

F.No.4-4/2014-Genl
Government of India
Ministry of Women and Child Development
General Section

Shastri Bhawan, New Delhi-110 001
Dated 21st October 2014

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 11.00 AM on or before 04/11/2014.

3. The Technical Bids will be opened by the Tender/Purchase Committee on the same day at 11.30 A.M. i.e. 04/11/2014 in Room No.746, 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.

4. The competent authority in the Ministry reserves the right to amend any of the terms and conditions contained in the Tender Documents or rejects any or all application (offers) without giving any notice or assigning any reason thereof. The decision of the Competent Authority in this regard will be final and binding.

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5. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed in the Annexure-I before submitting their quotations, as no change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted by the Ministry.

6. The Tender document can be downloaded from the website of the Ministry i.e. www.wcd.nic.in or www.eprocure.gov.in.

Yours faithfully,

Shailendra Kureel

(Shailendra Kureel)

Under Secretary to the Government of India
Tel.23382676

Copy to:

- (1) Sr. Technical Director, NIC with the request to upload the tender on the website of the Ministry.
- (2) All Ministries/Departments of the Government of India, New Delhi with the request that a copy of the tender notice may kindly be provided to the vendors who have been awarded the contract by them for AMC for repair and maintenance of various electrical items in their offices.

Shailendra Kureel

(Shailendra Kureel)

Under Secretary to the Government of India

Terms and conditions of the contract

1. The period of annual contract shall be for one year from the date of award of the contract. The same can be extended as per the requirement depending upon the satisfactory service provided by the firm.
2. The contractor himself makes arrangements for fitting of material in electric items and he will quote rates for material/item in addition of service charges/labour charges as per Annexure-III.
3. For regular and proper maintenance of the electric items, it shall be obligatory on the part of the contractor to depute sufficient number of qualified electricians to this Ministry on all working days throughout the period from 9.00 AM to 6.00 PM. Two mechanics shall remain in Shastri Bhawan in close contact with the General Section to attend the complaints received from the users during the period of contract. If any eventuality arises, the Ministry shall be within its competence to requisition the services of the electricians on Saturday/Sunday/Holidays and beyond office hours and also for work at the residential office of Hon'ble Minister (WCD) without payment of any additional remuneration. The contractor shall also keep sufficient stock of spare parts which may be required for repairing/maintenance in the event of the electric items becoming non-functional or defective during the currency of the contract.
4. Conditional bids will summarily be rejected by the Competent Authority.
5. The Ministry reserves the right to terminate the AMC in whole or part at any time during the contract period without giving any notice or without assigning any reason, if the services of the contractor are not found satisfactory. In all matters of dispute relating to the AMC, the decision of the Ministry shall be final and binding on the contractor.
6. The Ministry reserves the right to reject or to accept any quotation, whole or in part without assigning any reason thereof. Unrealistic prices quoted by bidders would debar them from being considered for this award of the contract and future contracts by this Ministry.
7. An earnest money of Rs.20,000/- (Rupees Twenty Thousand only) should be paid along with tender in the form of Demand Draft/Pay Order/Banker's Cheque drawn in favour of Pay & Accounts Officer, Ministry of Women and Child Development. Tender not accompanied with the requisite earnest money will be rejected outrightly without assigning any reasons/entertaining any correspondence. The earnest money of unsuccessful tenderers will be refunded without accrual of any interest on finalization of tender. The EMD of the successful bidder will be returned after submission of requisite performance security.
8. It shall be obligatory on the part of the contractor to carry out repair/maintenance of electric items under their direct supervision and control and under no circumstances the work shall be assigned to sub-contractor.
9. The work shall be carried out in the premises of the Ministry. Only such work of which execution is not possible in the premises of this Ministry may be allowed to

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- 4 -

be done in the workshop of the firm. In no case, any electric items or parts thereof shall be taken out of the premises without formal written permission of the Ministry.

