

Sh. Joy
12/02/2019

No. 13023/56/2018- Ad.III
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

Hall No. 2, North Block,
New Delhi, the 12th February, 2019

e-TENDER NOTICE

e-Tender is invited for comprehensive repair/maintenance contract for Electric equipments (Table Fan/Wall Fan/Pedestal Fan/Heat-convector/Rod Heater/Oil Radiators/LED Tube-lights/Call Bells/Remote Bells/Table Lamp/Extension Board/Geysers/Water-boiler/Hot-case/Engagement-light/covering of wires with PVC Channel etc.) belonging to Ministry of Home Affairs, New Delhi. The contract will be valid for a period of **One Year (12 months)** beginning from **1st April, 2019 to 31st March, 2020.**

2. The Tender shall be accepted under Two Bid System (Technical Bid and Financial Bid). The firms who are interested, have to submit the Technical Bid and Financial Bid separately, online through E-procurement portal <http://eprocure.gov.in/eprocure/app> only. Tenders sent by any other mode will not be considered and the same will be rejected summarily. All the documents in support of eligibility criteria etc., are also required to be scanned and uploaded along with the Tender documents. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

3. Only such firms are eligible to submit tender which fulfills following conditions.

- Proof of Registration with the Delhi Sales Tax/Delhi Value Added Tax (DVAT) Act 2004/GST;
- Proof of Service Tax/GST Registration Certificates;
- Proof of PAN Card;
- Proof of Electrical contractor license of NCT, Delhi; and
- Proof of Turnover during the last three (3) years.

4. The **Earnest money Deposit (EMD) of Rs.1,00,000/-** (Rupees One Lakh only) in the form of Demand Draft/Pay Order/Bankers cheque drawn in favour of **Drawing & Dispersing Officer (Cash), Ministry of Home Affairs, New Delhi** has to be submitted to the Under Secretary (Ad.III), MHA, New Delhi (Hall No. 2, Jalebi Chowk, North Block, New Delhi) by **10:00 A.M. till 05/03/2019**. The Earnest Money will be refunded to the un-successful bidder's after finalization of the contract. After award of contract the contractor has to deposit **Rs.3,00,000/-** (Rupees three lakh only) in the form of **FDR** in favour of **DDO(Cash), MHA, New Delhi** as Performance Security Deposit to be valid up-to 30.06.2020.

5. All entries in the tender form should be legible and filled clearly, if the space provided for furnishing information is insufficient; a separate sheet duly signed by the authorized signatory may be scanned and uploaded. No correction in the Bid is permitted.

6. The tenderer/bidder has to quote their comprehensive rates for repair/maintenance of electrical items as per proforma given at **Annexure.**

Contd..... 2/-

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7. Conditional bids shall not be considered and will be rejected summarily.
8. The Technical Bid shall be opened online on the scheduled date and time at **11:00 A.M.** on **06/03/2019**. The Financial Bid shall be opened only for those bidders who shall be found successful in Technical Bid.
9. No bidding firm will be allowed to withdraw its bid after bids have been opened. If any firm intends to withdraw after opening of Technical Bids their EMD will be forfeited.
10. The Ministry reserves the right to reject any or all the tenders at any time or relax/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof, any inquiry after submission of the quotation will not be entertained.
11. The tender documents can be downloaded from the e-procurement portal/websites: <http://eprocure.gov.in/eprocure/app> from **12/02/2019** to **05/03/2019** up-to **10:00 A.M.**



(Sunil Bareja)

Under Secretary to the Govt. of India.

Tele. No. 23094956

(सुनील बरेजा)

(SUNIL BAREJA)

अस. सचिव

Under Secretary

गृह मंत्रालय/MHA

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Terms and conditions of the contract shall be as under:-

1. The work includes repairing/maintenance of Table Fan, Wall Fan, Pedestal Fan, Heat-convector, Rod Heater, Oil Radiators, LED Tube-lights, Call bells, Table Lamps, Extension boards, Geyser, Water-boiler, electric kettle, emergency lights, Hot Cases, engagement lights, covering of wires with PVC channel and other electrical equipments.
2. During the contract period the contractor will have to depute their experienced Electricians on all working days between 9.00 A.M. to 5.30 P.M. at MHA premises, one Electrician at Ad.III Section (Hall No.2), North Block, New Delhi, one Electrician at NDCC-II Bldg., Jai Singh Road, New Delhi, one Electrician at Major Dhyan Chand Natinal Stadium, India Gate, New Delhi and one Electricial at Jaishalmer House, New Delhi to attend to the day to day complaints. The contractor will also have to depute Electricians on holidays and also at odd hours, if the situation so demands. The Electricians/Mechanics of the firm will be required to visit this Ministry's offices located at North Block, NDCC-II building, Jai Singh Road, Major Dhyan Chand National Stadium, Jaisalmer House, Lok Nayak Bhawan, Sardar Patel Bhawan, Vigyan Bhawan Annexe and at the residential offices of the Ministers every day to attend the complaints, if any, for which no extra payments will be made to the firm.
3. Period of Contract initially would be for one year from 01-04-2019 to 31-03-2020. However, the contract would be further extended for maximum two years on the basis of satisfactory service provided by the firm during the above mentioned period. The contract can be terminated by this Ministry at any time without assigning any reason if the work is found unsatisfactory. In that case, the work may be entrusted to any other firm at the risk and expense of the contractor. In this connection, the decision of this Ministry shall be final and binding on the contractor/firm.
4. Initial servicing of the fans will have to be completed within 15 days of the commencement of the contract. The contractor will maintain the fans of this Ministry. The total number of fans (all type) are approximately 925. Payment regarding maintenance of all type of fans will be made on actual work done basis.
5. Initial servicing of the Room Heater/Heat Convector/Oil Radiators/Halogen Heaters will have to be completed during the period 01-11-2019 to 15-11-2019. The approximately number of Room Heaters (150 Nos.), Heater Convector (260 Nos.), Oil Filled Radiators (95 Nos.) and Halogen Heaters (30 Nos.). These numbers are approximate and actual numbers may vary. The payment will be made on actual work done basis. The rates given by the firm for maintenance of room heaters would also include replacement of reflectors of room heaters.

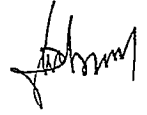


6. The work of repairing of Heat convectors/Room heaters and Oil heat-radiators will have to be done in the office time except for buffing of heaters and rewinding of motors' fans of heat convectors. The extension wires/cord for room heaters, heat convectors and oil heat radiators as per requirement will have to be provided by the contractor for which no extra payment will be made.
7. No advance payment will be made. Payment will be made on actual work done basis. 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 contractor has to use all products/materials of ISI mark only. During the period of contract no request for increase in the rates will be entertained. The rates as quoted will be valid during the contract period.
8. The tenders received without earnest money will not be considered. The earnest money will be returned in respect of the unsuccessful bidders after finalization of tender process. No interest will be paid on this earnest money.
9. The successful bidder will have to deposit **Rs.3,00,000/-** (Rupees three lakh only) in the form of **FDR** in favour of **DDO(Cash), MHA, New Delhi** as Performance Security Deposit to be valid up-to 30.06.2020
10. The contractor shall not employ any person who has not completed the eighteen years of age. 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 this Ministry shall not be a party to any dispute between the contractor and workers. There would be no relationship between this Ministry and labour so engaged by virtue of this contract.
11. The damage caused, if any, either to any electric item or to any other property of the Government through negligence or otherwise, shall be at the risk, cost and responsibility of the contractor. The financial or any other loss suffered by the Government on this account shall be made good by the contractor and decision of the Head of Department in this context shall be binding on the contractor.
12. The tenders received after the specified date and time will not be considered.
13. The contract will be awarded to the firm for the repair/services of items mentioned at **Annexure** on the basis of lowest (**L-1**) rates (the unrealistic rates quoted by the firm may not be accepted for any of items).
14. The Ministry reserves the right to reject any quotation as a whole or in part without assigning any reason.

Contd..... 3/-

15. At present, the contractor should have been providing services at least two Government Departments, their monthly billing should be more than Rs.50,000/- per month. The firm has also to submit the performance certificate from the concerned Ministry's/Government Departments.
16. The firm should have a valid Electrical Contractor license of NCT, Delhi and also have registration certificate of Service Tax/GST.
17. The firm must have an annual turnover more than Rs.25,00,000/- p.a. Copies for the last three years be uploaded with Technical Bid.
18. If any information furnished by the contractor is found to be incorrect at any time, the tender/contract is liable to be terminated without any notice.
19. The firm should not have been black listed by any Ministry/Department of the Government of India. The tendering firm/bidders shall have to give a certificate stating that they have not been blacklisted & banned with the Government Ministries/Departments.
20. Each page of the tender document must be signed with seal of the proprietor/signing authority.

Yours faithfully,



(Sunil Bareja)

Under Secretary to the Govt. of India

Tele Ph. 23094956

(SUNIL BAREJA)


Under Secretary

गृह मंत्रालय/MHA

Copy to :-

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1. Section Officer. I.T. Cell, MHA, North Block with the request that above mentioned tender notice may kindly placed on the MHA's website for information of general public.
2. The Caretaker, North Block, NDCC-II Bldg., MDCNS, Jaisalmer House, New Delhi for pasting the copy of the tender notice on the Notice Board in their respective buildings.



(Sunil Bareja)

Under Secretary to the Govt. of India

Tele Ph. 23094956

ANNEXURE

Annual comprehensive charges for repair/service/ maintenance of all electrical equipments/ items for official use in the Ministry of Home Affairs.			Rates per item/unit (each) (in Rupees)		
S.No.	Item (s)	Qty	Rate	Tax	Total
1.	Table Lamp	50			
2.	Table Fan	60			
3.	Wall Fan	400			
4.	Pedestal Fan	265			
5.	Exhaust Fan	200			
6.	Electric Bell (Call Bell)	200			
7.	Room Heater	150			
8.	Heat Convector (Blower)	260			
9.	Oil Radiator	95			
10.	Halogen Heater	30			
11.	Hot-case (including Element & Thermostat)	350			
12.	Geyser	15			
13.	Water Boiler	15			
	G. Total =				

Charges for repair/service/maintenance of following electrical equipments/items on call basis/per visit basis for official use in the Ministry of Home Affairs.		Rates per item/unit (each) (in Rupees)		
S.No.	Item (s)	Rate	Tax	Total
1.	LED (2x2) Panel light			
2.	LED Round light			
3.	LED Tube-light (4 Feet)			
4.	LED T-5/T-8 Tube-light			
5.	Electric Kettle			
6.	Covering of wires with PVC channel			
7.	Engagement Light			
8.	Extension Board			
9.	Emergency Light			
	G. Total =			