

F.No.D-13020/1/2013-Admn.  
Government of India  
Ministry of Rural Development  
Department of Land Resources  
NBO Building, 'G wing' Nirman Bhawan, New Delhi.

Dated the 22.10.2014.

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 Land Resources.

Sir,

The Department of Land Resources 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 to a 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 fulfill the following conditions:—

- ☐ A firm should have valid license for executing electrical works.
- ☐ A firm should have minimum 3 years 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.

3. The tender must be sent in two different sealed covers 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 Land Resources" to the undersigned latest by **3.00 P.M. on 21.11.2014**. The tenders will be opened on **the same day at 4.00 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 bidder.
  - 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.
  - 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 5,000/- for EMD.
  - f. Copy of VAT and Service Tax registration.

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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 suppliers himself make arrangements for fitting of material in electric items and he will quote rates for material/item including of all service charge as well as taxes.
- b) 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.
- c) 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 one mechanic shall remain in NBO Building, Nirman Bhawan in contact with SO (GA) to attend the complaints received from the users during the period of contract. If any eventuality arises, the Department of Land Resources 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 Minister of State for Rural Development 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.
- d) No conditional bids will be accepted and such bids are liable to be summarily rejected by the competent authority at its discretion.
- e) 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 shall be final and binding on the contractor.
- f) 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.
- g) The tenders should be accompanied with the Earnest Money Deposit of 5,000/- in the form of DD/Pay order in favour of PAO, Department of Land Resources, New Delhi.
- h) 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.
- i) 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.



- j) The contractor shall be responsible for smooth and satisfactory working of the all electric items.
- k) The successful contractor shall be required to do the work during the entire period of one year at the rates as approved on the basis of the quotation. If for 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 of the firm.
- l) 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 Land Resources shall not be a party to any dispute between the contractor and workers.
- m) 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.
- n) This contract shall cover all the electric items installed in this Department at NBO Building, Nirman Bhawan, CGO Complex, Krishi Bhawan, NPC Building(Lodhi Road) and at the residence of the Ministers etc.
- o) 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.
- q) 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.
- r) 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.
- s) 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



(Anoop Kumar)

Under Secretary to the Govt. on India Tele: 23062722

✓ Copy to: PSA, NIC with a request to upload on the website of the Department and e-procurement website.

QUOTATION FORM

ANNEXURE-I

"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 Land Resources"

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.(please enclose copy)

9. Service Tax No. (please enclose copy)

10. PAN No. (please enclose copy)

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.D.13020/1/2013 – Admn. dated 01.04.2013. Accordingly, I/ we accept the terms and conditions and 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 \_\_\_\_\_

**Note: All the items should be ISI marked.**

S.No	ITEM (S) (ISI marked)	Rate (In Rupees)
1.	Plug(15Amp)	
2.	Plug(6Amp)	
3.	Switch(15Amp)	
4.	Switch(6Amp)	
5.	Socket(15Amp)	
6.	Socket(6Amp)	
7.	Call Bell Switch	
8.	Call Bell (Ordinary)	
9.	Call Bell (Remote)(AC/DC)	
10.	Battery Call Bell(Cell type)	
11.	Door Bell with Switch	
12.	Wire-(Per mtr-40/76) 3 Core, ISI	
13.	Wire per meter (70/76) 3 core, ISI	
14.	Engagement Light (Fancy)	
15.	Single Tube Light Set with fitting 40W	
16.	Ordinary Tube Light rod 40 Watt with fitting	
17.	Tube Light Choke (40 W) with fitting	
18.	CFL tube of 36 W with fitting	
19.	Electronics T5- 28 Watt reflected single tube light set with tube light with fitting	
20.	T-5 Tube light rod 28 watt branded with fitting	
21.	T-5 Tube light choke 28 watt branded with fitting	
22.	P.L. Tube light rod single 36W with fitting	
23.	P.L. Tube light choke 36W with fitting	
24.	Tube Light Starter with fitting	
25.	Electric Kettle Element(1500Watt)	
26.	Electric Kettle Thermostat	
27.	Heater Rod	
28.	Heat Convector motor	
29.	Heat Convector Element	
30.	Heat Convector Thermostat	
31.	Hot-case Element	
32.	Hot-case Thermostat	



33.	Fan-motor repair(Wall Fan, Table Fan, Exhaust Fan, Pedestal fan)	
34.	Wall fan fixing	
35.	Wooden extension Board (Two Power Point, two light point, fuse and 6 meter wire with ISI mark)	
36.	Channel(Biding) 2" per foot	
37.	Channel (Biding) 5" per foot	
38.	Cleaning of oiling of all Fans	
39.	Cleaning and oiling of all Heat convectors	
40.	Metal Plug	
41.	Multi Plug 15 Amp.	
42.	Red/Green Bulb(0 Watt)	
43.	CFL Bulb (18 W with three tube and spiral)	
44.	Repairing of Oil Heater (Oiling & Servicing)	
45.	Oil Heater Element	
46.	Oil Heater Thermostat	

**Note: All the items should be ISI marked.**

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