10. The contractor shall be responsible for smooth and satisfactory working of the all electric items.
11. The successful contractor shall be required to do the work during the entire period of the contract at the rates as approved on the basis of the quotation. If any reason, the firm is not able to do the work, the same shall be got done from some other firm or from the open market at the cost of the contractor and the expenditure incurred thereon shall be recovered from the bills/performance security of the firm. This may even entail the termination of the contract and forfeiture of the performance security.
12. The contractor shall be responsible for payment of wages/settlement of dues of workers engaged by the firm as per prevailing labour/wage laws in force in NCT of Delhi and the Ministry of WCD shall not be a party to any dispute between the contractor and workers.
13. The damage caused, if any, either to any electric item/fitting or to any other property of the Ministry through negligence or otherwise, shall be at the risk, cost and responsibility of the contractor. The financial or any other loss suffered by the Ministry on this account shall be made by the contractor otherwise the same will be recovered from the Performance Security/bills. Decision of the Ministry in this context shall be binding on the contractor.
14. This contract shall cover all the electric items installed in this Ministry at Shastri, Jeevan Deep Building, Jeevan Vihar Building, Hotel Janpath and at the residence of Hon'ble Minister (WCD) or any other location as decided by the Competent Authority.
15. The contract shall be subject to the Indian laws and jurisdiction of the courts located in Delhi.
16. The contractor has to use all product/material of approved BIS specification.
17. There should not be any loose wiring boards, naked live wires etc.
18. Proper earthing is must wherever it is required.
19. It will be the responsibility of the contractor to have a periodical check of voltage and amperes to the electric points attached to the valuable instruments viz. fax, printers, computers, scanners, refrigerators and ACs etc.
20. The contractor will not attend any job directly unless directed or ordered by the General Section.
21. The calls entered in the complaints register before 11 AM are to be attended before lunch and between 11 AM to 3 PM have to be attended on the same day. The urgent and unavoidable calls are to be attended immediately. However, the responsible time would be allowed for the specific jobs on the merits of the jobs.

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The Ministry reserves the rights to decide any job as urgent or unavoidable depending upon the nature and venue of the job.

22. No extra payment/compensation whatsoever on account of natural calamity/accident or otherwise will be made to the firm except the all inclusive rates and the rates permitted under this contract.
23. Successful bidder will have to further deposit an amount equivalent to 10% of the approximate total value of the contract in the form of demand draft or fixed deposit receipt or bank guarantee as performance security which will remain with the Ministry till two months or 60 days after the expiry of the contract. The EMD of successful bidder will be refunded once the performance security deposits are made.
24. In case of any deficiency in service, a penalty of 5% of the total amount of the bill for the relevant period will be imposed.
25. No advance payment will be made. Payment will be made on monthly basis of the contract period as per the work done. A certificate along with stamp from the occupants of the room/concerned officer towards satisfactory completion of the work will be obtained by the firm and submitted along with bills. The bill should be submitted by 7th of the following month.
26. No increase in amount shall be considered at all during the full period of AMC. Any other charges like transportation fare etc. for providing the services will not be paid.
27. The firms are also required to prove their competence for undertaking the jobs of providing required services and shall, therefore, furnish their standing and goodwill through copies of certificates/documentary proof from at least three Ministries/Departments. The firm shall also indicate their registration number, Income Tax Number and PAN Number in Annexure-II.
28. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in the Ministry.
29. The contract shall be subject to the Indian laws and jurisdiction of the courts located in Delhi.

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TECHNICAL BID

S/N	Particulars	To be filled by the Tenderer
1.	(a) Name of the Firm/Agency	
	(b) Address	
	(c) Name of the Proprietor	
	(d) Telephone No.	
	(e) Mobile No.	
	(f) E-mail address	
	(g) Name of business partner, if any	
2.	Whether registered with all concerned Govt. authorities (Registrar of Companies, Commissioner Employees etc.) Copies of all certificates of registration should be attached.	
3.	PAN Number (copy to be enclosed)	
4.	TIN Number (copy to be enclosed)	
5.	Service Tax Registration No. (copy to be enclosed)	
6.	Length of experience in the field.	
7.	List of Government Ministries/Departments/clients showing experience in the field (copies of contracts/orders placed on the agency during the last three years should be attached).	
8.	Whether copies of Income Tax return for the last two years attached.	
9.	Details of EMD (i) Amount (ii) Draft No. (iii) Date (iv) Issuing bank	
10.	Whether a copy of terms and conditions (Annexure-I) duly signed as token of acceptance of the same is attached.	
11.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its	

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owner/partners anywhere in India (If no, an undertaking to this effect is to be attached in this regard).	
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(Signature of the authorized person)

Name: _____

Designation: _____

Seal: _____

Date:
Place:

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Enclosure to Tender Notice No. F.No.4-4/2014-Genl dated _____

