

D-13013/01/2017-General  
Government of India  
Ministry of Drinking Water & Sanitation  
\*\*\*

8<sup>th</sup> floor, Pt. Deendayal Antyodaya Bhawan  
CGO Complex, Lodhi Road  
New Delhi- 110003  
Dated: - February 9, 2017

Tender Document

Subject: - Tender for Annual Maintenance Contract for minor electrical repair and supply of electrical fittings / accessories work in the Ministry.

Date of issue of Tender Document	9 <sup>th</sup> February, 2017
Pre bid meeting	15 <sup>th</sup> February, 2017 at 3:00pm
Last Date & Time for submission of Tender Document	Upto 03:00pm on 21 <sup>st</sup> February, 2017
Date & Time for opening of Tender Document Technical Bids	At 03:30pm on 22 <sup>nd</sup> February, 2017
Financial Bids of eligible Tenderers	Would be informed later.

Contents of Tender Document

S. No.	Description of Contents	
1	Tender Notice	
2	The instructions to the bidders	Annexure-I
3	Terms and Conditions of contract	Annexure-II
4	Financial bid	Schedule-I

  
(S. Sanyal)

Under Secretary to the Govt. of India  
Tel # 24368612

Copy to:-

1. Technical Director (NIC) for uploading the Ministry web-site

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New Delhi- 110003  
Dated: - February 9, 2017

Tender Notice

Subject: - Tender for Annual Maintenance Contract for minor electrical repair and supply of electrical fittings / accessories work in the Ministry.

Sealed tenders for rate contract are invited for minor electrical repair and supply of electrical fittings / accessories work in the Ministry. Only ISO / CPWD (Electrical) / Govt. Electrical Department registered and reputed firms fulfilling the eligibility need to apply. The bidders should ensure that completed tender documents in sealed covers are delivered either by post or by hand to Under Secretary (Admn.) or Section Officer (Gen) at their office at 8<sup>th</sup> floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003 by 1500hrs on 21<sup>st</sup> February, 2017.

1. The instructions to the bidders are at Annexure-I
2. Terms and Conditions of contract are at Annexure -II
3. Financial bid at Schedule-I
4. Tender will be open at 1530 hrs on 22<sup>nd</sup> February, 2017.



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## INSTRUCTION TO THE BIDDERS

1. Eligibility Criteria:

The firm should be:-

- (a) ISO / CPWD (Electric)/ Govt. Department Registered firm and should have valid licenses and having 5years experience in the relevant field in the Govt. Ministry / Department or Semi-Govt. Organizations, including Public Sector Undertaking.
- (b) While submitting the tender, the bidder shall have to produce Experience Certificate of at least five years issued by an Officer not below the level of Section Officer along with their tender.

2. The Tender should be accompanied by earnest money of Rs.50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft issue by the Nationalized bank, Delhi, without which the tender will not be considered. The EMD will be returned to all the unsuccessful tenderer after completion of the tendering process not before 90 days after opening the tenders. The demand draft of successful bidder shall be returned after awarding of the contract by the Ministry of Drinking Water & Sanitation and submission of the performance security by the contractor.

3. Bidders / agency, which are having near relative employed in the Ministry of Drinking Water & Sanitation, are not allowed to participate in the tender. The Agency should give a certificate as given in Form-II that none of his /her near relatives is working in the Ministry of Drinking Water & Sanitation. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by the entire partner and in case of limited company by all the directors of the company. In case of any breach of these conditions by the company or firm or any other person the contract will be cancelled and Performance Security will be forfeited at any stage whenever is noticed and Ministry will not pay any damage to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in any contract / tender of Ministry. The near relatives for the purpose are defined as:

- (i) Member of a Hindu undivided family,
- (ii) Husband or wife,
- (iii) The one is related to the other in such a manner as father, mother, son(s), and daughter in law, Daughter(s), son in law, Brother(s) etc.

4. Scope of Work

- (i) The repair work is to be carried out in the premises of the Ministry of Drinking Water & Sanitation, Pt. Deendayal Antyodaya Bhawan, Krishi



Bhawan, Hon'ble Ministers (DWS) office, and Block No. 11, CGO Complex, New Delhi as far as possible.

- (ii) Only such works are can't be done in the office premises would be allowed to be done in the workshop of the contractor. The contractor shall arrange for to and fro transport and carry the items at his own risk and cost. No extra charges will however be payable on this account.
  - (iii) Any loss or damage of any item during repair within the premises of the Ministry or at the workshop of the contractor shall be liability of the contract and the Ministry may, at its discretion, deduction total cost of the item or any part thereof from the bill of the contractor.
  - (iv) The contractor shall depute one skilled electrician (who have ITI diploma in electrical work) to this Ministry every day for the doing the day to day electric repair work. If the electrician does not come on the working day or fails to do the required electric work, the work will be got done by the Ministry at the cost of contracted agency.
  - (v) The contractor shall use materials conforming to ISI slandered whenever applicable for approved by rates.
  - (vi) The contractor shall undertake repair work only after receiving a writing order or signed by the Section Officer (Gen). Any work undertaken otherwise shall be treated as unauthorized work and cost of such work shall not be paid by the Ministry.
  - (vii) The contractor shall maintain job card for each repair work undertaken by him. The card should be got signed by the official concerned after satisfactory completion of work.
5. Unsealed / unsigned Tender shall not be considered. Tender without EMD shall be similarly rejected. There should be no erasing and / or overwriting. The Tender with erasing and / or overwriting shall be summarily rejected.
6. Late / delayed tender due to any reason, whatsoever will not be accepted / considered at all under any circumstances.
7. The submission of Tender will not place this office under any obligation to empanel you and no expenses incurred by you in this regard will be payable by Ministry of Drinking Water & Sanitation.
8. The cost of material, equipments, machines and related labour and transportation charges shall be borne entirely by the firm to whom contract has been awarded.
9. The rate should be mentioned inclusive of all taxes and installation / fitting / fixing charges and levies in the format for financial bid document attached as Schedule -I.



## 10. Method of determination L- 1

The lowest aggregate sum of the rates is the criterion for deciding the L-1 agency who should accept the lowest rates of individual items offered by any other bidder. To facilitate determination of L-1 all the bidders are instructed to invariably quote rate for each and every item mentioned in the Financial bid at Schedule -I. In the event of any omission of rates of any item by any agency, the same shall be liable to be treated as non-responsive bid and their tender will be liable to be rejected. In case all the agencies omit tender of rates for one particular item or the other in Financial Bid, L-1 will be decided on the basis of the aggregate sum for all the agencies calculated ignoring the rates of those items quoted by others.

## 11. Forfeiture of EMD:- The bid security may be forfeited:

- a. If the bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form ; or
- b. In the case the successful bidder:
  - i. Fails to sign the contract
  - ii. Fails or refuse to honor his / her own quoted price for repair work.
- c. In both the above cases i.e. Para 11 (a) & (b), the bidder will not be eligible to participate in any of the tender issued by the Ministry of Drinking Water & Sanitation for next five year from the date of issue of letter to intent. The bidder may approach the court against the decision of Ministry of Drinking Water & Sanitation in this regard.

## 12. Performance Security: The successful bidder shall deposit, within seven working days of awarding of the contract, the performance security 10% of the contract, in the form of bank guarantee of nationalized bank. The amount of Rs. 50000/- deposited as EMD along with the tender will not be adjusted in the security deposit. Format of performance security is given at Form-I

## 13. Tendering Process: The tenders are invalid in single bid system. Interested parties may submit their documents satisfying the eligibility criteria mentioned at Para 2 above in a sealed cover Superscribed as "Tender for Electrical repair/ supply of electrical fittings / accessories work in Ministry of Drinking Water & Sanitation". The bank draft covering the EMD and certificates / documents in support of eligibility criteria should be placed in the envelope. Cover should be sealed and addressed to Under Secretary (Admn), Ministry of Drinking Water & Sanitation, 8<sup>th</sup> floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi by 1500hrs on 21<sup>st</sup> February, 2017.

## 14. Opening of bids: The tenders will be opened on 22<sup>nd</sup> February, 2017 at 1530hrs in Conference Room, 4<sup>th</sup> floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi in the presence of tenderers or representatives thereof.



The representatives must bring the authorization letter from their employer to participate in the opening of the tenders. Ministry of Drinking Water & Sanitation reserve the right to accept or reject any or all tenders without assigning any reasons.

15. Conveying approval of the Competent Authority shall construe award of contract.
16. Validity of the contract: In normal circumstances, the period of contract shall be one year however it may be extended by mutual consent for any specific period.
17. Ministry of Drinking Water & Sanitation reserve the right to terminate the contract by giving 15 days notice and without assigning any reason thereof.
18. Contact Person: In case tenderer desire to have any clarification regarding the terms and conditions of the bid document and any interpretation thereof, they are advised to contact Section Officer (Gen), on telephone No. 24368611 on all working days 1200hrs to 1500hrs.
19. **Pre-bid meeting will be held on 15/02/2017. Bidders must have to attend for participating in tender. Ministry will not entertain those bidder who will not participate in pre-bid meeting.**



(S. Sanyal)

Under Secretary to the Govt. of India  
Tel 24368612

**TERMS AND CONDITIONS OF CONTRACT**

1. Terms of performance:

- 1.1 The agency should render satisfactory performance in respect of all aspects of supplies / services / works included in the scope of work mentioned in the instructions to the bidders of tender notice.
- 1.2 The personnel deployed by the agency for undertaking the jobs should conduct themselves well and the agency shall be responsible for enforcing such conduct.
- 1.3 The agency shall attend to all repair works promptly on the same day and shall supply all necessary accessories promptly without any undue delay.

2. Terms of rates:

Rates shall remain fixed and valid during the period of contact. This office will not entertain any claim on account of sales tax / or any other taxes for the material used for executing the work awarding under the contract and all such taxes should be paid by the firm itself. TDS and any other Government levies applicable on bill as per Govt. of India instructions issued from time to time shall be deducted.

3. Terms of payment:

- 3.1 The bills in triplicate, for the services prepare on the basis of rates will have to be submitted in favor of MDWS, New Delhi for effecting payment together with the copies of written work order and original job cards duly signed by the Officers/ Sections. The bills for all works done during a month shall be submitted by 5<sup>th</sup> day of next month (or next working day if 5<sup>th</sup> is holiday). Bills of previous month shall not be accepted for payment after 5<sup>th</sup> day (or next working day if 5<sup>th</sup> is holiday) of the month. No advance payment shall be made for the services.
- 3.2 The payment will be released through ECS and income tax and other taxes, if any shall be deducted against bill submitted.
- 3.3 The job carried out shall be to the satisfaction of the HOD, failing which deduction @10% of the total bill shall be made. Depending upon the severity of negligence, MDWS reserve the right to black list the agency for suitable period or from further participation in any of MDWS contract. The decision of Ministry shall be final in this regard.

4. Terms of dispute resolution.

- 4.1 in the event of any question, dispute or difference arising under the Agreement or in connection there with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of the Secretary, Ministry of Drinking Water & Sanitation or any other person appointed by him. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the function of the Secretary or by; whatever designation; such officers may be called (hereinafter referred to as the



said officer). In the event of such Arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuse to do; work or neglecting his work or being unable to act as Arbitrator for any reasons whatever, the Secretary, MDWS shall appoint another person to act Arbitrator in the place of outgoing Arbitrator and the person so appointed shall be entitled to proceed further with the reference from; the stage at which it was left by the predecessor and that the award of the arbitrator shall be final and binding on both parties. Contractor will have no objection in any such appointment that arbitrator so appointed is an employee of Ministry of Drinking Water & Sanitation or that he has to deal with the matter to which the agreement relates or that in the course of his duties as MDWS employee he has expressed his views on all or any of the matters in dispute. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitrator and Conciliation Act 1996, or any statutory modification or reenactment thereof or any rules made thereof.

4.2 The venue of Arbitration proceeding shall be Office of MDWS at New Delhi or such other place as Arbitrator may decide.

4.3 The Arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award.

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## SCHEDULE OF FINANCIAL BID

LIST OF ELECTRIC ITEMS FOR REPAIR / SUPPLY

S. No.	Name of Items	Rate per unit (in Rupees.)
1.	2 point Extension Board -5amp	
2.	2 point Extension Board -15amp	
3.	3 point Extension Board -5amp	
4.	3 point Extension Board -15amp	
5.	4 point Extension Board -5amp	
6.	4 point Extension Board -15amp	
7.	5 point Extension Board -5amp	
8.	5 point Extension Board -15amp	
9.	Call Bell- Electric	
10.	Call bell (battery)	
11.	Remote Bell	
12.	5 Amp Socket mark (Havells)	
13.	15 AMP Socket mark (Havells)	
14.	5 Amp Switch mark (Havells)	
15.	15 Amp Switch mark (Havells)	
16.	2 core wire 40/76 (Havells)	
17.	3 core wire 40/76(Havells)	
18.	Wire 70/76(Havells)	
19.	Wire 3/20 (Havells)	
20.	Wire 3/22(Havells)	
21.	Wire 7/16(Havells)	
22.	Wire 7/22(Havells)	
23.	Earth wire (Havells)	
24.	Flexible wire (Havells)	
25.	Chok mark ((Havells))	
26.	1.5mm copper wire (Havells)	
27.	4mm copper wire (Havells)	
28.	6mm copper wire (Havells)	
29.	Holder Tube (Havells)	
30.	Tube light 40 watt (Havells)	
31.	Tube light 20 watt (Havells)	
32.	Fancy Tube light 36 watt	
33.	LED light 5 watt set round with fitting (Syska)	
34.	LED light 10 Watt set round with fitting (Syska)	
35.	LED light 12 Watt set round with fitting (Syska)	
36.	LED light 15 Watt set round with fitting (Syska)	
37.	LED light 20 Watt set round with fitting (Syska)	
38.	LED light 23 Watt set round with fitting (Syska)	
39.	LED light 27 Watt set round with fitting (Syska)	
40.	LED light 32 Watt set round with fitting (Syska)	

41.	LED light 2'x2' square (Syska)	
42.	LED bulb 5 watt (Syska)	
43.	LED bulb 10 watt (Syska)	
44.	LED bulb 15 watt (Syska)	
45.	LED bulb 20 watt (Syska)	
46.	LED bulb 27 watt (Syska)	
47.	LED bulb 32 watt (Syska)	
48.	Tube fatti (good quality)	
49.	Complete tube set 2'x2'	
50.	Tube base- single	
51.	Tube base - double	
52.	2 tube light with reflector	
53.	Starter	
54.	Starter base	
55.	Complete Tube set	
56.	Fuse	
57.	2 pin Plug - 5 amp	
58.	Metal plug	
59.	3 pin plug 5 amp	
60.	3 pin plug 15 amp	
61.	3 pin multi plug -5 amp	
62.	3 pin multi plug - 15 amp	
63.	Plug light 5 amp	
64.	Plug power 15 amp	
65.	5 pin top	
66.	Multi socket power	
67.	Multi socket light	
68.	MCB 10 Amp (Havells)	
69.	MCB 20 Amp (Havells)	
70.	MCB 64 Amp (Havells)	
71.	MCB 32 Amp (Havells)	
72.	MCB box complete (Havells)	
73.	AC top	
74.	Air condition metal box	
75.	Regulator electronic	
76.	Regulator fan	
77.	Fancy light choke	
78.	Indicator light set	
79.	Bulb 100 watt	
80.	Bulb 60 watt	
81.	Bulb 40 watt	
82.	Bulb 15 watt	
83.	Bartend 1"	
84.	Bartend 1.5"	
85.	Bartend 2"	
86.	Bartend 3"	
87.	Clip for batten & wire	
88.	Color bulb	

