

No.D-13011/1/2016-Genl.
Government of India
Ministry of Textiles

Udyog Bhawan,
New Delhi, dated March, 2016

To,
As per list enclosed,

Subject: Annual Maintenance Contract for repair/maintenance of Electrical items from 1.5.2016 to 30.4.2017(comprehensive) and Electrical jobs in the Ministry of Textiles.

Sir,

The Ministry of Textiles invites sealed bids for the award of Annual Maintenance Contract for electrical items like Pedestal Fans, Wall Fans, Sun flows, Radiator oil heaters Hot Cases etc. and supply of various electric items during summer/winter session for a period of one year i.e. from 01.05.2016 to 30.04.2017(comprehensive) and Electrical jobs in the Ministry of Textiles on annual basis through limited tender enquiry. The details of electrical items are given in Annexure-I.

- The following are the terms and conditions for the firms for submission of bids:
 - The firm should be a reputed firm having its registered office in Dehi.
 - The firm should be registered with the Delhi Sales Tax /Service Tax or Delhi Value Added Tax (DVAT) Act, 2004.
 - The firm should have a minimum of five years experience in the maintenance business with the Central Government Ministries / Departments, PSUs, Statutory / Autonomous Bodies etc.
 - The firm should have a valid PAN number.
 - The rates should be for comprehensive maintenance of Electrical items like Pedestal fans, wall fans, sun flows, Radiator oil heaters, hot cases etc. and supply of various electric items.
 - The repair/servicing work etc. would be carried out in the Offices premises in the Udyog Bhawan. Only such repair which can not be undertaken in the office premises will be allowed to be done outside with the written permission of competent authority and for this purpose no extra payment would be made. No transportation charges will be paid by the Ministry.

- The firm should have minimum annual turnover of Rs. 50 lakh during each of the last three years.
- The owner /proprietor /manager of the firm should be available on his own direct telephone (office as well as residence) and also on mobile phone as and when contacted.
- The firm will have to depute a well qualified Engineer who should have knowledge of the repair work of different make electrical items on all working days from 9.00 A.M. to 5.30 P.M.
- All the complaints/repairs would be rectified within 24 hours from the time of the complaint, failing which a penalty of Rs. 20/- per working hour will be deducted from the invoice.
- The contract will be awarded for a period of one year which may be extended or curtailed subject to satisfactory performance of the firm.
- In case the selected firm is not able to provide satisfactory service to this Ministry in time during the currency of the contract, the Ministry may terminate the contract and also forfeit the Performance Security.
- The bidding firms are required to submit Technical Bids and Financial Bids. The Financial Bids of only those firms shall be opened who qualify technically.
- The firms should quote unconditional rates strictly as per list of items in Annexure-I. There should be no cutting/overwriting in the bids.
- The bidding firms are required to deposit Bid Security (Earnest Money) of Rs. 20,000/- (Rupees twenty thousand only) in the form of Bank Draft in favour of DDO (Cash), Ministry of Textiles, New Delhi along with the Technical Bids. The Earnest Money will be refunded to the unsuccessful bidders after finalization of the bids.
- The successful bidder will have to deposit Performance Security Money for an amount of five percent of the value of annual contract in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a commercial Bank, Bank Guarantee from a commercial Bank in an acceptable form safeguarding this Ministry's interest in all respects. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the firm including warranty obligations. Bid Security of the successful bidder will be refunded on receipt of Performance Security.
- The Ministry reserves the right to accept or reject any or all the bids without assigning any reason thereof.

- Interested and eligible firms may submit Technical and Financial Bids (in prescribed Formats as given in Annexure-II & Annexure-III respectively) in separate sealed covers. Both these covers should be further sealed in a separate cover which should be superscribed “Bid for Comprehensive Maintenance Contract for maintenance/repair of Electrical Items” addressed to the **Under Secretary (Admn.), Ministry of Textiles, Room No. 29B, Udyog Bhawan, New Delhi** and should reach him / her latest by **03.00 PM on 31st March, 2016**. Bids received after the stipulated date/time shall not be entertained. **The Bids will be opened on 31st March, 2016 at 03.30 P.M. in Room No. 29B, Udyog Bhawan, New Delhi** in the presence of the bidders or their representatives who may wish to be present.
- The above particulars are also available on the Ministry of Textiles’ website i.e., texmin.nic.in.

Yours faithfully,

(Ashutosh Kumar Jha)
Section Officer
Tel No. 23060582

Encls: As above.

Copy to: NIC, Ministry of Textiles for uploading on the website of Ministry of Textiles.

