



**PRASAR BHARATI  
(INDIA'S PUBLIC SERVICE BROADCASTER)  
DIRECTORATE GENERAL: DOORDARSHAN  
DOORDARSHAN BHAVAN, COPERNICUS MARG,  
NEW DELHI 110 001**

No. 8(3)2024-25EI(P)TV

Date: 04/07/2024

**Notice inviting Tender**

**A. GENERAL INSTRUCTIONS TO BIDDERS:**

1. The scope of work/ Supply of stores to be tendered are available in the complete bid documents which can be viewed/ downloaded from GeM portal.
2. Both Technical Bid and Financial Bid will be submitted on the GeM portal.
3. No claim shall be entertained on account of any Technical snag or disruption of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
4. All Corrigendum /Amendment/Corrections, if any, will be published on the GeM portal.
5. All documents/ papers uploaded / submitted by the bidder must be in English and legible.
6. It is highly recommended that the bidders should not to wait till the last date of bid submission to avoid complications like internet connectivity issue, network problems, system crash down, power failure, browser compatibility issue, system compatibility issue, etc. In view of this context, Prasar Bharati will not be responsible for such eventualities.
7. To participate in the bid, it is mandatory for the Applicants to get themselves registered with the GeM.
8. Bidders shall ensure to quote rate of each item. If any cell is left blank and no rate is quoted by the bidders, the rate of such item shall be treated as "0" (Zero).
9. The Bidder may modify or withdraw their bid after submission prior to the Bid Due Date. No Bid shall be modified or withdrawn by the Bidder after the Bid Due Date and Time.
10. The Bid Security/Earnest Money shall be in the form of Account Payee Demand draft, NEFT/RTGS from any scheduled bank(s), Fixed Deposit Receipt (FDR), Bankers Cheque or Bank Guarantee from an Indian scheduled Commercial Bank, in favor of "PB:BCI, DG:DOORDARSHAN, NEW DELHI", ACCOUNT NUMBER:38366801447, IFSC Code: SBIN 0000 691 Address: STATE BANK OF INDIA (MAIN BRANCH), PARLIAMENT STREET, NEW DELHI.

11. In case of EMD Exemption, letter along with NSIC Certificate for MSME in the concerned category of the Tendered items will be submitted.
12. Bid Security/EMD shall be placed in a single sealed envelope superscripted with bid reference no. and date of opening so as to reach Assistant Director Engg. (Purchase)/Assistant Engineer (purchase), Room No. 403, Tower A, Doordarshan Bhawan Copernicus Marg, New Delhi-110001 before scheduled time on prescribed tender opening date. EMD received after Tender opening date shall be summarily rejected along with the corresponding Tender. Hard copy of any other tender document shall not be accepted. Soft copy of the EMD should be uploaded while submitting bids on GeM portal.
13. Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department or Start-ups as recognised by Department of Industrial Policy & Promotion (DIPP) shall be exempted from payment in respect of cost of Earnest Money as per the Government instructions on the subject on submission of documentary evidence of valid Registration in the concerned category of the Tendered items.
14. The successful Bidders will be required to furnish Performance Security Deposit within 30 days of placement of contract at the rate of 4% (Four percent) of value of contract in one of the acceptable forms as per tender documents.(Ref: CIRCULAR- 05/PP/2023 DATED 06/05/2023 Of Prasar Bharati Procurement Policy Wing). Performance Security shall be in the form of Account Payee Demand draft, NEFT/RTGS from any scheduled bank(s), Fixed Deposit Receipt (FDR), Bankers Cheque or Bank Guarantee from an Indian scheduled Commercial Bank in an acceptable form.
15. In case of payment through net-banking the money will be immediately transferred to Prasar Bharati's designated Account through NEFT/RTGS from any scheduled bank(s), the bidder will have to furnish the UTR Remittance Number(s) before submission of bid, payment details shall also be uploaded on e-procurement portal along with Bid. The payment of EMD through NEFT/RTGS mode should be made well ahead of time to ensure that the EMD amount is transferred to Prasar Bharti account before submission of bid.
16. The financial Bid shall be opened only of those Bidder(s) found to be meeting the Technical qualifying requirements. In case of non responsive Bids, Financial Bids shall not be opened. The opening date of financial bid will be decided later on and same will be informed to eligible Bidders in advance.
17. If any clarification is needed from the bidder about the deficiency in his uploaded documents, he/she will be asked to provide it through GeM portal. The bidder shall upload the requisite clarification/documents within time specified by Prasar Bharati, failing which tender will be liable for rejection.
18. Prasar Bharati reserves the right to reject whose performance at ongoing

