

D-13013/01/2016-General

Government of India

Ministry of Drinking Water & Sanitation

8th floor, Paryavaran Bhawan

CGO Complex, Lodhi Road

New Delhi- 110003

Dated: - 7th January, 2016

Tender Notice

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

Sealed tenders for rate contract are invited for minor electrical repair and supply of electrical fittings / accessories work in the Ministry. The bidders should ensure that completed tender documents in sealed covers are delivered either by post or drop in Tender Box kept in Ground Floor of Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003 by 1500hrs. on 18th January, 2016.

The instructions to the bidders are at Annexure

1. Terms and Conditions of contract are at Annexure
2. Financial bid at Schedule
3. Tender will be open at 1530hrs on 18th January, 2016.


(S. Sanyal)

Under Secretary to the Govt. of India

Tel # 24368612

Copy to:-

1. Technical Director (NIC) for uploading the Ministry web-site
2. Hindi Section for hindi version

INSTRUCTION TO THE BIDDERS

1. Eligibility Criteria:

The firm should be:-

(a) Registered /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.5,000/- (Rupees Five 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. Scope of Work

(i) The repair work is to be carried out in the premises of the Ministry of Drinking Water & Sanitation, in Paryavaran Bhawan in CGO Complex, Block No. 11, CGO Complex and Krishi Bhawan New Delhi and Camp Offices of Minister's of the Ministry.

(ii) Only such works which 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 contractor and the Ministry may, at its discretion, deduct 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/or equivalent qualification 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.

4. Unsealed / unsigned Tender shall not be considered. Tender without EMD shall be summarily rejected. There should be no erasing and / or overwriting. The Tender with erasing and / or overwriting shall be summarily rejected.

5. Late / delayed tender due to any reason, whatsoever will not be accepted / considered at all under any circumstances.

6. 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.

7. 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.

8. The rate should be mentioned exclusive of taxes and levies as at schedule.

9. The offer should remain valid for a period of three months.

10. Method of determination L- 1

The lowest aggregate sum of the rates is the criterion for deciding the L-1 agency. 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. 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 item quoted by others.

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

I. If the bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form ; or

II. 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.

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.

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. 5000/- 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 tender will be 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". 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, 8th floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi by 1500hrs on 18th January, 2016.
14. **Opening of bids:** The tenders will be opened on same day i.e. 18th January, 2016 at 1530hrs in Conference Room, 4th floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi in the presence of tenders or representatives thereof. The representatives must bring the authorization letter from their employer to participate in the opening of the tenders.
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 accept or reject any or all tenders without assigning any reasons.
18. Ministry of Drinking Water & Sanitation reserve the right to terminate the contract by giving 15 days notice and without assigning any reason thereof.
19. **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 between 1200 hrs to 1500 hrs.



(S. Sanyal)

Under Secretary to the Govt. of India

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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 5th day of next month (or next working day if 5th is holiday). Bills of previous month shall not be accepted for payment after 5th day (or next working day if 5th 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 as arbitrator.

4.2 The venue of Arbitration proceeding shall be Office of MDWS at New Delhi.

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.

SCHEDULE OF FINANCIAL BID

LIST OF ELECTRIC ITEMS FOR REPAIR WITH SUPPLY/ SUPPLY WITH ISI MARK AND INSTALLATION.

S. No.	Name of Items	Rate per unit (in Rupees.) Exclusive of Tax
	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 Call Bell	
12	5 Amp Socket with brand ISI mark	
13	15 AMP Socket with brand ISI mark	
14	5 Amp Switch with brand ISI mark	
15	15 Amp Switch with brand ISI mark	
16	2 core wire 40/76 per mt./roll with labour	
17	3 core wire 40/76 per mt./roll with labour	
18	Wire 70/76 per mt./roll with labour	
19	Wire 3/20 per mt./roll with labour	
20	Wire 3/22 per mt./roll with labour	
21	Wire 7/16 per mt./roll with labour	
22	Wire 7/22 per mt./roll with labour	
23	Earth wire per mt./roll with labour	
24	Flexible wire per mt./roll with labour	
25	Chok with ISI mark	
26	1.5mm copper wire(Per Mt./roll with labour)	
27	4mm copper wire (Per Mt./roll with labour)	
28	6mm copper wire (Per Mt./roll with labour)	
29	Holder Tube	
30	Tube light 40 watt	
31	Tube light 20 watt	

32	LED Panel Square 2 x 2	
33	LED Panel Square 4 x 1	
34	Fancy Tube light 36 watt	
35	LED light 5 watt	
36	LED light 10 Watt	
37	LED light 15 Watt	
38	LED light 20 Watt	
39	LED light 23 Watt	
40	LED light 27 Watt	
41	LED light 32 Watt	
42	Tube Fatti	
43	Complete tube set	
44	Tube base- single	
45	Tube base - double	
46	2 tube light with reflector	
47	Starter	
48	Starter base	
49	Fuse	
50	2 pin Plug - 5 amp	
51	Metal plug for AC/Heater	
52	3 pin plug 5 amp	
53	3 pin plug 15 amp	
54	Plug light 5 amp	
55	Plug power 15 amp	
56	5 pin top	
57	Multi socket power	
58	Multi socket light	
59	MCB 10 Amp	
60	MCB 20 Amp	
61	MCB 64 Amp	
62	MCB 32 Amp	
63	MCB box complete	
64	AC top	
65	Air condition metal box	
66	Regulator electronic	
67	Regulator fan	
68	Fancy light choke	
69	Indicator light set	
70	Bulb 100 watt	
71	Bulb 60 watt	
72	Bulb 40 watt	
73	Bulb 15 watt	
74	Batten 1"	
75	Batten 1.5"	
76	Batten 2"	
77	Batten 3"	
78	Clip for batten & wire	
79	Color bulb 15 Watt	
80	Emergency light	
81	PVC Pipe	
82	PVC channel	

83	PVC board	
84	Tharmostat	
85	Connector Tharmostat	
86	CFL 30 watt	
87	CFL 25 watt	
88	CFL 20 watt	
89	CFL 15 watt	
90	CFL 10 watt	
91	CFL 5 watt	
92	Fan capacitor	
93	Combined box	
94	Board with 4 switch socket	
95	5 pin socket	
96	Wiring with labour charges (Per Mt.)	
97	Hot case element with repair	
98	Electric Kettle new with ISI Mark	
99	Wall Fan with ISI Mark	
100	Ceiling Fan with ISI Mark	
101	Blower with ISI Mark	
102	Dispenser with ISI Mark	

Date

Place

Signature

Company name & company seal