

PRASAR BHARATI
INDIA'S PUBLIC SERVICE BROADCASTER
DOORDARSHAN KENDRA, KOLKATA.

NO. : KOL-TV-35 (7) /09-16/AVI (P.File)

Date: 05.12.2016
Doordarshan Bhawan,
18/3 Uday Sankar Sarani.
Golf Green, Kolkata – 95.

Sub: Supply of Casual man power service for cleaning/Housekeeping/Data entry work.

Dear Sirs,

Sealed tenders are invited by the Additional Director General , Doordarshan Kendra for providing man power service for cleaning / House keeping/Data entry at Doordarshan Kendra, Kolkata for a period of one year from experienced and reputed registered agencies or firms who are in possession of valid and current Labour license, employment certificate, Registration Certificate etc. issued bby various labour welfare authorities like West Bengal Labour commissioner, Corporation, Employees Provident Fund, Employees State Insurance etc. for such works in accordance with the following terms and conditions.

1. The Nature of work viz cleaning/sweeping of office / office premises, studio Toilets& Data entry in different section etc. Maintenance of garden, assistance in canteen etc.
2. The agency should have the capacity to provide approximately 15 - 20 personnel per day under various categories according to the day requirement of the station.
3. The engagement will be made as and when required depending upon the requirement of work on the basis of agreement made with the agency.
4. The payment of wages will be made to the Agency on monthly basis on submission of bills, after deduction Income Tax as applicable.
5. The agency shall be the employer for all the persons deployed for this engagement at this station under all labour legislation including Industrial Dispute Act. Employees Provident Fund Act, payment of Gratuity Act, ESI etc. Doordarshan Kendra, Kolkata shall not be responsible fully or partly to any dispute that may arise between Agency and the work force.
6. The Character and Antecedents of all the persons provided should be verified through the local police by the Agency.
7. Any loss /damage to the property of the station due to the negligence of persons deployed by the Agency will have to be borne by the Agency.
8. The agency shall be responsible for the proper behavior of the persons deployed and will exercise proper control over them.
9. The personnel engaged by the supplier shall not claim and right of employment within Doordarshan Kendra, Kolkata and for purposes the Agency shall be their principal employer.

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10. The tenderers should quote the rate inclusive of all incidentals
11. An EMD of Rs. 5000/- (Rupees five thousand) only drawn by Demand Draft drawn from a Nationalized Bank in favour of Drawing and Disbursing Officer, Doordarshan Kendra, Kolkata should be attached with the tender.
12. The tenders if any submitted without the EMD will be summarily rejected at the time of opening of the tenders and such tenders will not be reconsidered at any cost .
13. The tenders should be supported with attested copies of registration certificate and other documents required in support to prove their experience and competency.
14. The EMD of the unsuccessful tenders will be returned after finalizing the approval.
15. The EMD of successful tenders will be retained with this office till the expiry of the contract.
16. The accepted tender will be valid for a period for one year from the date of signing agreement and is renewable if mutually agreed.
17. The additional Director General, Doordarshan Kendra, Kolkata reserves the right to accept or reject the tender without assigning any reason.
18. Should submit Xerox copy of PAN card, Service Tax.

The duly completed tenders will be received up to 2 p.m. on 20.12.2016 and will be opened at this office at 3 p.m. on the same day in the presence of the tenderers or their agents as they may choose to attend.

Any tender, which is not in accordance with the terms & conditions mentioned above is liable to be rejected at the option of the Competent Authority to accept the tender.

Tender Forms will be available from Cash Section , Doordarshan Kendra, Kolkata and be obtained on payment of Rs. 500/- From 12.12.16 to 20.12.16 (11 hrs. to 1400 hrs.)

Details of the work and any clarification there on can be had from the Drawing & Disbursing Officer, Doordarshan Kendra, Kolkata on any of the working day between 10 am to 4 pm prior to date of opening of the tenders .

The sealed cover should be super scribed with " TENDER FOR SUPPLY OF LABOUR" and mention senders' full address.


(A. Bhattacharjee)
Administrative Officer(A.E)
for Head of Office