Annexure- I

Description of AMC for repair/maintenance of Electrical items:-

Sl. No.	Name of items	Unit	Rates(Rs.)
1.	Service/maintenance charge for full session of Pedestal Fans & Wall Fan		
2.	Service/maintenance charges for full session of Sun Flows & Radiator oil heater		
3.	Service/maintenance charges for full session of Hot Case		
4.	Element for Sun flow		
5.	Replacement bush bearing for sun flow		
6.	Rewinding of motor Sun flow		
7.	Overload for Sun flow		
8.	Element for Hot Case		
9.	Thermostat for Hot Case		
10.	Rewinding of Fan Motor		
11.	Bush bearing for Fan		
12.	Hiring charges of desert cooler		
13.	Element for oil heater		
14.	Thermostat for oil heater		
15.	Switch for oil heater		
16.	Condenser for Fan		
17.	Motor shaft for Fan		
18.	Reflector of oil heater		
19.	Providing of circuit plate		
20.	Providing of set of veering of fan		
21.	Fixing of New Double Tube light Complete Fitting (without tube)		

22	Fixing of New Single Tube light complete fitting (Without tube)		
23.	Replacement of 3 core flexible rubber wire (70/76) per meter		
24	Replacement of 3 core flexible rubber wire(40-70) per meter		
25.	Replacement of 3 core flexible rubber wire(23-76) per meter		
26.	Supply of remote bell (good quality)		
27.	Repair of indicator light		
28.	Providing and fixing of indicator bulbs		
29.	Supply and fixing of new Indicator Light with indicator bulbs		
30.	Supply of tube light round shape		
31.	Supply of metal plug (power)		
32.	Replacement of dry battery for Emergency light		
33.	Replacement of 3 pin plug (light)ISI		
34.	Replacement of 3 pin plug (power) ISI		
35.	Replacement of socket of 5 AMP in electrical extension board.		
36.	Replacement of socket of 15AMP in extension board		
37.	Replacement of switch of 5 AMP in extension board		
38.	Replacement of switch on/off of 15 AMP(power) in the extension board		
39.	Replacement of fuse3 in extension board		
40.	Replacement of indicator light in extension board		
41.	Replacement of chock good quality in temporary fitting of tube light		
42.	Replacement of fl. Tube good quality in temporary fitting of tube light		
43.	Replacement of starter in temporary fitting of tube light		
44.	Supply/fixing of PVC Batton		
45.	Supply of cordless remote bell		

46.	Supply and fixing of new temporary fitting of tube light		
47.	Replacement of plug light ISI		
48.	Replacement of plug power ISI		
49.	Supply/replacement of 2 core wire good quality of electrical bell		
50.	Replacement/supply of multipurpose plug 5 AMP ISI		
51.	Replacement/supply of multipurpose plug 15 AMP ISI		
52.	Replacement of brass holder of table lamp		
53.	Replacement of holder of tube light fittings		
54.	Supply of fl. Tube 5 feet good Quality ISI		
55.	Repair of emergency light		
56.	Replacement of round tube in emergency light good quality		
57.	Repair of electric point		
58.	Fixing charges of tube in fl. Tube fitting		
59.	Extension Board		

Annexure-II

Format of Technical Bid

- Name of the Firm :
- Name of the owner / proprietor:
- Address of the registered office of the firm:
- Telephone / Mobile No.:
- Registration No. of Delhi Sales Tax /
Delhi Value Added Tax (A copy of the
Registration Certificate to be attached):
- PAN No. of the firm (A copy of PAN
Card to be enclosed):
- Experience in years (Documentary proof
in support thereof may be attached):
- Annual Turnover during the last three years:
(Attach documentary proof)
 - 2012-13:
 - 2013-14:
 - 2014-15:
- Details of Bid Security(Earnest Money):
 - Demand Draft Amount:
 - Demand Draft Number:

Demand Draft Date :

Name of Issuing Bank:

(Signature of the Owner/Proprietor with seal)

Date:

Place:

Note : Bids received without above mentioned documents will be rejected summarily

Annexure-III

Format of Financial Bid

Sl. No.	Name of items	Unit	Rates(Rs.)
1.	Service/maintenance charge for full session of Pedestal Fans & Wall Fan		
2.	Service/maintenance charges for full session of Sun Flows & Radiator oil heater		
3.	Service/maintenance charges for full session of Hot Case		
4.	Element for Sun flow		
5.	Replacement bush bearing for sun flow		
6.	Rewinding of motor Sun flow		
7.	Overload for Sun flow		
8.	Element for Hot Case		
9.	Thermostat for Hot Case		

Note: The rates quoted should be exclusive of VAT.

(Signature of the Owner/Proprietor with seal)

Date:

Place: