


File No: GA-24/11/2016-GENERAL   
Government of India  
Ministry of Women and Child Development  
General Section

Shastri Bhawan, New Delhi-110 001  
Dated: 5 December 2016

Subject: Annual Contract for maintenance and repair of various electrical items, fittings & appliances etc. belonging to the Ministry of Women and Child Development – regarding.

Sir,

The Ministry of Women and Child Development intends to award annual contract for maintenance and repair of various electrical items, fittings and appliances etc. for a period of one year from the date of award of contract to the firm having adequate experience in maintenance of electric items in Ministries/Departments/Organizations with qualified electricians/mechanics on their roll.

2. The tenders should be submitted in two sealed covers.

(A) The first sealed cover super-scribed as "Technical Bid" should contain the following items:

- (i) The pro-forma at Annexure-II duly filled in, along with copies of the relevant documents/information.
- (ii) Acceptance of terms and conditions at Annexure-I.
- (iii) Earnest Money Deposit (EMD).

(B) The Second Sealed envelope super-scribed "Financial Bid" as at Annexure-III should contain only rates for AMC for repair and maintenance of various electrical items.

(C) Both the sealed covers should be placed in the main sealed envelope super-scribed "Quotation for Annual Maintenance Contract for maintenance/repair of various electrical items". Tender should be addressed to the Under Secretary (General), Ministry of Women and Child Development, Shastri Bhawan, A-Wing, New Delhi-110 001 and dropped in the **Tender Box mounted at the gate of Room No.629, A-Wing, Shastri Bhawan, New Delhi** so as to reach latest by 3.00PM on or before 28/12/2016.

3. The Technical Bids will be opened by the Tender/Purchase Committee on the same day at 3:00 P.M. i.e. 28/12/2016 in Room No.629, A-Wing, Shastri Bhawan, New Delhi in presence of the participating bidders who may wish to be present. Quotation received after stipulated time and date will be rejected forthwith.

