

F. No. 37/17/1/2016-GA
Government of India
Department of Commerce

Udyog Bhawan, New Delhi
Dated 15th September, 2020

Subject: Inviting bid under two bids system for cable TV services on Rental Basis in the Department of Commerce for a period of one year.

This department has DEN made Set top boxes for cable TV services in various rooms/offices of this Department in Udyog Bhawan. Sealed bids are invited from authorised firms of OEM for running desired channels and packages on rental basis over these boxes under two bids system (technical and financial bids system). The period of contract is initially for one year which may be extended for further period of one year at a time on mutual consent.

2. The interested parties may send their quotation along with Earnest Money Deposit of ₹ 15,000/- (Rupees Fifteen Thousand only) in the form of Demand Draft drawn in favor of Under Secretary (Cash), Department of Commerce. Bids without the earnest money deposit will not be considered. The sealed tender bids may be addressed to the Section Officer (General Admin), Department of Commerce, Room No. 27-C, Ground Floor, Udyog Bhawan, New Delhi with a clear mention on envelopes for Technical Bid & Financial Bid alongwith the name and address of the bidder and should reach this Department latest by **3.00 PM on 30th September 2020**. The bids will be opened on same date i.e. 30th September 2020 at 4.00 PM in the chamber of Under Secretary (Admin) 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 tenderer should include the following :

- (a) The rates of cable TV services on rental basis per connection shall include maintenance through competent manpower round the clock without any extra cost at future date.
- (b) No carriage charge for removal / return of machine from office to workshop and vice versa shall be paid by this Department.
- (c) Subscription of cable TV services through existing DEN network Limited make set top boxes shall be payable as per the actual usage / activated boxes.
- (d) Annual / monthly maintenance charges (AMC) for repair and maintenance of existing set top boxes must be mentioned in the financial bid at Annex-II.
- (e) The successful bidder has to provide all necessary infrastructure including trunk line cables / amplifiers or any other accessories that is technically required.
- (f) All wires and infrastructure should be routed through false ceiling or through conduit pipes at his own cost. No hanging wires in corridors or on walls will be allowed.
- (g) The Cable TV connectivity till Udyog Bhawan is to be provided through a reliable underground optical fiber cable link to ensure maximum stability

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of the services.

- (h) Rectification of the faults of Cable TV services must be done within 4 hours. If the complaints are not rectified within the stipulated time, penalty of ₹ 100/- for each such instance will be imposed.
 - (i) The repair and maintenance of the machines/services to be done at the Site or at authorised workshops.
 - (j) The contractor shall be responsible for Cable TV services in working order all the time and will depute atleast one experienced technician/mechanic in this Department throughout all working days.
 - (k) The contractor will ensure that the technician/mechanic will be bound to carry out job/work of urgent nature related to cable TV services even during odd hours or holidays, if so desired by this Department.
 - (l) The technician/mechanic will report, everyday in the morning, to the Section Officer (General Admin).
 - (m) Name of the service engineer/technician/mechanic with proof of experience and police verification be submitted by the successful bidder.
 - (n) The technical bids are to be physically signed & stamped along with copy of PAN, GST, registration and OEM authorization Certificate and submitted in separate envelope and marked as technical bid.
 - (o) In case a bidder is exempted from submitting EMD, copy of exemption certificate should be submitted in physical form self-attested along with technical bid.
 - (p) The technical bids and financial bids are to be submitted separately by the bidder duly signed by the legal owner of the firm or the person authorized by him. The financial bids should be submitted separately so that it does not open along with Technical Bid.
 - (q) This contract shall remain in force for one year unless terminated earlier by this Department on the basis of poor performance or violation of the 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.
4. The contractor must submit the following document in the technical bid:
- (a) Proof of income tax assessment of last three years.
 - (b) EMD of ₹ 15,000/- (Rupees Fifteen Thousand) in form of FD Receipt /Demand Draft.
 - (c) PAN and GST Registration Certificate Copies duly self-attested.
 - (d) Ink signed OEM authorization with name, position, phone No, address and email ID of signing authority.
 - (e) The firm should have minimum experience of three years in Cable TV service on rental basis and must have worked with atleast three Ministries/Department/PSU/reputed private institutions/firms, the proof of the same must be submitted alongwith the bids without which bid is liable to be rejected.
 - (f) The firm should have a minimum turnover of ₹ 50 lakhs per annum.
 - (g) The successful bidder will have to deposit Performance Security Money of an amount of ₹ 30,000/- (**Rupees Thirty Thousand only**) in the form of Bank Guarantee / Fixed Deposit from any commercial

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Bank. Performance Security should remain valid for a period of **Sixty (60) 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.

- (h) The performance security deposit will be forfeited if performance is poor/unsatisfactory or the terms and conditions of this contract are not fulfilled.

5. The bidder must submit the financial bid in the format attached at **Annex -II.**

6. 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.

7. The initial period of the contract will be for one year from the date of award of the contract or as desired by this Department. The rates quoted will remain in force for the full period of the contract. No demand for revision of rate on any account shall be entertained during the contract period. The Service period may be curtailed keeping in view of the requirement of this Department after giving one-month notice. In case of curtailment of period of the Service only prorated payment would be made for the actual curtailed period of the Service. No claims shall be entertained by this Department/Government, towards such curtailment of the contract.

8. The Department of Commerce reserves the right to summarily terminate the contract at any time without assigning any reason. In this connection, the decision of this Department shall be final and binding on the contractor.


9. No advance payment will be made. Payment will be made on monthly basis subject to the satisfactory performance.

10. 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.

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

12. 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 considering the requisite documents received along with the tenders. Further, no change or violation of the aforesaid terms & conditions will be permissible once the quotation is finalized and accepted by this Department.

13. All disputes will be subject to the jurisdiction of the Delhi courts.

Yours faithfully,

(Aashish Chhawal) 15/9/2020
Section Officer
Tele: 2306-2521
Email: moc_admin@nic.in

TECHNICAL BID FORM

Cable TV/ DTH Connection on Rental Basis in the Department of Commerce for a period of one year.

S. No.	Details	
1.	Name of tendering firm (in Block letters)	
2.	Corresponding Address	
3.	Telephone Nos	
4.	Proof of income tax assessment of last three years.	
5.	EMD details	
6.	PAN No. (Enclose a self-attested copy)	
7.	GST NO. (Enclose a self-attested copy)	
8.	OEM authorization certificate	
9.	Proof of experience for Cable TV connection on rental basis.	

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(Signature of authorized signatory with seal of the firm)

Date:
Place:

FINANCIAL BID FORM

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

Sl. No.	Name of the items	Cable TV					
		Basic price for SD per connection	GST Amount	Total	Basic price for HD per connection	GST Amount	Total
1.	All Hindi and English News channels, important sports channels and any other important channel which the officers may desire.						
2.	Cost of new connection including activation of set top box						
3.	Maintenance charges per connection per month (AMC)						

(Signature of authorized signatory with seal of the firm)

Date:
Place: