

PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
NATIONAL ACADEMY OF BROADCASTING & MULTIMEDIA(T)
ALL INDIA RADIO & DOORDARSHAN
BHUBANESWAR-751017

No. BBSR/NABM(T)/31(1)/2016-17/G/

Date 7-11-2016

To

Sub:- Quotation for washing and pressing of linens (bed sheets, pillow covers, towels, blankets Blanket cover, Door screen, Mosquito net etc.) in respect 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 (Near Omfed Square, C.S.Pur) intends to have washing and pressing of linens on contract basis.

You may submit your most competitive offer along with Bid security deposit of Rs. 5,000/- (Rupees five thousand) only by way of account payee demand draft /bankers' cheque from any of the commercial Banks, in an acceptable form in favour of Director, NABM(T), AIR, Bhubaneswar payable at Bhubaneswar, so as to reach this office latest by 28-11-2016 before 2.00PM. Your offer shall be valid for 180 days from the date of opening of price bid.

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. 5,000/- 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 rate, 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.

Contd...

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These three separate envelopes i.e. cover-I,II &II together shall be enclosed in a fourth envelope and this sealed cover envelope shall be super scribed " Quotation for washing and Pressing of Linens in respect of National Academy of Broadcasting and Multimedia (Tech.), AIR & DD, Bhubaneswar on contract basis" with 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 28-11-2016 at 3 P.M.** 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, Bhubaneswar without assigning any reason.

6)The site of NABM(T), Hostel,AIR & DD ,BBSR can be seen on any working day between 10.00AM to 5.00PM.

7)Annexure from A to D are enclosed here with. 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](http://www.allindiaradio.org).

N.Jethi
(N.Jethi) 21/11/16
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 120 rooms. Guest hous with three suits, community hall with two suits, Academic block, Administrative block, studio block etc.

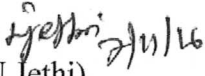
The Hostel rooms are:-

- 1) Single Bedded rooms = 104 Nos
- 2) Double bedded rooms= 12 nos
- 3) Common activity rooms= 4 nos

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 programmes 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. The above rooms are furnished with window curtains and door curtains. The hostel rooms and guest house suits are provided with single beds as well as double beds. Bed sheets and pillow covers etc. are frequently changed in all these rooms.

Details description of works / duties.

- 1) Washing and pressing of single bed sheets, double bed sheets, blankets(Single),blanket cover, Pillow cover, small and big towel, window curtains, door curtains of Hostel, Academy block and office and Guest house, Community hall with two suits of this Academy.
- 2) The linens has to be collected by the agency, twice a week or as directed by this academy and the same shall be delivered after washing and pressing on same day of collection .
- 3) The linens has to be collected and delivered by the agency on his own arrangement.
- 4) The linen taken or deposited by the agency shall be entered in washing register and signed by the person deputed by the agency for the said purpose in presence of caretaker or his representative.
- 5) The linen will be washed hygienically in an electric washing machine by quality detergents approved by this Academy at the cost of the agency and all stains should be removed without damaging the linens. But blankets are to be dry washed with proper care .
- 6) Missing /damage of any item will be borne by the agency.


(N.Jethi)

Director Engineering
For DDG(E)

ANNEXURE-B

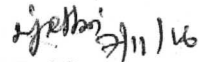
TERMS & CONDITIONS :-

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

- 1) The period of contract will be for one year from the date of acceptance of tender 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 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.
- 3) Income tax (TDS) and Service Tax will be deducted from the amount of the bill by office as per rules.
- 4) 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.
- 5) 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 of Director, NABM(T),AIR, Bhubaneswar for a period of one year, after award of the work.
- 6) The caretaker/ hostel warden will inspect the washed and pressed items. If it is found unsatisfactory on any occasion, the payment for the same will not be made.
- 7) Missing/damage of any item will be borne by the agency.
- 8) The contractor will also be responsible for producing (on demand if required) the following documents:-
 - II) Service Tax deposit record.
 - ii) Income Tax deposit record
- 9) The contractor will give his own contact number, mobile phone and will make arrangement for attending call in 24x7 modes.

10) Documents to be attached:-

- a) Copy of valid Registration Certificate of Contractor/Agency.
- b) Copy of Current I.T clearance certificate with PAN Card.
- c) Copy of Service Tax clearance Certificate with TIN No.
- d) The address of the Office /Branch Office /Liasioning Officer at Bhubaneswar.
- e) Bid Security of Rs. 5,000/- (Rupees five thousand) only refundable (interest free) , through Demand Draft /Banker's Cheque in favour of Director (Engg.) NABM(T),AIR, Bhubaneswar payable at Bhubaneswar. The Bid security of successful bidder will be retained till production of the Bank guarantee, failing which the Bid security amount will be forfeited.



(N.Jethi)

Director Engineering
For DDG(E)

ANNEXURE-C

Eligibility Bid

Sl.No.	Particulars	Whether attached
1	The firm should have at least two contracts for washing and pressing of linens obtained from Govt. ,Semi- Govt. & PSU organization during last two year (Desirable)	
2	Proof of registration of the firm for carrying out washing of linens job (Compulsory)	
3	One year record of service tax and income tax out of last two years.	

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

Date:-

Signature _____
(Authorized signatory)
Name & Stamp of the Company.

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ANNEXURE-D

Name of work:- Quotation for washing and Pressing of linens in respect of National Academy of Broadcasting and Multimedia (Tech.),AIR & DD, Bhubaneswar on contract basis".

SI.NO	Description of item	Qty.	Rate
1	Washing and pressing of Double bed sheet.	1 Pc	
2	Washing and pressing of Single bed sheet.	1 Pc	
3	Washing and pressing of pillow cover.	1 Pc	
4	Washing and pressing of Door Screen Size 6'.5" x4' (Approx.)	1 Pc	
5	Washing and pressing of Window Screen Size 5' x4' (Approx.)	1 Pc	
6	Dry washing of single blanket	1 Pc	
7	Washing and pressing of Single blanket cover Size-150CMx220CM	1PC	
8	Washing and pressing of Big Towel.	1 Pc	
9	Washing and pressing of Napkin Towel.	1 Pc	
10	Washing of single mosquito net	1Pc	
11	Washing of Double mosquito net	1Pc	

Date:-

Signature _____
(Authorized signatory)
Name & Stamp of the Company.

L. J. Patra
2/11/16