Signature]
22/11/16
## ANNEXURE – C

### Eligibility Bid

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Whether attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The firm should have at least two contracts for providing man power obtained from Govt. Semi-Govt. &amp; PSU organization during last five year</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Firm’s Registration Photocopy with Department of labour of Government of India/Govt. of Odisha or any other Government department</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>One year record of service tax and income tax out of last two years</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Record of Six month of EPF and ESI (from any of last two years)</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** If the firm fails to provide any of the above document, its tender will not be considered.

Date: ____________________________

Signature of the authorized Representative of the firm with seal

[Signature]

[Date: 23/11/16]
ANNEXURE – D

Quotation for “Providing round the clock Hostel Attendant at Hostel of National Academy of Broadcasting and Multimedia (Tech.), AIR & DD, Bhubaneswar on contract basis”.

<table>
<thead>
<tr>
<th>Work</th>
<th>Rate (for one person per day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providing round the clock Hostel attendant at Hostel of National</td>
<td>(i) Wages per day per person for semi-skilled labourer as per minimum wages act.</td>
</tr>
<tr>
<td>Academy of Broadcasting and Multimedia (Tech.), AIR &amp; DD, Bhubaneswar</td>
<td></td>
</tr>
<tr>
<td>(Five manpower per day)</td>
<td>(ii) Services charge by the firm in percentage (should include all the overheads like dresses)</td>
</tr>
<tr>
<td></td>
<td>**service charge should be calculated on the Pay as per minimum wages act in (i) only.</td>
</tr>
<tr>
<td></td>
<td>Service charge in rupees/day/person.</td>
</tr>
<tr>
<td></td>
<td>(iii) EPF contribution by Firm in percent</td>
</tr>
<tr>
<td></td>
<td>(iv) EPF Contribution by firm in Rupees per day per person</td>
</tr>
<tr>
<td></td>
<td>(v) ESI Contribution by the firm in percent</td>
</tr>
<tr>
<td></td>
<td>(vi) ESI contribution by firm in Rupees per day per person</td>
</tr>
<tr>
<td></td>
<td>Service Tax( _____ %)</td>
</tr>
</tbody>
</table>

Signature:________________________________________
(Authorized signatory)
Date:

Name & stamp of the Company