

No.13012/1/2012-Admn.II(LD)

Government of India
Ministry of Law & Justice
Legislative Department

Shastri Bhawan, New Delhi
Dated the 22nd February , 2017.

TENDER NOTICE

Subject: Annual Maintenance contract for Maintenance/repair of Electrical appliances & Air-conditioners belonging to Legislative Department-regarding

Sealed Quotation are invited from reputed/registered firm for awarding of Annual Maintenance contract for Maintenance/repair of Electrical appliances & Air-conditioners belonging to Legislative Department, on the terms & conditions enumerated in the following paragraph.

DETAILS OF TENDER	
(a) Office of issue	Legislative Department
(b)Date of issue of Bid documents	22-02-2017
(c)Last date and time for receipt of tenders	10-03-2017 , 12:00A M
(d)Time and date of opening of tender	11:00 A.M. on 14-03-2017
(e)Place of opening of tender	404-D ShatriBhawan, New Delhi
(f)Address of communication	Under Secretary (Admn),Room No.438-A Shastri Bhawan New Delhi-110001

*Terms & Conditioners

- 1) The items/parts to be used/replaced for repairing should be ISI marked.
- 2) The successful firm will be required to start working immediately on award of contract. The ministry shall however, has the right to terminate the contract any time without assigning any reason thereof.
- 3) The firm awarded the work will be required to depute adequate number of well experienced service engineers/mechanics/helpers, who will also remain available in the premises of this Department.
- 4) No appliances shall be taken out to the workshop by the engineer without prior approval of competent Authority.
- 5) The firm will have to attend all the complaints even on the receipt of information from the users in the ministry directly. The services should also be provide on regular basis during office hours and in case of emergency beyond office hours, holidays etc
- 6) No increase in rates shall be considered at all during the entire period of AMC once the contract has been finalized. No other charges like Transportation, fare etc for providing services will be payable by Ministry.
- 7) Failure to repair/service the equipment in question within 24 hours without justifiable reasons or failure to return the repaired machine within two days at the minimum may be entitled proportionate deduction in the bill in respect of the total period.

*Eligibility Conditioners:-

- 1) The bidding firm should be registered in Delhi/New Delhi and should have a well established office in the limits of NCT of Delhi.
- 2) The firm should have an experience of at least 5years of working in Government offices and should enclose copy of experience.

- 3) The firm should have an annual turnover of not less than 30 lakhs per annum in the last three years certified by Chartered accountant.
- 4) The company should not been blacklisted by any authority. A certificate to this effect should be submitted along with Technical Bid.
- 5) Bid should be valid for 60 days.
- 6) Tenderers should furnish Earnest Money Deposited (EMD) amounting RS.10,000/-(Rupees Ten thousand only) in the form of demand draft in favour of DDO, Legislative Department, New Delhi, payable at Delhi. EMD will be forfeited if the successful bidder withdraws his offer in due course.
- 7) The tender should be accompanied with a signed copy of the terms & conditioners stipulated for award of the contract, conveying his acceptance on same.
- 8) It must be noted that in order to be eligible to participate in the bid a renderer must quote all the rates for all the items in the Price Bid, failing which bids will be rejected. Part quotation will not be permitted.
- 9) Tenderer may also furnish registration copy of Tin no, Service tax No and Pan no.
- 10)Tenderer should attach a record of IT return ,Service Tax & VAT paid during financial year 2012-2013 & 2013-2014.

2. Submission of Bid: The bid should be in two parts:- Technical & financial bid. Technical bid& financial bid should be placed in separate sealed cover superscripted "Technical Bid" and "Financial" bid respectively and thereafter both the covers should be placed in bidder third sealed cover superscripted as "Quotation for Annual Maintenance contract for Maintenance/repair of Electrical appliances & Air-conditioners addressed to the Section officer (Admn II),Legislative department (Room no-404-D ,Shastri Bhawan, New Delhi-110001.