Supply/Work(s) is below par and usually poor and has been issued letter of restrain/ Temporary/ Permanent debar by any office of Prasar Bharati, Government or Public sector. (Rule 151, GFR 2017) Prasar Bharati reserves the right to verify the credential submitted by the agency at any stage (before or after the award of the work). If at any stage, any information /documents submitted by the applicant is found to be incorrect/false or have some discrepancy which disqualifies the firm then Prasar Bharati shall take the following action:

- i. Forfeit the entire amount of EMD submitted by the firm.
  - ii. The agency shall be liable for debarment from tendering in Prasar Bharati, apart from any other appropriate contractual/legal action.
  - iii. Public procurement policy for Micro, small and medium enterprises registered under MSME shall be followed as per the directives of Government of India prevailing at the date of acceptance.
19. Bidders have to submit a GST Registration Certificate while uploading the tender.
  20. Bidders shall separately indicate the HSN/SAC code, rate and amount of GST for each quoted item as applicable on the date of tendering in their offer, failing which the offer may be rejected.
  21. IGST and Compensation Cess (wherever applicable) will be levied on imports.
  22. Terms & Conditions given in Technical specifications will supersede for conflict with any terms & conditions given in Tender Document.
  23. The bidders are required to submit the dully signed integrity pact, if estimated cost is above 2 Crore otherwise submit it unsigned.
  24. The insertion of Rule 144(xi) in General Financial Rules, 2017 in "Fundamental principles of public buying" regarding the Bidders from countries sharing a land border with India vide OM No F.No 6/18/2019-PPD dated 23rd July, 2020 of Ministry of Finance shall be applicable.
  25. The tenders under this NIT are only for Indian bidders as per Amendments in General Financial Rules, 2017- Global Tender Enquiry issued by Department of Expenditure of Ministry of Finance vide Letter F.N. F.No.12/17/2019-PPD dated 15.05.2020.

#### **B. LIST OF MANDATORY DOCUMENTS**

1. Copy of Bid Security/EMD.
2. Detailed design and drawings of the set with dimensions and fabrication drawing, bill of materials, finishing details, layout of the lighting, sound system along with specification of equipment etc.
3. Unpriced price bid duly filled with all the details except the rates and prices quoted. Prices shall not be given with Technical Bid.
4. Documents to substantiate financial standing in terms of annual turnover. GST registration, incorporation certificate, Copy of PAN Number etc may be submitted with the technical bid.

5. Copy of Certificate of incorporation/Certificate of Registration/Any other document establishing the credential of the Agency. CA Certificate certifying the annual turnover in Design, Fabrication and Erection of sets for event within last three financial years.
6. Certificate or other documents substantiating the claim of experience and qualification in the field of Media, particularly, Design, Fabrication and Erection of Stage Concert/Event sets or related work(s).
7. Relevant Experience of the bidder for similar work in the field of media. Self-attested copies of work orders and completion certificates to be submitted.
8. Detailed Approach and Methodology for carrying out the task.
9. All relevant documents required as evidence of meeting technical evaluation criteria.
10. All claims in respect of technical parameters like media related jobs particularly similar to the one required under the specifications, experience of key personnel, national/Internationals assignments, annual turnover from media & entertainment focused assignments etc. shall strictly be supported with the necessary documents failing which the claim shall not be entertained.

(V.K.KHULLAR)  
Assistant Director (Engg.)  
For DG:Doordarshan  
E-mail:ddpurchase909@yahoo.co.in