

**PRASAR BHARATI**  
**DIRECTORATE GENERAL: DOORDARSHAN**  
**PURCHASE DIRECTORATE (ENGG.)**  
**DOORDARSHAN BHAWAN**  
**NEW DELHI - 110001**

F. No. 19(2)2018-19E1 (P) TV

Date: 14.09.2018

**A) GENERAL INSTRUCTIONS TO BIDDERS**

1. The scope of work for stores to be tendered are available in the complete bid documents which can be viewed/downloaded free of cost from Doordarshan portal <http://www.ddindia.gov.in> or e-tender portal of Doordarshan <http://www.tenderwizard.com/PB> or CPP Portal <http://www.eprocure.gov.in>.
2. Both Technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the website <http://www.tenderwizard.com/PB>.
3. No claim shall be entertained on account of 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 website <http://www.tenderwizard.com/PB>.
5. All documents/papers uploaded/submitted by the bidder must be legible.
6. It is mandatory for all the applicants to have Class-III Digital Signature Certificate (in the name of person who will sign the bid document) from any of the licensed Certifying Agency.
7. To participate in the e-tendering submission, it is mandatory for the applicants to get registered their firm/joint venture with the e-tendering portal of Doordarshan <http://www.tederwizard.com/PB> to have user ID & Password from M/s ITI Ltd., The Annual registration charges for vendor/supplier are Rs. 2,000/- (Rupees Two Thousand Only) per annum.
8. To participate in e-bid, bidders shall be charged e-tendering processing charges @ 0.1% of estimated contract value with minimum Cap Rs. 750/- only and maximum cap-Rs. 7500/- only.
9. Bid document contains certain conditions for Manual submission of tender and are now redundant. Document shall be deemed to have been modified to that extent.
10. Page no. shall be given on each and every paper/documents serially uploaded in the technical bid.
11. 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).
12. Tender fee can be deposited through Account payee Demand Draft/Pay Order or Banker's Cheque from any Indian scheduled Commercial Bank drawn in favor of PBBCI, Director General Doordarshan, New Delhi -110001.
13. The Earnest Money shall be in the form of FDR/Bank draft/Bank Guarantee from an Indian scheduled Commercial Bank in case of Indian supplier or Bank guarantee/Demand Draft in equivalent freely convertible foreign currency in case of Foreign supplier, in favour of PBBCI, Director General Doordarshan, New Delhi -110001.
14. **"Tender Fee/Fee receipt and EMD deposit"** shall be placed in a single sealed envelope superscripted with tender reference no. and date of opening so as to reach Assistant Engineer in Room no. 403, Doordarshan Directorates, Doordarshan Bhawan, Copernicus Marg, New Delhi-110001 before scheduled time on prescribed tender opening date. EMD received late shall be summarily rejected. Hard copy of any other tender document shall not be accepted.
15. The successful tenderers will be required to furnish Security Deposit within 30 days of placement of contract at the rate of 5% (five percent) for indigenous supplier and 10% (ten percent) in case of foreign supplier of value of contract in one of the acceptable forms as per tender documents.
16. Tenderers may ask any clarification, if required, before the date stipulated in the details of tender items for the purpose. After that no request will be entertained.
17. 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 Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for the items required in NIT 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.