3. The Technical bids should be submitted along with information/documents as per Annexure-I otherwise quotation shall be rejected.

4. Financial Bid: The financial bid, in separate enveloped should be strictly as per the format given in Annexure-II. The rates quoted should be in figures, quotation with cutting/overwriting will straight away rejected.

5. Earnest Money Deposit will be return to unsuccessful bidders without interest after the tender is finalized. EMD without interest to the successful bidder will be returned on receipt of performance Guarantee/Security/Fixed Deposit receipt.

6. Performance Security :- The successful bidder have to Deposit performance security of Rs.25000/-(Twenty Five thousand only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt from Commercial bank, Bankers Guarantee from a Commercial bank. Performance Security Deposited shall be valid of sixty days beyond the date of completion of all contractual obligations. The Security Deposit shall be forfeited if during the contract the services of the contractor are found unsatisfactory.

7. The Ministry reserve it right to reject the entire tender without assigning any reason thereof.

8. The contract will be for a period of one year which can be extended further for two years, one year at a time subject to satisfactory performance of the contractor.

(Chander Kanta)
Section Officer to the Govt. of India

PERFORMA FOR TECHNICAL BID

SL.NO	Criteria	
1	Name of the agency	
2	Business address of agency	
3	Telephone No	
4	Mobile No	
5	Annual turnover of Rs30lakh of the firm with proof. (2014-2015 & 2015-2016 & 2016-2017) attach CA certificate	
6	Pan No(copy to attached)	
7	Service tax registration No(copy to attached)	
8	Tin No registration No(copy to attached)	
9	Certificate from ministries/department/PSUs of the details of the past same type of contract experience of 5years.	
10	The earnest money of Rs10000/-from centralized bank through a Demand Draft/Pay order	Bank: DD No: Date:
11	Certificate of satisfactory performance from the organization to whom the services was provided.	
12	Income Tax Return for year 2014-2015 & 2015-2016&2016-2017	

(Sign.& seal of the firm)

ANNEXURE-II

RATE PERFORMA

S.no	Items	Quoted Rates (in Rupees)		
		Window Type	Split Type	Voltage stabilizer
1	Maintenance Charges (rate per AC/Stabilizer/water cooler including chemical wash ,oiling, electrical equipment etc and general services			
1	Reconditioning/ Replacement of Compressor			
(i)	1.5 ton			
(ii)	2 Ton			
2	Fan motor			
(i)	Rewinding			
(ii)	Replacement			
3	Remote of Split/Window Ac including PCB			
(i)	Repair			
(ii)	Replacement			
4	Copper pipe(per mtr)			
5	Wire (per mtr)			
6	Drain pipe			
7	Compressor oil			
8	Flushing Vacuum&pressure of AC			
9	Gas charging			
10	Installation charges			
11	Wiring kit			
12	Stabilizer 4kva Blueland/bluebird make			
13	Stabilizer 5Kva Blueland/bluebird make			
14	Outdoor Stand			

(Sign.& seal of the firm)

S.No	Description of the items of job work	Rates (Per unit/per piece) (In Rupees)
	<u>EMERGENCY LIGHTS</u>	
1.	Servicing/repairing of Emergency lights	
2.	Replacement of tube lights in emergency lights(per tube)	
3.	Replacement of old battery with new battery (dry) of different capacity	
4.	a)New Emergency light b)Change of tube c) Change of battery	
5.	TABLE LAMPS	
6.	Minor repairing of table lamp	
7.	New holder for table lamp	
8.	New bracket holder for table lamp	
9.	Special tube for table lamp (12") (Surya/Philips)	
10.	Providing and fixing of choke for table lamp	
11.	Change of CFL 9 W (Surya/Philips)	
12.	Providing and fixing of choke for CFL table lamp	
13.	New Table lamp (I.S.I)	
	CALL BELL/REMOTE BELLS	
14.	Call bell (Electric)	
15.	Minor repair of call bell	
16.	New Call bell/buzzer (without wire) ordinary	
17.	New ding-dong bell (without wire)	
18.	New round push button	
19.	New bell push button fix	
20.	New bell push button hanging	
	WIRES/Cables	
21.	3 Core (23/76) Cooper wire	
22.	3 Core (40/76) Cooper wire	
23.	3 Core wire 23/76	
24.	3 Core wire 70/76	
25.	2 Core wire 23/76	
26.	PVC wire 3/20(per sq. meter)	
27.	PVC 3/22 per meter	
	SOCKET	
28.	MCB Socket	
29.	Socket 5 ampere(Piano type)	
30.	Socket 15 ampere	
31.	Wall Socket 5 ampere	
32.	Wall Socket 15 ampere	
	SWITCHES	
33.	Main Switch 30 ampere	
34.	Switch 5 ampere(Piano type)	
35.	Switch 5 ampere(Piano type)	
36.	Wall Switch 5 ampere	
37.	Wall Switch 15 ampere	
	<u>PLUGS</u>	
38.	Special Plug for MCB	
39.	3 Pin Plug 5 ampere	
40.	3 Pin Plug 15 ampere	
41.	New Multiplug 3 pins (power)	
42.	New Multiplug 3 pins (light)	

	<u>TUBE LIGHTS</u>	
43.	Total Charges for supply/fixing of new complete single tube light fitting	
44.	Total Charges for supply/fixing of new complete double tube light fitting	
45.	Replacement of tube light frame	
46.	Replacement of fluorescent tube	
47.	Starter	
48.	Choke	
49.	Parallel adopter	
50.	New holder set	
51.	Side holder	
52.	Brass holder	
53.	China clay holder	
54.	Repairing of tube light	
55.	Electric tube light fixing box type twin fitting fancy tube lights	
56.	Bulb 15 W each	
57.	Bulb 100W each	
58.	Colour Bulb each(for engagement light)	
59.	Philips bulb	
60.	CFL Bulb a)8 W b)14W	
61.	Tube light special (4 pin)	
62.	Tube light special (28W)	
	<u>VIII. BOARDS</u>	
63.	Wooden board (7×4")	
64.	Wooden board (8×6")	
65.	Wooden board (8×10")	
66.	Wooden board (8×12")	
67.	Sheet Bakelite (per inch)	
68.	Indicator on board each	
69.	Fuse of board each	
70.	Board repairing	
71.	Supply /fixing of special electric extension board with :- (1) 3 Multipin sockets & 3 switches(15 ampere) ,with fuse and indicator. (2) 4 Multipin sockets & 3 switches(15 ampere) ,with fuse and indicator. (3) 1 multipin socket & 1 Switch 15Amp (4) 1 multipin socket & 1 Switch 5Amp	
	<u>IX. ENGAGEMENT LIGHTS</u>	
72.	Supply & fixing of one Engagement lights (Red & Green light bulb)	
73.	Repairing of engagement lights	
74.	Repairing of hotecase including minor/ major repair	
75.	Repairing of wall fan/pedestal fan/exhaust fan including minor / major repair	
	<u>MISCELLANEQUUS ITEMS</u>	
76.	Batten per sq. feet	
77.	Fixing of batton per sq.feet	
78.	Supply of fixopen per sq.feet	
79.	Fixing of fixopen per sq.feet	
80.	Pvc pipe per sq feet	
81.	Repairing of heat blower	
82.	Repairing of oil heater with changing of oil	
83.	MCB Box each	

84.	REMOTE BELL CONA make double/single remote	
85.	New Oil heater 9 fin Bajaj make with fan	
86.	Heat blower Usha/Bajaj make	
87.	Debe Switch 32 Amp	
88.	New Hotecase ISI	
89.	New Wall fan Usha	
90.	New Pedestal Fan Usha	
91.	New Exhaust Fan Havel	