Financial Bids

S/N	Electrical item (s)	Rates	Labour Charges
1(i)	Replacement of Bulbs		
a.	100 W		
b.	60 W		
c.	40 W		
d.	0 W (Red + Green)		
e.	25 W (cone type)		
(ii)	Replacement of CFL		
a.	5W		
b.	8W		
c.	10 W		
d.	18W		
e.	20W		
2	Replacement of tube light		
3	Tube-light (2 feet)		
i.	Chock		
ii.	Starter		
iii.	Repair of tube light		
4	Single tube light set with fitting		
5	Double tube light set with fitting		
6	Side holder for tube light		
i.	China clay Holder		
ii.	Brass holder		

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iii.	Repair of fancy light		
7	Supply of readymade Extn. Board:		
(i)	2 switch and 2 socket (5 AMP)		
(ii)	2 switch and 2 socket (15 AMP)		
(iii)	3 switch and 3 socket (5 AMP)		
(iv)	3 switch and 3 socket (15 AMP)		
(v)	Repair of Extn. Board		
8	Electrical bell		
(i)	New Call Bell		
(ii)	Repair of bell		
(iii)	Call Bell switch		
(iv)	Remote bell		
9	Conducting of loose wire in PVC baton per meter		
(i)	1/2 inch		
(ii)	1 inch		
(iii)	1 1/2 inch		
(iv)	Fitting of PVC baton		

10	Repair of table lamp		
11	Change of MCB		
(i)	5AMP		
(ii)	12 AMP Havells		
(iii)	25 AMP		
(iv)	32 AMP		
(v)	Repair of MCB Box		
12	Minor repair of		

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i)	Wall fans		
ii)	Pedestal fans		
iii)	Ceiling fan		
13	Major repairs/overhauling of fan Motors		
14	Winding of motor of:		
(a)	Fan		
(b)	Cooler Exhaust fan		
(c)	Cooler pump		
15	Servicing/maintenance charge per		
i)	Pedestal fan		
ii)	Table fan		
iii)	Exhaust fan		
iv)	Wall fan		
16	Electric Motor: Replacement of		
i)	bearing		
ii)	bush		
17	Replacement of three pin plug (Power)		
18	Replacement of three pin plug (Light) 5 AMP		
19.	Iron Plug or AC Plug		
20	Replacement of three point Socket (Power) 15 AMP		
21	Replacement of three point Socket (light)5 AMP		
22	Replacement of Switch:		
i)	5 AMP		
ii)	15 AMP		
23	Replacement of Multi Plug		
i)	05 AMP		

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ii)	15 AMP		
24	Replacement of three core flexible rubber wire (70 X 776) Per Mtr. [ISI mark]		
25	Replacement of three core flexible rubber wire (40 X 76) Per Mtr. [ISI mark]		
26	Replacement of three core flexible rubber wire (23 X 76) Per Mtr. [ISI mark]		
27	Replacement of two core Electric rubber wire (23X76) Per Mtr.		

28	Sun-mica sheet for extension board		
i)	Repair of emergency light		
ii)	Relay Switch for emergency light		
29	Replacement of tube light of emergency light		
30	Table lamp with halogen tube		
31	Halogen light		
32	Decorative tube light set		
33	Switch Anchor Roma		
34	Socket Anchor Roma		
35	Regulator		
i.	Electronic		
ii.	Anchor Roma		
36	MCB Box (complete set) 32 AMP		
i.	Havells		
ii.	Indo Kupp		
37	Repair of voltage stabilizer		
i.	Rewinding		

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ii.	Circuit plate		
iii.	Condenser		
iv.	Relay		
v.	Transistor		
38	Servicing + maintenance of Sun flow /Heater per unit		
39	Change of parts of Sun flow/heater		
i.	Element for sun flow		
ii.	Element for heater		
iii.	Reflector for heater		
iv.	Thermostat for Sun Flow		
v.	Rewinding of Motor for Sun Flow		
40	New meeting indicator light set		
41	Repair of indicator light		
42	Electric fuse set Fuse indicator light		
43	Repair of hot case		
i.	Element for hot case		
ii.	Thermostat for hot case		

44	Providing of Water Heater [Electric Kettle]		
45	P/F of Exhaust Fan		
46	Tube 28 W/36 W		
47	Repairing of Desert Coolers		
(i)	Pads		
(ii)	Condenser		
(iii)	Rewinding of Motor		
(iv)	New Pump		

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(v)	New Motor		
48	Painting of Desert Coolers		
49.	Providing of Emergency light		

Signature with Seal

Name of the Tenderer

Dated:

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