

No. D-21011/4/2014-Ad.II  
Government of India  
Cabinet Secretariat

Dated: 17<sup>th</sup> November 2014

To,  
(THE INTERESTED BIDDER)

Subject: Annual Maintenance Contract (AMC) for Electrical Appliances in Cabinet Secretariat, Rashtrapati Bhavan-Notice Inviting Tender .

I am directed to invite sealed Tenders for award of Annual Maintenance Contract (AMC) for the maintenance/repairing of various electrical jobs and electrical appliances belonging to Cabinet Secretariat. Interested firms may send their tender along with a Bid Security Deposit of Rs. 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 Bhavan, New Delhi."

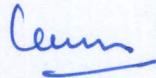
2. The tender document may be collected from Shri P.K. Hira, Section Officer (Ad-II), Room N0. 6, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi-4 (Phone. 23015937 & 23015938 ). The tender details/document can also be downloaded from the website of [www.cabsec.nic.in](http://www.cabsec.nic.in).

3. The firms should submit the quotations in a sealed cover superscribing '**Tender for annual maintenance contract of various electrical appliance**' 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, New Delhi**, latest by 3.00 PM on 8<sup>th</sup> December 2014. 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 envelops at 3.30 PM on 8<sup>th</sup> December 2014 in Room N0 9, Cabinet Secretariat, Rashtrapati Bhavan, 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 ability of the agencies based on its record, profile and on such other criteria as per tenders.

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 hav not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned.

6. This Secretariat reserves the right to cancel any or all of the Tenders whiout assigning any reason.



(P.K. Hira)  
Section Officer (Admin-II)  
Tele: 23015938

Enclosure: Terms & conditions (Annexure-I) and format for submitting quotaion (Annexure-II).  
Copy to,

1. Technical Director (NIC), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi. The aforesaid letter may kindly be up-loaded 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.

**ANNEXURE-I**

**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 at a spot repair and maintenance to refrigerators, fans, water coolers, sun flow heater, heat radiator WTAC, 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 Department to call him in emergent cases.
4. The minimum time required for attending to the complaints should be specified.
5. Tenderers may please quote their unconditional rates/charges.
6. 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.
7. The decision of the Cabinet Secretariat in this regard shall be final and binding on all.

**ANNEXURE-II**

**DETAILS OF AGENCY**

<b>SI. NO</b>	<b>Particulars</b>	<b>To be filled in by the tenderer</b>
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 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

**ANNEXURE-III**

<b>SI No.</b>	<b>Job detail</b>	<b>Rate</b>	<b>Labour charges</b>
1(i)	Replacement of bulbs		
a.	100 W		
b.	60 W		
c.	40 W		
d.	0 W		
e.	25 W		
(ii)	Replacement of CFL		
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 ready made Extn. Board		
(i)	2 switch and 2 socket (5 AMP)		
(ii)	2 switch and 2 socket (15 AMP)		
(iii)	3 switch and 3 socket (5 AMP)		
(IV)	Repair of Extn. Board		
8.	Electrical bell		
(i)	New bell		
(ii)	Repair		
(iii)	Bell switch		
(iv)	Remote bell		
9.	Conducting of loose wire in PVC baton per meter		
(i)	½ inch		
(ii)	1 inch		
(iii)	1 ½ 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 three core flexible rubber wire		
25.	Replacement of the core flexible rubber wire		
26.	Replacement of two core Electric rubber wire (23X76) per mtr.		
27.	Sun-mica sheet for extension board		
28.	Repair of emergency light		
(i)	Relay switch for emergency light		
(ii)	Replacement of new battery		
	6 Volt. Dry		
	9 Volt. Dry		
	12 Volt. Dry		
29.	Replacement of tube light of emergency light		
30.	Table lamp with halogen tube		
31.	Halogen light		
32.	Decorative tube light set		

33.	Switch anchor roma		
34.	Socket Anchor Roma		
35.	regulator		
(i)	Electronic		
(ii)	Anchor roma		
36.	MCB Box (complete set) 32 AMP		
(i)	Havells		
(ii)	Indo Kupp		
37.	Repair of Voltage Stabilizer		
(i)	Rewinding		
(ii)	Circuit plate		
(iii)	condenser		
(iv)	Relay		
(V)	transistor		
38.	Servicing + maintenance of sun flow/Heater per unit		
39.	Change of parts of sun flow/heater		
(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		
40.	New meeting indicator light set		
41.	Repair of indicator light		
42.	Electric fuse set Fuse indicator light		
43.	Repair of hot Case		
(i)	Element for hot case		
(ii)	Thermostat for hot case		
44.	Providing of Room Heater		
	Single Rod		
	Double rod		
45.	Providing of Heat convector/blower/sun-flow(ISI)		
46.	Providing of Heat Convector/Blower/Sun-flow (Branded)		
47.	Providing of Hydraulic oil Heater (ISI)		
48.	Providing Hydraulic oil Heater (Branded)		
49.	Providing of Hot Case		
	Big Size		
	Small size		
50	Providing of water heater (electric kettle)		
51.	P/F of Exhaust Fan		
52.	P/F of Wall fan/ Pedestal fan		
53.	P/F of Ceiling Fan		
54.	Tube 28 W/36 W		
55.	Repairing of Desert Coolers		
(i)	Pads		
(ii)	Condenser		

(iii)	Rewinding of Motor		
(iv)	New pump		
(v)	New Motor		
56.	Painting of Desert Coolers		
57.	Providing of Desert Cooler (size 18")		
(i)	Iron Body		
(ii)	Plastic Body		
58.	WTAC repair		
59.	STAC repair		

**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**