

BY SPEED POST

PRASAR BHARATI
(Broadcasting Corporation of India)
Doordarshan Kendra: Golf Green: Kolkata 700 095
Tel :- 033-2423 5441/TeleFax : 033-2423 5656 / e mail : doordarshan_kolkata@rediffmail.com
www.ddbangla.gov.in

No. : - Kol-TV-10(1)/AMC (wild growth)/2014-15/MW(E)

Dated: - 11/03/2014

To,

(FOR UPLOAD TO WEBSITE www.ddbangla.gov.in)

Sub: - Maintenance Contract for the work of removing wild growth/grasses in DDK Kolkata campus, Staff quarter Campus & disposing of the removed growth/grasses out side the respective campus in the designated area as marked by KMC.

Sir,

Please furnish your sealed quotation for above mentioned work (Scope of work & Area of work is enclosed in Annexure A). The sealed quotation should be sent to this office addressed to "The Deputy Director General (E)" so as to reach on or before 12:30 PM on 16/04/2014 under following terms & condition:

The sealed envelope cover should be super scribed with the following details:-

- The subject/works for which quotation is called for,
- Reference of inquiry letter to be mentioned on the envelop,
- Due date of opening of quotation should also be mentioned clearly.

The firms quoting is also requested to enclose duly sealed self attested copies of all current valid trade license certificate indicating the relevant trade/service & relevant licenses/Registration like ESI, EPF, Labour, Professional tax, Service tax/VAT registration certificate, latest IT return & PAN issued by the respective authority.

The rate should remain valid for a period of one year from the date of acceptance/issue of work order.

The quotation should clearly indicate specifically all taxes as applicable (VAT, Service Tax or any other taxes).

No advance payment will be made. Payment will be made QUARTERLY only after satisfactory completion of works. Quarterly bills in triplicate have to be submitted to this office on satisfactory completion of work every quarter.

An earnest money of Rs. 4,500/- (Rs. Four Thousand Five Hundred) only should be deposited through Demand Draft/Pay Order of any Nationalized Bank along with the Quotation Inquiry payable to "DDO, Doordarshan Kendra, Kolkata", payable at Kolkata. Earnest money deposited in any other form will not be accepted. Quotation without EMD shall be summarily rejected and no communication will be sent.

An agreement, between DDG (E) on behalf of DDK Kolkata & competent representative on behalf of the firm for the job, clearly indicating all terms & conditions related to this work, has to be executed prior to issue of work order.

[Handwritten Signature]
11/03/14

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Taxes like Income Tax or any other taxes as applicable will be deducted from each bill produce by the firm selected as per applicable rule.

The quotation will be opened in this office of undersigned at 3:30 PM on **16/04/2014** in the presence of tenderers or their authorized representatives who may choose to attend.

The quotation enquiry must be sealed properly. The quotations which are not sealed properly will be rejected.

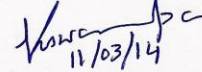
The firms may inspect the area to be covered for the work on any working day i.e. Monday to Friday (Except Holidays) between 12:30 PM to 05:00 PM before submitting the quotation.

The period of Contract will be initially for 6 (Six) months which may be extended as per requirement at the discretion of DDG (E), DDK Kolkata.

DDG (E), DDK KOLKATA reserves the right to REJECT ANY/ALL QUOTATIONS WITHOUT ASSIGNING ANY REASON.

Encl.:- Annexure A

Yours faithfully,



(K.Swarupa)
Asstt. Engineer
For DDG (E)

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Dated:-11/03/2014

No. :- Kol-TV-10(1)/AMC(Wild Growth)/2014-15/(MW)E

ANNEXURE - A

Sub:- :- Bi-annual Maintenance Contract for the work of removing wild growth/grasses in DDK Kolkata campus, Staff quarter Campus & disposing of the removed growth/grasses out side the respective campus in the designated area as marked by KMC.

D.O.P – 16/04/2014
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Sl. No.	Description of Work/Scope of Work	Area of Work	Quantity	Rate per month	Taxes	Gross Total	Remarks, if any
1	Maintenance Contract for the work of removing wild weeds growth/grasses in DDK Kolkata campus, Staff quarter Campus & disposing of the removed growth/grasses out side the respective campus in the designated area as marked by KMC.	i) Area around the transmitter tower & Feeder cable tray (Approx Area :- 2250 Sq. m) ii) Area opposite to Earth Station & adjacent to OB Van garage (Approx Area – 850 Sq. m) iii) Surrounding area of Earth Station (Approx Area – 150 Sq. m) iv) Surrounding area of CCW(E) office & DG room (Approx Area – 90 Sq. m) v) Surrounding area of Arm Guard Dormitory & CCW Stockyard (Approx Area – 1000 Sq. m) vi) Cleaning of Roof top of Earth Station, DG room, Studio block including of removing of wild growth, grasses & trees, if any. vii) Trimming of trees/removing of branches of trees in the campus as & when require. viii) Surrounding area of Hostel block Qtrs. (Approx Area – 100 Sq. m) ix) Area between Type-V & Type 1 qtr. (Approx Area – 100 Sq. m) x) Dispose of the removed weeds/growth/grasses/branches outside of both campuses in designated area as marked by KMC.	One Complete set of Job. To be carried out in a manner to keep the aforesaid campuses neat & clean from wild weeds growth/grasses/branches throughout the contract period.				

FIRMS' Quotation No. :-

Validity of Tender:-

Signature :-

Name & Address of Firm :-
With seal/stamp


11/03/14
Assistant Engineer
For DDG(E)