

Dated: 18th June, 2018

To,
(THE INTERESTED BIDDER)

Subject: Annual Maintenance Contract (AMC) for repairing of Electrical Appliances in Cabinet Secretariat, Rashtrapati Bhawan and its Wings – Notice inviting tender.

I am directed to invite sealed Tenders for award of Annual Maintenance Contract (AMC) for the maintenance/repairing of various electrical appliances and other electrical jobs belonging to Cabinet Secretariat. Interested firms may send their tender along with a Bid Security Deposit of ₹ 10,000/- (Rupees Ten Thousands only) in the form of Account Payee Demand Draft from any nationalized bank in favour of "D.D.O. Cabinet Secretariat, Rashtrapati Bhawan, New Delhi."

2. The tender document may be collected from Shri Anurag Tiwari, Section Officer (Ad-II), Room No. 6, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi-4 (Phone-23015937 & 23015938). The tender details / document can also be downloaded from the website of www.cabsec.nic.in.

3. The firms should submit the quotations in a sealed cover superscribing '**Tender for Annual Maintenance Contract of various electrical appliances**' and the same should be addressed to "**The Under Secretary (Ad-II), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi**", and should be deposited in the Tender Box kept for the purpose in the **Reception Office of the Cabinet Secretariat, Rashtrapati Bhawan**, latest by 3.00 PM on 11th July, 2018. The quotation/tenders received after the last date and time prescribed and or received in any manner other than through Tender Box would not be opened and would be summarily rejected.

4. The Tender Committee will open the envelopes at 3.30 PM on 11th July, 2018 in Room No. 9, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi in the presence of participating bidders, who may like to be present in person or through their duly authorized representative. The Committee/competent authority will assess the eligibility of the agencies based on their record, profile and on such other criteria as per tender document.

5. The Firms/bidders should not have been blacklisted by any Ministry / Department of the Government of India. The tendering firms/bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with the Government Ministries / Departments have not been banned / suspended.

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6. Unrealistic rates viz. free of cost / complementary etc. shall not be entertained and reasonability of rates shall be ascertained according to the item of works. Rates are to be quoted in full rupees and not in fraction of rupee.

7. The contract will be valid for a period of one year w.e.f. its award. However, the contract may be extended / renewed in favour of the firm by Cabinet Secretariat on the request of the agency/firm on the same rates, terms and conditions as in the present contract based further on satisfactory services. The grant of extension of contract will be at the sole discretion of the Cabinet Secretariat.

8. This Secretariat reserves the right to cancel any or all of the Tenders without assigning any reason.

Anurag Tiwari
18/6/2018

(Anurag Tiwari)
Section Officer (Admin-II)

Enclosures: Terms & Conditions (Annex-I), format for submitting quotation (Annex-II) and list of electrical appliances (Annex-III).

Copy to:

1. Sr. Technical Director (NIC), Cabinet Secretariat. The aforesaid tender notice may kindly be uploaded in a non-editable version on this Secretariat's official website immediately under intimation to the undersigned.
2. All Ministries and Departments of Govt. of India located at New Delhi/Delhi with the request that the firms / contractors engaged by them for the purpose may be requested to submit their tenders, if interested.

Eligibility Criteria and Terms & Conditions

1. The invitation is open to all registered/well established service providing agencies who are having PAN/TAN/VAT registration.
2. The firm should be in a position to provide effective service on the spot repair and maintenance services for refrigerators, fans, water coolers, sun flow heater, heat radiator, Window Type Air Conditioner (WTAC), Split Type Air Conditioner (STAC) and other electrical appliances at short notice as well as on holidays/Sundays.
3. The service providing agency/firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so as to enable this Secretariat to call him whenever required.
4. The minimum time required for attending to the complaints should be specified.
5. Tenderers may please quote their unconditional rates/charges.
6. In case of any deficiency in service, a penalty of 5% of the bill for each occasion will be imposed on the firm. The decision of the Cabinet Secretariat in this regard shall be final and binding.
7. Cabinet Secretariat reserves the right to award the contract to more than one contractor on common lowest rates or split the same. The contract shall normally be awarded to the bidder who emerges L1 in majority of the items on common minimum rates i.e. the L1 bidder will have to match the L1 rates of other bidders for the items for which his rates are higher.
8. Cabinet Secretariat reserves the right to reject any or all the quotations in full or part without assigning any reason there for and without giving any compensation. The decision of the Cabinet Secretariat in this regard shall be final and binding on all.

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Details of Agency

Sl. No.	Particulars	To be filled in by the tenderer
1.	Name of the Agency	
2.	Date of establishment of the Agency	
3.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and the name of the contract person	
4.	Whether registered with all concerned Government authorities (copies of all certificates of registration to be enclosed)	
5.	PAN/TAN & GST Number (Copy to be enclosed)	
6.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partner anywhere in India.	
7.	Length of experience in the field	
8.	Experience in dealing with Government Departments (here, indicate the names of the Department and attach copies of contracts/orders placed on the agency)	
9.	Whether a copy of the terms and conditions (Annexure-I) duly signed, in token of acceptance of the same is attached?	

