

F.No. 13-1/2012-GA-I
Government of India
Ministry of Agriculture
Department of Agriculture & Cooperation

Krishi Bhawan, New Delhi
Dated the 01st February, 2012

To,

(As per list attached)

Subject— Award of annual rate contract for repair and maintenance of electric items (Heater, Heat convector, Tube light sets, Hot case, Fan, Extension Board etc.) in the Department of Agriculture & Cooperation.

Sir,

The Department of Agriculture & Cooperation intends to award annual rate contract for repairing of electric items like Heater, Heat convector, Tube light sets, Hot case, Fan, Electric kettle, Extension Board etc. and fitting of such items for a period of one year from 01.04.2012 to 31.03.2013 to reputed firm having adequate experience in maintenance of electric items in Ministries/ Departments/ Organizations and having qualified mechanics on their roll. Only such firms are eligible to submit tender which fulfills following conditions

- A firm should have valid license for executing electrical works.
- A firm should have minimum 3 year experience of repairing electric items in Government offices.
- Minimum 2 employees working in the firm should possess diploma in electrical works from ITI or Govt. recognized institute.
- A firm should be registered for VAT and Service Tax. The items/ parts either new or provided for repairing of electric items should be **ISI marked**. Rates for the items, as per list attached, should be quoted including service charges.

2. The tender must be sent in two different sealed cover prominently marked as **“Annual Rate contract for repair and maintenance of electric items (Heater, Heat convector, Tube light sets, Hot case, Fan, Extension Board etc.) in the Department of Agriculture & Cooperation”** to the undersigned latest by **3.00 P.M. on 23.02.2012**. Tenders may be dropped in the tender box kept in front of Room No, 12-A (Public Information facilitation Centre), Ground Floor, Krishi Bhawan, New Delhi-110001. The tenders will be opened on **23.02.2012** at **3.30 P.M.** in the presence of the available tenderers or their representatives.

3. The first envelop marked as **Technical Bid** should contain following documents:-

- a. Quotation form as per Annexure I completely filled and signed by the tenderer.
- b. Copy of license for executing electric works
- c. Copies of experience certificates of repairing electric items in Government offices for minimum period of 3 years.

Contd....

- d. List of employees of the firm alongwith their description and copies of their certificates of degree/diploma for electrical work from Government recognized institute/ITI.
 - e. A Demand Draft/ Pay order of ` 15,000/- for EMD.
 - f. Copy of VAT and Service Tax registration.
4. The second envelop marked as financial bid should contain the rates for maintenance and supply of material for repair of electric items as per Annexure II.

Terms and conditions of the contract shall be as under-

- a) **The supplier himself make arrangements for fitting of material in electric items and he will quote rates for material/item in addition of service charges.**
- b) 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 Department on all working days throughout the period from 9.00 AM to 6.00 PM. At least two mechanics shall be remain in Krishi Bhawan in close contact with SO (GA-I) to attend the complaints received from the users during the period of contract. If any eventually arises, the Department of Agriculture and Cooperation shall be within its competence to requisition the services of the electricians on Sunday/ holidays and beyond office hours and also for work at the residential office of Hon'ble Agriculture Minister/ MoS (A) 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.
- c) No conditional bids will be accepted and such bids are liable to be summarily rejected by the competent authority at its discretion.
- d) The Department reserves the right to terminate the AMC in whole or part at any time during the contract period without giving any notice or without telling 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 Department in both cases shall be final and binding on the contractor.
- e) The Department reserves the right to reject or to accept any quotation, whole or in part without assigning any reason thereof. It will also not be obligatory on this Department to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any tenderer. This Department also reserves the right to renew the contract for such period(s) as it may deem necessary taking into account, of course, the satisfactory services rendered by the contractor during the currency of this contract. ***Unrealistic prices quoted by bidders would debar them from being considered for this award of the contract and future contracts by this Department.***
- f) The tenders should be accompanied with the Earnest Money Deposit of ` 15,000/- in the form of DD/Pay order in favour of PAO (Sectt.), Department of Agriculture & Cooperation, New Delhi.

