

No.D-13012/03/2015-Adm.II
Government of India
Ministry of Labour & Employment

Shram Shakti Bhawan, New Delhi,
Dated the 3rd November, 2017

E-TENDER NOTICE

Subject: Annual Maintenance Contract (AMC) for Electrical Equipments/items installed in the Ministry of Labour & Employment (MS), New Delhi for a period of one year.

E-TENDER DATE SHEET

PUBLISHED DATE	03.11.2017
BID DOCUMENT DOWNLOAD/SALE START DATE	03.11.2017
BID SUBMISSION START DATE	03.11.2017
BID DOCUMENT DOWNLOAD/SALE END DATE	24.11.2017 UPTO 3.00 PM
BID SUBMISSION END DATE	24.11.2017 UPTO 3.00 PM
BID OPENING DATE	27.11.2017 AT 4.00 PM

Online e-tenders are invited by the Ministry of Labour & Employment (Main Secretariat) under single bid system for Annual Maintenance Contract (AMC) for electrical works/parts likely to be used in a year as per the list enclosed at Annexure-D. The rate of each item and quantity of items/works mentioned at Annexure-D will be taken into account while deciding L-1. The electrical equipments/items are installed in Shram Shakti Bhawan and Jaisalmer House in the Ministry's Office. Works/parts rate list to be submitted by the bidder is at Annexure-E.

2. The tender documents can be downloaded from the websites of <http://eprocure.gov.in/eprocure/app> and <http://labour.gov.in> from 03.11.2017 to 24.11.2017 (upto 3.00 P.M.).

3. The interested bidders may submit the tenders online at <http://eprocure.gov.in/eprocure/app> in a single bids system in the prescribed proforma. Tender is to be submitted **only online** through e-Procurement Portal <http://eprocure.gov.in/eprocure/app>. All the documents in support of eligibility criteria etc. are to be scanned and uploaded along with the tender documents. Tenders sent by any other mode of incomplete tenders will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.

4. The terms and conditions, undertaking, details of works/parts likely to be used in a year and works/parts rate list to be submitted, are at Annexure-A, B, C, D & E.

5. The Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty thousand only) in the form of Account Payee Demand Draft/Bankers Cheque drawn in favour of Pay and Accounts Officer (Main Sectt.) Ministry of Labour & Employment, New Delhi and physically

must be dropped only in Tender Box placed near Reception (Gate No.1) of Shram Shakti Bhawan, Rafi Marg, New Delhi between 9.00 AM to 3.00 PM on 27.11.2017. **In case original EMD is not submitted during the above date and time, the bids will be rejected summarily.** However scanned copy of Bank Draft must be uploaded electronically on <http://eprocure.gov.in/eprocure/app>. Bids received after the prescribed date and time shall not be considered. Late receipt of EMD i.e. after closure of online bidding, the bidder shall be disqualified and such bid will not be considered. If the bid is received without EMD, it would not be considered and would be rejected summarily. EMD of unsuccessful bidder will be returned to them after the award of the contract. No interest is payable on this deposit. No bidder is allowed to withdraw application after submission of bid, if a bidder wants to withdraw, either before or after award of contract, their EMD will be forfeited.

6. The bids will be opened online by Bid Evaluation Committee in the Ministry of Labour and Employment on 27.11.2017 at 4.00 P.M. in Room No. 518, Shram Shakti Bhawan, Rafi Marg, New Delhi. Bidder parties or their authorized representatives can also be present at the time of opening of bids. Only one representative on behalf of one tenderer shall be allowed to be present on the occasion. The Bid Evaluation Committee, after evaluation of the Bids, will give its specific recommendation (s) regarding the lowest responsive bid, which is to be selected along with a comparative statement duly signed by the members of the Committee.

7. Each page of this tender notice & documents including terms and conditions should be signed by the tenderer and rubber stamped in token of having been accepted the same in letter and spirit.

8. The competent authority in the Ministry of Labour and Employment reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, there for.


(Navil Kapur) 3-11-17

Under Secretary to the Govt. of India
Telephone No. 23766320

Copy to:-

1. All Ministries/Departments for circulation among their contract holders.
2. Director, NIC, Shram Shakti Bhawan with the request to place the aforesaid Notice on the website of the Ministry for wider publicity.
3. Notice Boards.
4. Hindi Section for Hindi version.


(Navil Kapur) 3-11-17

Under Secretary to the Govt. of India
Telephone No. 23766320

Copy for information to:

1. Reception Officer, Ministry of Labour and Employment, Shram Shakti Bhawan, New Delhi.
2. Asstt. Commandant, CISF, Shram Shakti Bhawan.