89.	Emergency light	
90.	PVC Pipe	
91.	PVC channel	
92.	PVC board	
93.	Tharmester	
94.	Connector Tharmester	
95.	CFL 30 watt	
96.	CFL 25 watt	
97.	CFL 20 watt	
98.	CFL 15 watt	
99.	CFL 10 watt	
100.	CFL 5 watt	
101.	Fan capacitor 2.5 MFD	
102.	Combined box	
103.	Board with 4 switch socket	
104.	5 pin socket	
105.	Oil Radiator heater 11 fins (bajaj make)	
106.	Oil Radiator heater 9 fins (bajaj make)	
107.	Blower (bajaj make)	
108.	2 Rod electric heater (bajaj make)	
109.	Hot & cold Water Dispenser 10 ltr (Usha make)	
110.	Hot & cold Water Dispenser 15 ltr (Usha make)	
111.	Hot & cold Water Dispenser 20 ltr (Usha make)	
112.	Wall fan (12 inches Usha make)	
113.	Wall fan (16 inches Usha make)	
114.	Table fan (12 inches Usha make)	
115.	Pedestal fan (12 inches Usha make)	
116.	Pedestal fan (16 inches Usha make)	
117.	Celling fan (48 inches Usha make)	
118.	Electric fly insect killer machine double fuse make - AVRO	
119.	Air Room Freshner machine	
120.	Electric Hot case	
121.	Microwave owens	

All items price should be included of all taxes and fitting / fixing charges.

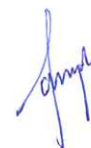
Date  
Place  
Signature  
Company name & company seal

Form-I

PERFORMANCE SECURITY GUARANTEE (BOND FORM)

(To be furnished on non-judicial stamp paper of Rs. 100/-. Use of Stamps / any other means in lieu of Non-judicial stamp paper shall lead to outright rejection of the bid.)

2. In consideration of, Under Secretary (Admn) (hereinafter called “ Ministry of Drinking Water & Sanitation”) having agreed to exempt (hereinafter called ‘the said contract(s)’) from the demand, under the terms and conditions of an agreement / (purchase order) No. dated made between and for \_\_\_\_\_ for the work of (hereinafter called ‘the said Agreement’), of security deposit for the due fulfillment by the said contract(s) of the terms and conditions contained the said Agreement, on production of a bank guarantee for. We (Name of the Bank) (hereinafter referred to as “the Bank”) at the request of Contractor(s) do hereby undertake to pay to the Drinking Water & Sanitation an amount not exceeding against any loss or damage caused to or suffered or would be caused to or suffered or would be caused to or suffered by Ministry of Drinking Water & Sanitation by reason of any breach by the said Contractor(s) of any of the terms and conditions contained in the said agreement
3. We (Name of the bank) \_\_\_\_\_ do hereby, undertake to pay the amounts due un-payable under this guarantees without any demure, merely on a demand from Drinking Water & Sanitation starting the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by Drinking Water & Sanitation by reason of breach by the said Contractor(s)’ failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of Drinking Water and Sanitation in these counts shall be final and binding on the bank. However, out Liability under this guarantee shall be restricted to an amount not exceeding \_\_\_\_\_.
4. We undertake to pay the Ministry of Drinking Water & Sanitation any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) / supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment hereunder and the contractor(s)/supplier(s) shall have no claim against us for making such payment.
5. We (name of bank) further agree, that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the;



performance of the said agreement and that it shall continue to be enforceable till all the due of Ministry of Drinking Water & Sanitation under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till \_\_\_\_\_ Ministry of Drinking Water & Sanitation certifies that the terms and conditions of the said Agreement have been fully; and properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of two years from the date hereof, we shall be discharged from all liability under this guarantee thereafter.

6. We (Name of the bank) \_\_\_\_\_ further agree, with the Ministry of Drinking Water & Sanitation that the MDWS shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the MDWS against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for his provision, have effect of so relieving us.
7. This guarantee will not be discharged due to the change in the constitution of the bank or the contractor(s) / supplier(s).
8. We (name of bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Ministry of Drinking Water & Sanitation in writing. Dated the day of (indicate the name of bank).



I.....S/o.....  
R/o.....  
.....  
.....  
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Hereby certify that none of my relative(s) as defined in the tender document is /are employed in MDWS as per details given in the tender documents. In case at any stage, it is found that the information given by me is false/ incorrect.

Ministry of Drinking Water & Sanitation shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Signature  
Name (Block Letter)  
Name of the firm / company / date  
Stamp.

