

F.No. 37/17/1/2019-GA
Government of India
Department of Commerce

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Udyog Bhawan, New Delhi

Dated: 21.5.2019

To,
As per list

Subject:- Inviting bid for DTH connection on Rental Basis in the Department of Commerce for a period of one year.

Sealed bids are hereby invited from the reputed firms for DTH connection on rental basis installed in the Department of Commerce, Udyog Bhawan, New Delhi. At present there are 66 connections. However, the number of connections may increase or decrease in future. The period of contract is initially for one year which may be extended for further one year at a time on mutual consent.

2. The interested parties may send their quotation alongwith earnest money deposit of Rs.8,000/- (Rupees Eight thousand only) in the form of demand draft drawn in favour of US (Cash), Department of Commerce. Bids without the earnest money deposit will not be considered. Bids completed in all respects may be addressed to the US (Admin), Department of Commerce, Room No.20-C 'C' Wing, Ground floor, Udyog Bhawan, New Delhi and should reach this Department latest by **3.00 PM on 6th June, 2019**. The bids will be opened on same date i.e. **6th June, 2019 at 3.30 PM in Room No.20-C**, Udyog Bhawan, New Delhi. The bidder or his authorized representative may be present at the time of opening of bids who may wish to attend.

3. The terms and conditions for the tender are as under and the tender should include the following:-

- p) The rates of DTH connection on rental basis shall include the hardware set top box, Remote, Dish Antenna, and requisite wire with A.V. Lead and charge per connection including maintenance through competent manpower round the clock without any extra cost at future date. No carriage charge for removal/return of machine from office to workshop and vice versa shall be paid by the Department.
- q) The contractor must submit the following document alongwith the quotation:-
- vi) Registration with Delhi Sales Tax Ministries/Deptt. For work contract tax.
 - vii) Proof of income tax assessment.
 - viii) Documentary proof of 3 years experience and financial turnover of Rs.5 Lakhs per annual.

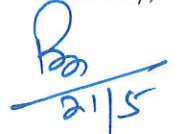
- iv) Documentary proof of allotment of service tax No. etc. by the concerned Government offices.
 - v) Name of the service engineer (one) with proof of experience and character certificate.
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- c) The firm should have minimum experience of 3 years in DTH connection on Rental Basis. The bidder must submit certificates from at least three Ministries/Department/PSU/reputed private institutions/firms to the effect that the firm has given satisfactory service/performance alongwith the bids without which bid is liable to be rejected.
 - d) The successful bidder will have to deposit **Performance Security Money of an amount of Rs.15,000/-**(Rupees fifteen thousand only) in the form of an Account Payees Demand Draft, Fixed Deposit Receipt from a commercial Bank, Bank Guarantee from a commercial bank in an acceptable form safeguarding this Department interest in all respects. Performance Security should remain valid for a period of **forty five (45) days** beyond the date of completion of all contractual obligation of the firm including warranty obligation. Bid security of the successful bidder will be refunded on receipt of performance security. The performance security deposit will be forfeited if term and conditions of contract are not fulfilled.
 - e) MSME firm, Central purchasing organization or registered in concerned Ministry are exempted to submit earnest money Rs.8,000/- in the form of demand draft.
 - f) This contract shall remain in force for one year unless terminated earlier by this Department on the basis of poor performance or violation of terms of the contract. The contract however, may be curtailed or extended by the competent authority in Department of Commerce subject to the performance of the firm.
 - g) The contractor shall be responsible for service in working order by placing the services of experienced technician/mechanics in this Department through-out all working days and they will be bound to carry out job of urgent nature even during odd hours and holidays, if so desired by the Department.
 - h) It shall be responsibility of the contractor to provide all required equipment/ materials and install the connections. Further, he has to maintain the connections without any interruption during the period of the contract.
 - i) The complaints should be rectified within one hour. If the complaints are not rectified within the stipulated time, penalty of Rs. 100/- for each such instance will be imposed.
 - j) If the work is found unsatisfactory or if the firm dishonours the contract, the job will be entrusted to any other firm/party at the risk/expense of the contractor.
 - k) The Department of Commerce reserves the right summarily to terminate the contract at any time without assigning any reason. In this connection, the decision of the Department shall be final and binding on the contractor.
 - l) No advance payment will be made. Subject to satisfactory performance, payment will be made as under.

- m) No extra payment/compensation whatsoever, on account of natural calamity/accident or otherwise, will be made to the firm by the Department except the rates permitted under this contract.
- n) No advance payment will be made. However, quarterly payment on pro rata basis on satisfactory rendering of service would be made.
- o) All disputes will be subject to the jurisdiction of the New Delhi/Delhi courts.

4. This Department reserves the right to accept or reject any tender in full or in part without assigning any reason thereof.

5. All the parties are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their bids, as the bids will be considered and the contract will be finalized taking in to account the requisite documents received along with the tenders. Further, no change of violation of the aforesaid terms & conditions will be permissible once the quotation is finalized and accepted by this Department.

Yours faithfully,



(R.K. Ojha)

Under Secretary to the Govt. of India

Copy also to be placed:-

1. Department of Commerce's Website.

TECHNICAL BID FORM

DTH connection on Rental Basis in the Department of Commerce for a period of one year.

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| 1. | Name of tendering firm (In Block letter) | |
| 2. | Corresponding Address | |
| 3. | Telephone Nos | |
| 4. | Bank Draft No. & Date | |
| 5. | Amount of Draft | |
| 6. | Name of the Bank | |
| 7. | Registration No. of the firm (Please enclosed a copy of the registration certificate) | |
| 8. | Vat No. (Enclose copy of relevant certificate) | |
| 9. | Service Tax No. (Enclose copy of relevant certificate) | |
| 10. | GST No. (Enclose copy of relevant certificate) | |
| 11. | Pan No. (Enclose copy of relevant certificate) | |
| 12. | Experience for AMC of DTH connection on Rental Basis by the firm for three years from three Ministries/ Departments | |
| 13. | Particulars of qualified mechanics/ technicians viz. Name, Qualification, Experience of the mechanics on roll (please furnish copies of their certificate) | |
| 14. | Annual turnover during the last three years 2016-2017 2017-2018 2018-2019 (Documentary proof may be enclosed) | |

(Signature of Proprietor of firm with seal of office)

Date: Place.

FINANCIAL BID FORM

DTH connection on Rental Basis in the Department of Commerce for a period of one year.

| Sl. | Name of the items | DTH connection on Rental Basis | |
|-----|---|--------------------------------|--------|
| | | HD | Non-HD |
| 1. | Rate of All Hindi channels + English news channels Pack per connection per year | | |
| 2. | Maintenance charge per connection per year | | |
| 3. | Tax, if any | | |
| 4. | Total | | |