

No. F. 4-14/2018-S&S
Government of India
Ministry of Human Resource Development
(Department of Higher Education)
(S&S Section)

New Delhi, dated the 27th August, 2018

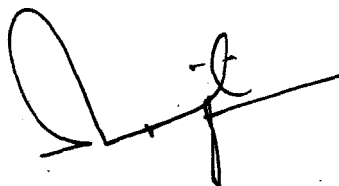
TENDER DOCUMENT

TENDER FOR ANNUAL CONTRACT FOR SUPPLY/SERVICING/REPAIR OF ELECTRICAL APPLIANCES LIKE EMERGENCY LIGHTS, ETC. AND SUPPLY/FIXING OF ALL SORTS OF ESSENTIAL ELECTRICAL ACCESSORIES / EQUIPMENT, ELECTRICAL REPAIRS & JOB WORK OF INSTALLATION/ SHIFTING OF ELECTRICAL GADGETS & OTHER APPLIANCES, ETC. IN THE MINISTRY OF HUMAN RESOURCE DEVELOPMENT, SHASTRI BHAWAN, NEW DELHI, NCR BY REPUTED FIRMS.

Date of issue of Tender Document	:	30 th July, 2018
Last Date & time for submission of Tender Document	:	20 th August, 2018 upto 3.00 P.M.
Date & time of opening of Tender Document	:	
Technical Bids	:	21 st August, 2018 at 3.30 P.M.
Financial Bids of eligible Tenders	:	Would be indicated later.

CONTENTS OF TENDER DOCUMENT

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1.	e-Tender Notice
2.	Scope of work and general instructions for tenderers
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4.	Proforma for Technical Bid
5.	Proforma of Financial Bid



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1. e-TENDER NOTICE

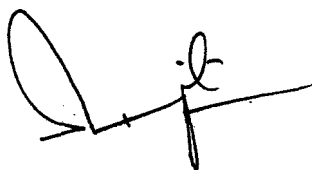
(AWARD OF CONTRACT FOR SUPPLY/ REPAIR OF ELECTRICAL APPLIANCES ETC. AND SUPPLY/FIXING OF ALL SORTS OF ESSENTIAL ELECTRICAL ACCESSORIES / EQUIPMENT, ELECTRICAL REPAIRS & JOB WORK OF INSTALLATION/ SHIFTING OF ELECTRICAL GADGETS & OTHER APPLIANCES, ETC. IN THE MINISTRY OF HUMAN RESOURCE DEVELOPMENT.

e-tenders are invited by the Ministry of Human Resource Development (MHRD) in two bid systems (i.e. Part-I: Technical Bid and Part-II: Financial Bid) from reputed and experienced firms located in Delhi, New Delhi/ NCR having and turnover of 25 lakhs or more for the last three years in the relevant field. The contract will be for a period of one year which can be extended further for two years, one year each at a time subject to satisfactory performance of the contractor on the same terms and conditions.

2. The tender documents can be downloaded from the website <http://eprocure.gov.in/eprocure/app> from 30.07.2018 to 21.08.2018 (upto 3.P.M).

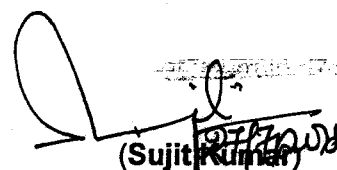
3. The interested service providers may submit the tenders online in two-bid system (i.e. Part-I: Technical Bid and Part-II Financial Bid) in the prescribed proforma. Tenders are to be submitted only online through e-Procurement portal "<http://eprocure.gov.in/eprocure/app>." All the documents in support of eligibility criteria etc. are to be scanned and uploaded alongwith the Tender Documents. Tenders sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

4. The tenders should be accompanied by (EMD) Earnest Money Deposit of Rs. 60,000/- (Rupees Sixty Thousand only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the nationalized banks, drawn in favour of Pay & Accounts Officer(Education), Shastri Bhawan, New Delhi – 110001, without which the quotations will not be considered. The EMD of unsuccessful bidder will be returned without any interest after finalization of the Contract.