ANNEXURE-A

TERMS & CONDITIONS FOR AWARDING OF CONTRACT FOR SERVICING/ MAINTENANCE OF ELECTRICAL EQUIPMENTS IN MINISTRY OF LABOUR & EMPLOYMENT (MS), NEW DELHI.

PART-1: ELIGIBILITY CONDITIONS

1. The firm must have experience of 3 years or more of working in Govt. Departments.
2. The firm should have not been blacklisted by any Govt. Department and no criminal case should have been registered against the agency/ firm or its owner/proprietor/partner anywhere in India. An undertaking to this effect on Rs.100/- stamp paper, duly notarized (name of notary must be clearly visible), must be submitted along with tender.
3. The firm must have PAN Number, TIN Number, and GST Registration number etc.
4. Each page of this tender notice & documents including terms and conditions should be signed by the tenderer and rubber stamped in token of having been accepted the same in letter and spirit.
5. **Un-realistic rates** (i.e. too high or too low) quoted by the firms will make their tender liable to being summarily rejected by this Ministry. No correspondence in this regard shall be entertained.
6. While submitting the bid, the bidder is deemed to have read, understood, and accepted all the terms and conditions stated in this document and no change, whatsoever desired, will be entertained by this Ministry.
7. An amount of **Rs.20,000/- (Rupees twenty thousand only)** should be deposited along with bid as Earnest Money Deposit (EMD) in the form of **Account Payee DD/Banker's cheque** drawn in favour of **PAY & ACCOUNTS OFFICER (MS), MINISTRY OF LABOUR & EMPLOYMENT, NEW DELHI**. EMD of unsuccessful bidder will be returned to them after the award of the contract. No interest is payable on this deposit. No bidder is allowed to withdraw application after submission of bid, if a bidder wants to withdraw, either before or after award of contract, their EMD will be forfeited.
8. The contract will be awarded on "**as is where is basis**".
9. **The price quoted will be exclusive of Taxes and shall be fixed and final. Taxes, as applicable will be extra, which will not be quoted in the rate list of bid.**

PART-2: SCOPE OF WORK, SECURITY DEPOSIT & PAYMENTS, PENALTIES AND OTHER CONDITIONS

1. The successful Bidders will be awarded an Annual Maintenance Contract for service and maintenance of different types of Electrical Equipments in the office of the Ministry of Labour & Employment located in Shram Shakti Bhawan and Jaisalmer House.
2. Successful bidder will be required to furnish **PERFORMANCE SECURITY @ 10%** of the value of contract as quoted in the bid document in the form of Bank Guarantee or Fixed Deposit Receipt from any Commercial Bank, which should be valid for at least 60 days beyond contract period and would be returnable after completion of the contract period subject to fulfillment of terms & conditions of the contract and any deductions that may be decided by competent authority. These must be drawn in favour of **PAY & ACCOUNTS OFFICER (MS), MINISTRY OF LABOUR & EMPLOYMENT, NEW DELHI**. EMD of successful bidder will be returned to them after the award of the contract and completion of due formalities. No interest is payable on this deposit.
3. During the period of contract, the firm will be responsible for proper and consistent functioning of all electrical items being used by this Ministry, **which are included in the tender document**.
4. The successful bidder will depute required number of qualified technician(s) who must be available in this Office on all working days during office hours for attending complaints. The Technicians shall work under the overall supervision of a supervisor, who shall give compliance of complaints on daily basis to Admn.II Section. Attendance register/biometric attendance of technician will be maintained in the Adm-II Section on regular basis.
5. The Telephone/mobile numbers of all concerned with the AMC shall be informed to Admn.II Section and should also be recorded in the complaint register. Technician(s) may also be called on Holidays or required to work after working hours for urgent repairs etc., if it is considered necessary.
6. Complaints received from different sections/officers will have to be attended on the same day.
7. Servicing/repair of the electrical items (oil heater, blower, room heater, water cooler etc.) will have to be completed within 2 days from the date specified by the Ministry at the beginning of summer and winter season.
8. A "Complaint Register" will be maintained in the Adm.II Section, the technician will attend those complaints immediately, but not later than 24 hours failing which action can be taken. In any circumstances the work should be done on next working day, failing which a penalty of Rs.100/- per day subject per complaint will be deducted from the bill of the firm.