- g) It shall be obligatory on the part of the contractor to carry out repair/ maintenance of electric items under his direct supervision and control and under no circumstances the work shall be assigned to sub- contractor.
- h) The work shall be carried out in the premises of the Department. Only such work of which execution is not possible in the premises of this Ministry may be allowed to be done in the workshop of the firm. In no case, any electric item or parts thereof shall be taken out of the premises without formal written permission of this Department.
- i) The contractor shall be responsible for smooth and satisfactory working of the all electric items.
- j) The successful contractor shall be required to do the work during the entire period from 01.04.2012 to 31.03.2013 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.
- k) 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 Department of Agriculture & Cooperation shall not be a party to any dispute between the contractor and workers.
- l) 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.
- m) This contract shall cover all the electric items installed in this Department at Krishi Bhawan, Shastri Bhawan, Indian Oil Bhawan (TMOP), Nirman Bhawan and at the residence of the Ministers etc.
- n) 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.
- o) The tenderer whose quotation is finally accepted, shall have to furnish performance security of sum of Rs. 40,000/- (` Forty thousand only) in favour of PAO, (Sectt.), Department of Agriculture & Cooperation, New Delhi by means of fixed deposit in any Scheduled bank pledged in favour of PAO (Sectt), Department of Agriculture & Cooperation. The earnest money shall be returned to the successful bidder after depositing ` 40,000/- as performance security.
- p) 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.

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- q) No advance payment will be made. Payment will be made on monthly basis of the contract period as per the work done. A certificate alongwith 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.
- r) All matters/disputes pertaining to the tender and resultant contract shall be settled by the Head of the Department or Officer nominated by him for the purpose. The contract terms are interpretable under the applicable Indian Law subject to the jurisdiction of NCT of Delhi.

Yours faithfully

(D. Praveen)

Under Secretary to the Govt. on India

Tele: 23384929

- Copy to:
- (i) SSA, NIC for placing it on website.
 - (ii) <http://eprocure.gov.in>

This has standing approval of JS (A).

(Samay Singh)

Section Officer (GA-I)

QUOTATION FORM

“Annual contract for repair and maintenance of electric items (Heater, Heat convector, Tube light sets, Hot case, Fan, Extension Board etc.) in the Department of Agriculture & Cooperation”

- 1. Name of the tenderer (in Block letters) _____
- 2. Address _____

- 3. Telephone No. _____
- 4. Bank Draft No & date _____
- 5. Amount of Draft _____
- 6. Name of the Bank _____
- 7. Registration No. of the firm _____
(Please enclose the copy of registration)
- 8. VAT No. _____
- 9. Service Tax No. _____
- 10. PAN No. _____

11. Experience in repair/ maintenance of electric items in Govt. Department/ organization:-
Name of Deptt/Org. _____ Period _____

12. Particulars of qualified mechanics on roll (please furnish copies of certificates)

	Name & Designation	Qualification	Experience
1.			
2.			
3.			

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.13-1/2012-GA-I dated .01.2012 . Accordingly, I/ we hereby offer the rates for maintenance/ repair of electric items and for providing material as indicated at ANNEXURE-II.