5. The Technical Bids will be opened online on **21.08.2018 upto 3.30 PM.** in Room No. 123-C-Wing, Shastri Bhawan, New Delhi. At the first instance the technical bids shall be evaluated by the Tender Evaluation Committee. At the second stage, the Financial Bids will be opened of only those bidders who qualify in the technical bid.

6. The Ministry reserves the right to accept or reject any tender, in whole or in part thereof, without assigning any reason thereof. The Ministry also reserves the right to renew the contract for such period(s), as it may deem necessary, taking into account, the performance of the contractor during the currency of the contract.



(Sujit Kumar)

UNDER SECRETARY TO THE GOVT. OF INDIA

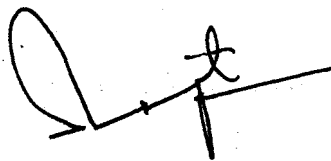
Tele. No. 23073109

2. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS:

- (i) The successful e-procurement tender will be required to undertake the job works specified above for a period of one year. This Ministry, however, reserves the right to terminate the contract at any time, if the services of the successful tenders are not found satisfactory. The decision of the Ministry will be final and binding on the firm in this regard. The firm will have to carry out the work during the above period at the rates that may be approved on the basis of the tender. If for any reason, the firm is not able to do so the work shall be got done from some other firm/or from open market at the cost of the approved contractor, and the difference of the expenditure in purchasing the product from market and approved rate shall be recovered from him. This may even entail the termination of the contract and forfeiture of the security deposit.
- (ii) The job work of repair/replacement of any or all parts of the appliances concerned, etc. are required to be carried out in the Ministry during the contract at the exclusive risk, responsibility and the cost of the contractor. Rates for the supply/servicing/repairs of the appliances /apparatus should be quoted per machine. The rates approved on the basis of quotations shall be valid for the whole period of contract and no upward revision of rates will be allowed on future date during the period of contract under any circumstances. **The Ministry shall bear no cost for anything whatsoever after these equipment/gadgets, etc. are handed over to the successful tenderers and subsequently taken over by him from the outgoing contractor.**
- (iii) The work will have to be carried out in the premises of the Ministry, the offices of which are located in Shastri Bhavan, West Blocks- 1 & 2, R K Puram, New Delhi and Jeeven Deep Building. The appliances in question, which are in use at the residential offices of Ministers in the Ministry/Department, are also covered under the contract. Only such work as is not possible for execution in the premises of this Ministry shall be allowed to be carried out in the workshop of the firm. In any case, none of these electrical appliances, in whole or parts thereof, shall be allowed to be taken out of the premises of the Ministry without formal permission of the Ministry. The items taken out of the premises of this Department to the workshop of the firm will have to be brought back within three days, failing which the cost of the machine and/or parts thereof will be recovered from the firm without any notice. The charges for transporting these gadgets from the premises of this Ministry to workshop and back and for the labourers engaged for this work shall have to be borne by the successful tenderer himself.



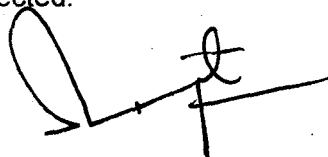
- (iv) The firm awarded the work will be required to employ adequate number of well- experienced electricians/service mechanics, who will also remain available in the premises of this Ministry, in order that all urgent calls besides day-to-day checking of the machines/electrical fittings in the Ministry during the currency of contract are promptly attended to. It shall be obligatory on the part of the contractor to depute at least two electricians/Engineers/mechanics to this Ministry on all working days throughout the period of contract from 8.30 A.M. to 6.00 P.M. Should any eventuality arise, the Ministry shall be within its competence to requisition the services of the electricians/ engineers/mechanics deputed by the contractor, outside the working hours, including on Saturdays/Sundays/holidays. **No payment of any additional remuneration shall, however, be made for this purpose. The successful bidder shall depute two electricians/Engineers, who will report to the S&S Section twice in the forenoon session and twice in the afternoon session to appraise the officer incharge of the progress of the complaints attended by them.**
- (v) It shall be the responsibility of the contractor to make all the gadgets work satisfactorily and to carry out the job throughout the period of contract to the satisfaction of the Ministry.
- (vi) If it has come to notice of the service section or if the Department itself has sufficient reasons to infer/conclude that the contractor firm has failed to carry out within a reasonable period of time, the requisite repairs/replacement necessary for the smooth functioning of electrical appliances/electrical fittings, etc. the Ministry will be free to effect a proportionate deduction from the charges/payments due to the firm.
- (vii) Any sum of money due and payable to the contractor, including the Security Deposit, under this contract shall be appropriated by this Ministry and set off against any claim to this Ministry for the payment of a sum of money arising out the contract with this Ministry.
- (ix) The contractor shall be responsible to complete the job of installation/subsequent installation, etc. within 24 hours, failing which the Ministry will impose a penalty of Rs. 100/- per day for delay beyond 24 hours. A complaint if not attended to within 3 days, would attract a penalty of Rs. 500/- per day and any recurrence of the same would entail further penalty of Rs. 500/- per day for each such lapse.
- (x) No advance payment will be made. Subject to the satisfactory performance of the contractor, the payments for the jobs of supply/fixing of electrical accessories/ electrical repairs & of installation, etc. of the electrical gadgets will be made on the basis of the pre-receipted invoices required to be submitted after successfully carrying out the jobs/works as per the instructions of this Ministry. The pre-receipted invoices required to be submitted for claiming the payments should invariably be accompanied with the 'certificates obtained from the 'user-sections/officers' in token/support of the successful accomplishment of the job/job work concerned. **The payment will be released through ECS System.**



- (xi) Bidders are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending in their quotation, as no change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted by this Ministry. The successful tenders will be required to sign a copy of the tender in token of having accepted the terms and conditions.
- (xii) Rates per unit, etc. are required to be quoted in the enclosed proforma (Annexure-II), which should be duly signed by the proprietor and stamped by the firm. The rates quoted shall be mentioned by the tender both in figures and words. There should be no erasing or over-writing whatsoever. Additional information, if any, having relevance on the subject may also be furnished in the tender.
- (xiii) The tender shall also contain any other information relevant on the subject. A specific mention must also be made in the quotation to the effect that the terms and conditions mentioned above are acceptable to the firm, in full. The bidders are also required to attach a copy each of the valid Income-tax clearance certificate, past experience document in support of satisfactory completion of similar types of work having been executed in various government offices, if any. They are also required to indicate Income tax, Sales Tax, Service Tax and VAT/GST number on the letter enclosing technical bid.
- (xiv) The Ministry reserves the right to renew the contract for such period(s), as it may deem necessary, taking into account, the performance of the contractor during the currency of the contract.
- (xv) ~~Any sum of money due and payable to the contractor including the Security Deposit under this contract shall be appropriated by this Department or by any other person(s) contracting for and on behalf of the President of India and set off against any claim to this Department and of such persons(s) for the payment of a sum of money arising out of other or under any contract with this Ministry or such persons.~~
- (xvi) This Ministry reserves the right to accept or reject any or all tenderers without assigning any reasons.

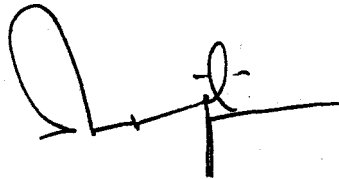
3. Eligibility Conditions:

(1) PAN No. (2) Service Tax No. (3) VAT No. (4) Experience of 5 years in Govt./PSU Sector in the relevant field. (5) Annual turnover of the firm with proof (Rs. 25 lakh for 3 years and 5 year experience (6) Income Tax return for last 3 years (7) Service Tax, Challan & return Copy for last 3 years (8) VAT/GST return & Challan copy for last 3 years (9) The above information must be furnished in Technical-Commercial Bid as at Annexure- I. (10) It must be noted that in order to be eligible to participate in the bid a tenderer must quote rates for all the items mentioned in the Price Bid, failing which bids will be rejected. Part quotation will not be permitted. (11) The participating firms are cautioned that the price bids are to be submitted only online in BOQ and quotations of any firm submitting the Price Bids in the technical Bid stage will be summarily rejected.



4. **Earnest Money Deposit** : The tenders should be accompanied by (EMD) Earnest Money Deposit of Rs. 60,000/- (Rupees Sixty Thousand only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the nationalized banks in an acceptable, drawn in favour of Pay & Accounts Officer(Education), Shastri Bhawan, New Delhi – 110001, without which the quotations will not be considered. The earnest money will be returned to all the unsuccessful tenders after finalization of the Contract.

5. **Performance Guarantee (Security Deposit)**: The successful bidder shall give performance security in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a nationalized bank, Bank Guarantee from a Commercial bank amounting to 5% of the total contract value in favour of the Pay & Account Officer(Education), Shastri Bhawan, New Delhi-110001. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The Security Deposit will be refunded only after the expiry of the contract. This deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the Ministry that the contractor firm may invite upon themselves due to any of the reasons specified above.



4. TECHNICAL- COMMERCIAL BID

PERIOD OF CONTRACT: THE CONTRACT WILL BE INITIALLY FOR ONE YEAR, EXTENDABLE ON A YEAR TO-YEAR BASIS SUBJECT TO A MAXIMUM OF TWO EXTENSION.

Sl. No.	Description	Documents attached	Page No.
1.	Name of the firm		
2.	Business address of the firm		
3.	Telephone No.		
4.	Mobile No.		
5.	Annual turnover of Rs. 25,00,000/- (Twenty Five lakhs) of the firm with proof last 3 years by Chartered Accountant. (2015-16, 2016-17 & 2017-18)		
6.	PAN No. GST No. VAT No. (Enclosed 3 years return & challan of VAT/GST copy) (2015-16, 2016-17 & 2017-18)		
7.	Registration Certificate of Establishment issued by the Deptt. of Labour, Delhi		
8.	15 digits Service Tax Code Number with last 3 years challan & returns copies. (2015-16, 2016-17 & 2017-18)		
9.	Certificates from Ministries/ Ministry/PSUs of the details of the past experience of 5 years in similar field. (2013-14, 2014-15, 2015-16, 2016-17 & 2017-18)		
10.	List of current clients to whom the firm is rendering its services with certificates from them (Please enclose).		
11.	Copy of the Income Tax Return for last four years. (2014-2015, 2015-16, 2016-17 & 2017-18)		
12.	The earnest Money of Rs. 60,000/- (Rupees Forty thousand only) through a Demand Draft / Pay Order.	Bank: No.: Date:	
13.	Registration Certificate of Micro Small Medium Enterprises		
14.	Bank Statement of last 3 years 2015-16, 2016-17 & 2017-18.		

**Name & Signature of the
Authorized Signatory of the Firm
(with Seal of the Agency affixed)**

Validate

Print

Help

Item Rate BoQ

Tender Inviting Authority: Uner Secretry (S&S), Shastri Bhawan

Name of Work: Annual contract for supply/servicing/repair of Electrical items.

Contract No: 23073109

Name of the Bidder/ Bidding Firm / Company

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent column: allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #
SI. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	BASIC RATE In Figures To be entered by the Bidder Rs. P
1	2	4	5	6	13
1	Repair of emergency lights (To be indicated per unit)	1.000	Nos.	0.00	
2	Repair of table lamp	1.000	Nos	0.00	
3	Repair of Calling/ Remote bell	1.000	Nos	0.00	
4	3 Core (23/76) Copper wire (per Mtr.)	1.000	Nos	0.00	
5	2 Core wire 23/76 copper wire (per Mtr.)	1.000	Nos	0.00	
6	Socket 5 ampere (Piano type)	1.000	Nos	0.00	
7	Socket 15 ampere	1.000	Nos	0.00	

8	Wall Socket 5 ampere	1.000	Nos	0.00
9	Wall Socket 15 ampere	1.000	Nos	0.00
10	Switch 5 ampere (Piano type)	1.000	Nos	0.00
11	Switch 15 ampere (Piano type)	1.000	Nos	0.00
12	Wall Switch 5 ampere	1.000	Nos	0.00
13	Wall Switch 15 ampere	1.000	Nos	0.00
14	Special Plug for MCB	1.000	Nos	0.00
15	3 Pin Plug 5 ampere	1.000	Nos	0.00
16	3 Pin Plug 15 ampere	1.000	Nos	0.00
17	New Multi-plug 3 pins (power)	1.000	Nos	0.00
18	New Multi-plug 3 pins (light)	1.000	Nos	0.00
19	Replacement choke of tube light	1.000	Nos	0.00
20	Repairing of Tube lights (separately for minor & major items of repairs with new holder, side holder, starter etc.)	1.000	Nos	0.00
21	Tube rod replacement labor charges	1.000	Nos	0.00
22	T-5 Special Type 14 (Watt.)	1.000	Nos	0.00
23	T-5 Chowke 14 (Watt)	1.000	Nos	0.00
24	MCB Box complete	1.000	Nos	0.00
25	Colour Bulb each (for engagement light)	1.000	Nos	0.00
26	Philips bulb (25W CANDLE CL.)	1.000	Nos	0.00
27	Philips focus bulbs	1.000	Nos	0.00
28	LED bulbs 18 (Watt)	1.000	Nos	0.00
29	Sheet Bakelite (per inch)	1.000	Nos	0.00
30	Indicator on board each	1.000	Nos	0.00
31	Fuse of board each	1.000	Nos	0.00
32	Board repairing	1.000	Nos	0.00

33	Supply of special electric extension board with 3/4 Multipin sockets & switches (15-AMP), with Fuse, indicator (Reputed brand like Anchor/Rider).	1.000	Nos	0.00
34	Repairing of engagement lights	1.000	Nos	0.00
35	Exhaust Fan, Wall Fan/ Pedestal Fan Maintenance/ Servicing/ Repairing of summer session:	1.000	Nos	0.00
36	Desert Cooler repairing in summer time. Cooler Motor ISI Cooler Pump ISI	1.000	Nos	0.00
37	Heat Blower repairing maintenance /services in winter session. (i) Change of fan motor	1.000	Nos	0.00
38	Mini Circuit Breaker	1.000	Nos	0.00
39	Repair of Heat Blower Minor repair (a) Change of Coil (b) Change of Fan	1.000	Nos	0.00
40	Repairing Oil Heat Radiant maintenance/ services in winter session.	1.000	Nos	0.00
41	Repairing electrical kettle with element.	1.000	Nos	0.00
42	Repairing hot cases mintenance/ services in winter session.	1.000	Nos	0.00
43	Minor repair of voltage stabilizer	1.000	Nos	0.00
44	Major Repair with replacement of items (with ISI brand)	1.000	Nos	0.00
45	Batten per sq. Feet	1.000	Nos	0.00
46	Fixing of batten per sq. feet	1.000	Nos	0.00
47	Supply of fixopen per sq. feet 1 inch.	1.000	Nos	0.00
48	Fixing of fixopen per sq. feet	1.000	Nos	0.00

49	Supply of fixopen per sq. feet 2 inch.	1.000	Nos	0.00
50	Complete base of water dispenser with fixing.	1.000	Nos	0.00
51	Water Dispenser Plastic Nipple.	1.000	Nos	0.00
52	Repair of AC point with socket pin.	1.000	Nos	0.00
53	Sheet 7 X 4 and Sheet 8 X 5	1.000	Nos	0.00
54	Supply & Fixing of MCB 32 AMP. ISI mark.	1.000	Nos	0.00
55	Clipping & fixing of wiring.	1.000	Nos	0.00
56	Fixing charges of Wall Fan	1.000	Nos	0.00

Total in Figures

Quoted Rate in Words

INR 2

0.00	INR Zero Only
0.00	INR Zero Only
0.00	INR Zero Only
0.00	INR Zero Only
0.00	INR Zero Only
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