Signature of the authorized signatory
Of the tenderer with seal of the firm

Date:

Place:

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SI No.	Job Detail	Rate	Labour Charge
1 (i)	Replacement of bulbs		
a.	0 W		
(ii)	Replacement of LED bulbs		
a.	5 W		
b.	8 W		
c.	10 W		
d.	18 W		
e.	20 W		
2.	Replacement of tube light		
3.	Tube-light (2 feet)		
	Chock		
	Starter		
	Repair of tube light		
4.	Single tube light set with fitting		
5.	Double tube light set with fitting		
6.	Side holder		
	China clay holder		
	Brass holder		
	Repair of fancy light		
7.	Supply of readymade Extn. Board		
(i)	2 switch and 2 socket (5 AMP)		
(ii)	2 switch and 2 socket (15 AMP)		
(iii)	2 switch and 3 socket (5 AMP)		
(iv)	Repair of Extn. Board		
8.	Electrical bell		
(i)	New bell		
(ii)	Repair		
(iii)	Bell switch		
(iv)	Remote switch		
9.	Conducting of loose wire in PVC baton per meter		
(i)	½ inch		

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(ii)	1 inch		
(iii)	1 1/2 inch		
(iv)	Fitting of PVC baton		
10.	Repair of Table lamp		
11.	Change of MCB		
(i)	5 AMP		
(ii)	12 AMP Havells		
(iii)	25 AMP		
(iv)	32 AMP		
(v)	Repair of MCB Box		
12.	Minor repair of Fan		
(i)	Wall fan		
(ii)	Pedestal fans		
(iii)	Ceiling Fan/ Exhaust Fan/ Table Fan		
13.	Major repairs / overhauling of fan Motors		
14.	Winding of motor of fan		
15.	Servicing / maintenance charge per fan		
(i)	Pedestal fan		
(ii)	Table Fan / Ceiling Fan		
(iii)	Exhaust fan		
(iv)	Wall fan		
16.	Electric Motor : Replacement of		
(i)	Bearing		
(ii)	bush		
17.	Replacement of three pin plug (power) 15 AMP		
18.	Replacement of three pin plug (light) 5 AMP		
19.	Replacement of three point Socket (Power) 15 AMP		
20.	Replacement of three point socket (light) 5 AMP		
21.	Replacement of Switch		
	5 AMP		
	15 AMP		
22.	Replacement of Multi Plug		

23.	Replacement of three core flexible rubber wire		
24.	Replacement of two core Electric rubber wire (23 X 76) Per Mtr.		
25.	Sun-mica sheet for extension board		
26.	Repair of emergency light		
(i)	Relay switch for emergency light		
(ii)	Replacement of new battery		
	6 Volt. Dry		
	9 Volt. Dry		
	12 Volt. Dry		
27.	Replacement of tube light or emergency light		
28.	Table lamp with halogen tube		
29.	Halogen light		
30.	Decorative tube light set		
31.	Switch anchor roma		
32.	Socket anchor roma		
33.	Regulator		
(i)	Electronic		
(ii)	Anchor roma		
34.	MCB Box (complete set) 32 AMP		
(i)	Havells		
(ii)	Indo Kupp		
35.	Repair of Voltage Stabilizer		
(i)	Rewinding		
(ii)	Circuit plate		
(iii)	Condenser		
(iv)	Relay		
(V)	Transistor		
36.	Servicing + maintenance of sun flow / heater per unit		
37.	Change of parts of sun flow/heater		

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(i)	Element for sun flow		
(ii)	Element for heater		
(iii)	Reflector for heater		
(iv)	Thermostat for sun flow		
(v)	Rewinding of Motor for sun flow		
38.	New meeting indicator light set		
39.	Repair of indicator light		
40.	Electric fuse set Fuse indicator light		
41.	Repair of hot Case		
(i)	Element of hot Case		
(ii)	Thermostat for hot case		
42.	Providing of Room Heater		
	Single Rod		
	Double rod		
43.	Repairing of Desert Coolers		
(i)	Pads		
(ii)	Condenser		
(iii)	Rewinding of Motor		
(iv)	New pump		
(v)	New Motor		
44.	Painting of Desert Coolers		
45.	Providing of Desert Cooler (size 18")		
(i)	Iron Body		
(ii)	Plastic Body		
46.	Window Type Air Conditioner (WTAC) repair		
47.	Split Type Air Conditioner (STAC) repair		

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Name of Firm :-

Registered / Postal Address:

Telephone / Mobile Number:

Particular of EMD :-

(i) DD No

(ii) Date

(iii) Amount and Bank (drawn on)

Signature with Seal

Anurag Tiwari