Signature _____

Name of the tenderer _____

Date _____

ANNEXURE-II

S. No.	ITEM (S)	Rate (In Rupees)
1.	Plug(15Amp) (Branded)	
2.	Plug(5Amp) (Branded)	
3.	Switch(15Amp) (Branded)	
4.	Switch(5Amp) (Branded)	
5.	Socket(15Amp) (Branded)	
6.	Socket(5Amp) (Branded)	
7.	ROMA Modular switch 15Amp.	
8.	ROMA Modular 3 pin plug 15 Amp.	
9.	ROMA Modular socket 15 Amp.	
10.	Call Bell Switch	
11.	Hanging Call Bell Switch	
12.	Call Bell(Ding Dong/Other)	
13.	Call Bell (Ordinary)	
14.	Call Bell (Remote)	
15.	Wire (Per mtr-23/76)3 core.	
16.	Wire-(Per mtr-40/76) 3 Core	
17.	Wire per meter (7X20)	
18.	Wire per meter (70/76) 3 core	
19.	Engagement Light (Fancy)	
20.	Double Tube Light (Reflected Set with fitting) 40W (Branded-Surya/ Philips/Bajaj/ Havells etc.)	
21.	Single Tube Light Set with fitting 40W (Branded-Surya/ Philips/Bajaj/ Havells etc.)	
22.	Double Tube Light Set with fitting 40 W (Branded-Surya/ Philips/Bajaj/ Havells etc.)	
23.	Ordinary Tube Light 40 Watt (Branded-Surya/ Philips/Bajaj/ Havells etc.) with fitting	
24.	Ordinary Tube Light 36 Watt (Branded-Surya/ Philips/Bajaj/ Havells etc.) with fitting	
25.	Tube Light Choke (40 W) with fitting (Branded-Surya/ Philips/Bajaj/ Havells)	
26.	Tube Light Choke (36 W) with fitting (Branded-Surya/ Philips/Bajaj/ Havells etc.)	
27.	Electronics T5- 28 Watt reflected double tube light set with tube light with fitting (Branded-Surya/ Philips/Bajaj/ Havells etc.)	

28.	Electronics T5- 28 Watt reflected single tube light set with tube light with fitting (Branded-Surya/ Philips/Bajaj/ Havells etc.)	
29.	T-5 Tube light rod 28 watt branded with fitting (Branded-Surya/ Philips/Bajaj/ Havells etc.)	
30.	T-5 Tube light choke 28 watt branded with fitting (Branded-Surya/ Philips/Bajaj/ Havells etc.)	
31.	P.L. Tube light rod single 36W (branded) with fitting (Branded-Surya/ Philips/Bajaj/ Havells)	
32.	P.L. Tube light choke 36W (branded) with fitting (Branded-Surya/ Philips/Bajaj/ Havells)	
33.	Tube Light Holder with fitting (branded)	
34.	Tube Light (Starter) with fitting (branded)	
35.	Electric steal Kettle Element(1500Watt)	
36.	Electric steal Kettle Connector	
37.	Electric automatic Kettle Thermostat	
38.	Electric automatic Kettle element (1500 W)	
39.	Round Heater Connector	
40.	Heater Rod	
41.	Heater Reflector	
42.	Heater Rod Clip	
43.	Heat Convector motor	
44.	Heat Convector Element	
45.	Heat Convector thermostat	
46.	Heat Convector Blower	
47.	Heat Convector Switch	
48.	Hot-case Element	
49.	Hot-Case thermostat	
50.	Hot-case nobe	
51.	Fan-motor repair (Wall Fan, Table Fan, Exhaust fan, Pedestal fan)	
52.	Fan Regulator/switch	
53.	Fan motor replacement (Wall Fan, Table Fan, Exhaust fan, Pedestal fan)	
54.	Fan Blade	
55.	Fan Condenser	
56.	Fan Jal	
57.	Wall Fan fixing	
58.	New extension Board (Two Power point, two light point, fuse and 6 meter wire with ISI mark.)	

59.	Channel(Biding) 2"	
60.	Channel(Biding)3"	
61.	Channel (Biding) 4"	
62.	Channel (Biding) 5"	
63.	PVC pipe flexible 1"	
64.	Cleaning and oiling of all Fans	
65.	Cleaning and oiling of all Heat convectors	
66.	Emergency Light Battery	
67.	Emergency Light tube	
68.	Other repairing of Emergency Light.	
69.	Electric Kettle Handle	
70.	Metal Plug (Branded)	
71.	Multi Plug (Branded) 5 Amp.	
72.	Multi Plug (Branded) 15 Amp.	
73.	Spotten Bulb(60W)	
74.	Red/Green Bulb(0W)	
75.	Bulb(60W)	
76.	CFL Bulb of Philips (15W with two tube and spiral)	
77.	CFL Bulb of Philips (18W with three tube and spiral)	
78.	CFL Bulb of Philips (23W with three tube and spiral)	
79.	Repairing of Oil Heater (Oiling & Servicing)	
80.	Oil Heater Element	
81.	Oil Heater Thermostat	

*** All items must be ISI marked.**