

F. No. 21/15/1000/2015-GA (30323)
Government of India
Ministry of Commerce & Industry,
Department of Commerce,
Udyog Bhawan, New Delhi-110011

Dated the 04th January, 2019

Subject:-Annual Maintenance Contract for repair/maintenance of Electrical items (comprehensive) in the Department of Commerce, Udyog Bhawan, New Delhi.


The Ministry of Commerce & Industry, Department of Commerce, Udyog Bhawan, New Delhi invites sealed bids for the award of Annual Maintenance Contract for general electrical items for a period of one year from the date of awarding the contract. The details of electrical items are given in **Annexure-I.**

The following are the terms and conditions for the firms for submission of bids:

- 1) The firm should be a reputed firm having its registered office in Delhi.
- 2) The firm should be registered with the Central/Delhi Goods & Service Tax Act-2017
- 3) The firm should have a minimum of five years experience in the maintenance business with the Central Government Ministries / Departments, PSUs, Statutory / Autonomous Bodies etc.
- 4) The firm should have a valid PAN number.
- 5) The rates should be for comprehensive maintenance of Electrical items.
- 6) The repair/servicing work etc. would be carried out in the Office premises in the Udyog Bhawan. Only such repair which cannot be undertaken in the office premises will be allowed to be done outside with the written permission of competent authority and for this purpose no extra payment would be made. No transportation charges will be paid by the Department.
- 7) The firm should have minimum annual turnover of Rs. 10 Lakh during each of the last three years.
- 8) The owner /proprietor /manager of the firm should be available on his own direct telephone (office as well as residence) and also on mobile phone as and when contacted.
- 9) The firm will have to depute three well qualified Engineers who should have knowledge of the repair work of different make electrical items on all working days from 9.00 A.M. to 5.30 P.M.
- 10) The contractor shall arrange to get the character and antecedents of mechanics verified before deployment and their full particulars shall be furnished to this Department.
- 11) The firm should have a valid license for undertaking such work.
- 12) The firm should not have been blacklisted by any Government's Ministries/Department/ PSUs/Organizations.
- 13) If in any case, 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 extra expenditure incurred thereto shall be recovered from him. This may entail the termination of the contract; forfeiture of the performance security and debar for any future contracts from the Government Departments for a period of at least five years.


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- 14) In case the contractor fails to provide services or backs out of the contract any time during the period of contract, in such case the contractor shall have to bear the full cost that the Department will incur on making alternative arrangement. The Performance Guarantee of the contractor in such a case shall stand forfeit and the contractor shall be barred from taking part in any future tender of this Department.
- 15) The complaints shall be required to be attended to within one hour of their lodging failing which a penalty of Rs.500/- per day per complaint would be levied.
- 16) The contract will be awarded for a period of one year which may be extended or curtailed by the Competent Authority of this Department subject to performance of the firm.
- 17) In case the selected firm is not able to provide satisfactory service to this Department in time during the currency of the contract, the Department may terminate the contract and also forfeit the Performance Security.
- 18) The bidding firms are required to submit Technical Bids and Financial Bids. The Financial Bids of only those firms shall be opened who qualify technically.
- 19) The firms should quote unconditional rates strictly as per list of items in – **Annexure-III**. There should be no cutting/overwriting in the bids.
- 20) The bidding firms are required to deposit Bid Security (Earnest Money) of **Rs. 40,000/- (Rupees Forty thousand only)** in the form of Bank Draft in favour of Under Secretary, Department of Commerce, Udyog Bhawan, New Delhi along with the Technical Bids. The Earnest Money will be refunded to the unsuccessful bidders after finalization of the bids.
- 21) The successful bidder will have to deposit Performance Security Money for an amount of **Rs.50,000/- (Rupees Fifty Thousand Only)** of the value of annual contract in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a commercial Bank or Bank Guarantee from a commercial Bank in an acceptable form safeguarding this Department's interest in all respects. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the firm including warranty obligations. Bid Security of the successful bidder will be refunded on receipt of Performance Security.
- 22) The Department reserves the right to accept or reject any or all the bids without assigning any reason thereof.
- 23) **Interested and eligible firms may submit Technical and Financial Bids (in prescribed Formats as given in Annexure-II & Annexure-III respectively) in separate sealed covers. Both these covers should be further sealed in a separate cover which should be superscribed "Bid for Comprehensive Maintenance Contract for maintenance/repair of Electrical Items" addressed to "The Section Officer, GA Section, Room No. 27-C, Udyog Bhawan, New Delhi". The closing date of bid is 11:00 AM on 21.01.2019. The quotations will be opened on the same day at 12.30 PM in Room No. 20-C in the presence of the bidders or their representatives, who may wish to be present.**
- 24) The quotations without EMD will not be considered.


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- 25) The bidder should have experience in doing similar types of work in other Govt. Ministries/Departments. A statement indicating previous contracts obtained along with approved rates of items of work and certificates of having rendered satisfactory services may also be enclosed. The Department reserves the right to reject any or all the quotations without assigning any reason. Only firms capable of undertaking all the listed jobs need apply. Incomplete/ambiguous quotations will not be considered.
- 26) Preference shall be given to the Micro and Small Enterprises registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Commission or Director of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises. The Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and small Enterprises.
- 27) The tender is subject to the provision of Rule 173 of General Financial Rules, 2017 which enable a bidder to question the bidding conditions, bidding process and/ or rejection of its bid. Accordingly, enquiries in this regard by a bidder will be responded to if the request is received in writing timely in General Administration Section of this Department.
- 28) Documents to be enclosed with the Technical Bid are as under:-
- (a) Duly signed & stamped all pages of Tender documents are marks of the acceptance.
 - (b) Copies of GST Registration Certificate
 - (c) Copy of PAN Card
 - (d) Undertaking on Letter Head of Company/firm as per Annexure 'IV'.
 - (e) Document authenticating eligibility towards EMD exemption, if awarded.
 - (f) Any other documents relates to Tender


04/01/2019

(Mukesh Kumar)
Section Officer (GA)
Tel No. 23062521

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Deptt. of Commerce, Govt. of India
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AMC for repair/maintenance of office electrical equipments in the Department of Commerce.

Sl. No.	Name of Equipment/Item
	Table Pedestal/Wall Fan
1.	New Blade
2.	Motor rewinding
3.	Bush
4.	Shaft
5.	Condenser
6.	Switch
7.	Fan Jali
8.	Servicing Charges
9.	Installation of Wall Fan
10.	Spray Painting
	Hot Case
11.	Element
12.	Thermostat
13.	Shield
14.	Indicator Light
15.	Spray Painting
16.	Servicing Charges
	Electric Kettle
17.	Element
18.	Thermostat
19.	Cord
	Blower
20.	Element
21.	Thermostat
22.	Bush
23.	Shaft
24.	Switch
25.	Blower
26.	Fan Blade
27.	Servicing Charges

(Signature of the Owner/Proprietor with seal)


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Sl. No.	Name of Equipment/Item
	Exhaust Fan
28.	Fixing charges
29.	Motor rewinding
30.	Bearing
31.	Shaft
32.	Condenser
33.	Servicing charges
	Oil Heater
34.	Element
35.	Thermostat
36.	Oil
37.	Motor rewinding
38.	Switch
39.	Wheels
40.	Servicing charges
	Rod Heater
41.	Reflector
42.	Base Set
43.	Rod Stand
44.	Heater Rod
45.	Servicing charges
	Table Lamp
46.	Fixing of Tube
47.	Switch replace
	Bells
48.	Buzzer
49.	Call Bell
50.	Musical Bell
51.	Ding Dong Bell
52.	Wireless Remote Control Bell
53.	Fixing Charges of Bell
	Extension Board
54.	Switch/Socket replacement
55.	Repairing of Board

(Signature of the Owner/Proprietor with seal)


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Sl. No.	Name of Equipment/Item
	Indicator Light
56.	Providing New Light
57.	Change of Bulb
58.	Fixing of Indicator Light
	Wire
59.	Flexible Wire
60.	3-Core Wire 40/76
61.	3-Core Wire 70/76
	Water Dispenser
62.	Compressor Replacement
63.	Thermostat
64.	Gas Charging
65.	Servicing Charges
	Paper Shredding Machine
66.	Repairing of circuit
67.	Replacement of cutting/blade
68.	Replacement of Wire
69.	Replacement of Plug (5/15 amp)
	Refrigerator
70.	Compressor Repair
71.	Compressor Bush
72.	Compressor Oil
73.	Gas Charging
74.	Relay
75.	Thermostat
76.	Chemical Flushing
77.	Servicing Charges

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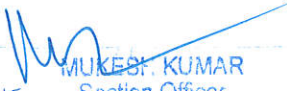
Sl. No.	Name of Equipment/Item
	General Repairing
78.	Change of Tube Light
79.	Change of Electronic Choke for 28 watts
80.	Change of Electronic Choke for 40 watts
81.	Change of Starter
82.	Change of Tube Light Holder
83.	Installation /change of 12/18/36 Watt of LED Light
84.	Switch/Socket/Plug Replacement
85.	Fixing of Plastic Channel (Normal)
86.	Fixing of Plastic Channel (Industrial)

(The aforesaid prices should be inclusive of all taxes/charges etc.)

(Signature of the Owner/Proprietor with seal)

Date:

Place:


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Format of Technical Bid

- Name of the Firm:
- Name of the owner / proprietor:
- Address of the registered office of the firm:
- Telephone / Mobile No.:
- Registration No. of Central/Delhi Goods & Service Tax-2017 (A copy of the Registration Certificate to be attached):
- PAN No. of the firm (A copy of PAN Card to be enclosed):
- Experience in years (Documentary proof in support thereof may be attached):
- Annual Turnover during the last three years: (Attach documentary proof)

2015-16:

2016-17:

2017-18:

- Details of Bid Security (Earnest Money):

Demand Draft Amount:

Demand Draft Number:

Demand Draft Date :

Name of Issuing Bank:

(Signature of the Owner/Proprietor with seal)

Date:

Place:

Note: Bids received without above mentioned documents will be rejected summarily


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Annexure -III

FINANCIAL BID

AMC for repair/maintenance of office electrical equipments in the Department of Commerce.

Sl. No.	Name of Equipment/Item	Rates in Rupees	
		In Figures	In words
	Table Pedestal/Wall Fan		
1.	New Blade		
2.	Motor rewinding		
3.	Bush		
4.	Shaft		
5.	Condenser		
6.	Switch		
7.	Fan Jali		
8.	Servicing Charges		
9.	Installation of Wall Fan		
10.	Spray Painting		
	Hot Case		
11.	Element		
12.	Thermostat		
13.	Shield		
14.	Indicator Light		
15.	Spray Painting		
16.	Servicing Charges		
	Electric Kettle		
17.	Element		
18.	Thermostat		
19.	Cord		
	Blower		
20.	Element		
21.	Thermostat		
22.	Bush		
23.	Shaft		
24.	Switch		
25.	Blower		
26.	Fan Blade		
27.	Servicing Charges		


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(Signature of the Owner/Proprietor with seal)

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Sl. No.	Name of Equipment/Item	Rates in Rupees	
		In Figures	In words
	Exhaust Fan		
28.	Fixing charges		
29.	Motor rewinding		
30.	Bearing		
31.	Shaft		
32.	Condenser		
33.	Servicing charges		
	Oil Heater		
34.	Element		
35.	Thermostat		
36.	Oil		
37.	Motor rewinding		
38.	Switch		
39.	Wheels		
40.	Servicing charges		
	Rod Heater		
41.	Reflector		
42.	Base Set		
43.	Rod Stand		
44.	Heater Rod		
45.	Servicing charges		
	Table Lamp		
46.	Fixing of Tube		
47.	Switch replace		
	Bells		
48.	Buzzer		
49.	Call Bell		
50.	Musical Bell		
51.	Ding Dong Bell		
52.	Wireless Remote Control Bell		
53.	Fixing Charges of Bell		
	Extension Board		
54.	Switch/Socket replacement		
55.	Repairing of Board		

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Sl. No.	Name of Equipment/Item	Rates in Rupees	
		In Figures	In words
	Indicator Light		
56.	Providing New Light		
57.	Change of Bulb		
58.	Fixing of Indicator Light		
	Wire		
59.	Flexible Wire		
60.	3-Core Wire 40/76		
61.	3-Core Wire 70/76		
	Water Dispenser		
62.	Compressor Replacement		
63.	Thermostat		
64.	Gas Charging		
65.	Servicing Charges		
	Paper Shredding Machine		
66.	Repairing of circuit		
67.	Replacement of cutting/blade		
68.	Replacement of Wire		
69.	Replacement of Plug (5/15 amp)		
	Refrigerator		
70.	Compressor Repair		
71.	Compressor Bush		
72.	Compressor Oil		
73.	Gas Charging		
74.	Relay		
75.	Thermostat		
76.	Chemical Flushing		
77.	Servicing Charges		

(Signature of the Owner/Proprietor with seal)


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Sl. No.	Name of Equipment/Item	Rates in Rupees	
		In Figures	In words
	General Repairing		
78.	Change of Tube Light		
79.	Change of Electronic Choke for 28 watts		
80.	Change of Electronic Choke for 40 watts		
81.	Change of Starter		
82.	Change of Tube Light Holder		
83.	Installation /change of 12/18/36 Watt of LED Light		
84.	Switch/Socket/Plug Replacement		
85.	Fixing of Plastic Channel (Normal)		
86.	Fixing of Plastic Channel (Industrial)		

(Signature of the Owner/Proprietor with seal)

Date.....

Place.....


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**UNDERTAKING
(On Company Letter Head)**

1. I /We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in the Tender Notice No. 21/15/1000/2015-GA (30323) dated 04th January, 2019. The terms & conditions and hereby offer the rates of repair/maintenance of office electrical appliances and providing material as indicated in the Tender document are acceptable to me/us.
2. It is also certified that the firm has not been blacklisted by any Government's Ministry/Department/PSUs/Organizations. I also undertake that I am not a defaulter to any Government Organization/PSUs since last 2 years for any reason due to non supply of material even after agreed to supply in stipulated time.
3. I/We hereby undertake that I/We shall make available goods to any loss/damage caused to electrical units or any other property of the Government through our negligence. I/We also undertake that the decision of the Department of Commerce in this regard as well as the matter of dispute arising due to the provision of the contract shall be final and binding on us and also, I/We undertake not to make any representation against the decision of Department of Commerce.
4. The conditions herein contained shall form part of and shall be taken as it they are included in the agreement to be entered into or treated as agreement itself at the discretion of the Joint Secretary (Administration), Department of Commerce, Udyog Bhawan, New Delhi.
5. I undertake that the prices quoted by me are lowest and I have not quoted any price lower than that anywhere in India.


Signature_____

Name_____

(In Block Letters)
Official Seal of the firm

Date.....

Place.....


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