9. The Technician/staff deputed by the firm will attend the job as per WORK REQUISITION SLIP given by this office OR as directed by Authorized person of this office. A task completion report indicating date, time of attending the complaint and type of work done will be maintained by the firm and a copy of the report will also be submitted to Adm.II Section on the next working day, in the Performa as prescribed by this Ministry.
10. The firm has to use all products/material of approved B.I.S. specifications (ISI mark) and reputed brands.
11. In case any electrical item goes out of order, the repair should be carried out by the firm in the premises of this office. Only such work, which cannot be executed in the premises of this office, will be allowed to be done in the workshop of firm with prior permission of this office for which no extra charges like cartage etc. will be payable.
12. The contract is initially for a period of one year. This may be extended for a further period of one year with mutual consent on satisfactory performance during Tender period on the same terms and conditions and rates. The extension of contract will be sole discretion of the Ministry depending upon the satisfactory services of the firm.
13. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's bid/offer.
14. The firm shall not assign or sublet the work or any part of it to any other person or party without first obtaining permission in writing of the Ministry, which it will be at liberty to refuse if it thinks fit.
15. The payments for work will be made after successful completion of work on quarterly basis on presentation of bill in triplicate as per the rates approved by this Ministry.
16. If this Office feels that any of the electrical items, was not properly maintained/ serviced by the firm or does not function for reasonable period after repair, a suitable deduction from the bills will be made. The decision of this Ministry as regards the reasonableness of deduction will be final and binding on the firm.
17. This Ministry may terminate the contract at any time without assigning any reason thereof, if the work of the firm is found to be unsatisfactory and this Ministry will be at liberty to entrust the same to any other firm at the risk and expense of the defaulting firm. In this connection, the decision of this Ministry shall be final and binding upon the firm.
18. In case more than one bidder quotes the same rates, resulting in a tie, the lowest bidder will be decided on the basis of experience of working in Govt. Department.

19. In all matters of dispute relating to this contract, the decision of this Office will be final and binding upon the firm.

20. The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Place:

Date:

(Signature of Owner/Proprietor/Authorized
Signatory of Agency/firm with seal and date)

Annexure-B

Undertaking to be signed by the contractor/tenderer on behalf of his/her firm.

I-----do hereby undertake that I have clearly and precisely understood the terms and conditions of the tender, that I will abide by these terms and conditions mentioned in the tender notice/document and the rules and regulations/instructions of the Government, issued from time to time in letter and spirit, that any breach and/or violation of any of the terms and conditions and /or in case of my work being fund unsatisfactory at any time during the period of contract, my contract shall be liable to be terminated without assigning any reason thereof, and that in such case, the amount of security deposit shall stand forfeited to the Government and also I will be liable to make good all extra cost(s) borne by the Ministry of Labour & Employment for getting the jobs done by other person(s) and/or any loss or damages that may be caused to the Ministry of Labour & Employment owing to the unsatisfactory/failure to work on my part.

I-----also undertake that the decision of the Ministry of Labour & Employment shall be final and binding in all cases, whatsoever may be, pertaining to this contract.

Place:

Date:

(Signature of Owner/Proprietor/Authorized
Signatory of Agency/firm with seal and date)

ANNEXURE-C**Details to be submitted with the Tender Documents for Servicing/Maintenance of Electrical Equipments in the Ministry of Labour & Employment**

S. NO.	PARTICULARS	TO BE FILLED BY TENDERER
1.	Details of EMD furnished	
2.	Name of the firm/agency/bidder	
3.	Name of owner/proprietor etc.	
4.	The firm must have submit copy of PAN No., TIN No., and GST Number etc. of the bidder	
5.	Address of firm/agency in Delhi/NCR with Pin code	
6.	Telephone Number/Mobile Number (Mandatory)	
7.	Experience of working in Govt. departments (Names of departments may be listed here & copies of AMC Award letters must be enclosed) alongwith certificate of satisfactory performance.	
8.	Undertaking regarding the agency/firm not having been blacklisted or terminated or debarred till date by any Govt. department or no legal suit/criminal/tax evasion fraud case is registered against the agency/ firm or its owner/proprietor/partner of agency/firm anywhere in India. (Enclose undertaking on Rs.100/- stamp paper)	
9.	Whether copy of terms & conditions duly signed by owner/proprietor or authorized signatory is attached in acceptance of same.	
10.	Types of taxes applicable on items/services	
11.	Any other details (please specify)	

Place:

Date:

(Signature of Owner/Proprietor/Authorized Signatory of Agency/firm with seal and date)

Annexure-D**Details of work/list of parts likely to be used in a year**

S.No.	WORK /PARTS	Items likely to be used in a year
A.	REPLACEMENT/REPAIR OF DESERT COOLER (MAKE Crown & Comet)	
1	New pads heavy quality (complete set)	6
2	Rewinding of fan motor	2
3	Change of motor condenser	2
4	New water pump (submersible)	2
5	Change of fan blades (metallic)	2
6	Wooden ply (square feet)	40
7	Servicing & cleaning of Desert Cooler	6
B	REPLACEMENT/REPAIR OF PEDESTAL / TABLE / WALL / EXHAUST FANS (Except installed in Toilets) (Make CROMPTION, ORIENT, BAJAJ,SURYA)	
1	Fan Blades (plastic) (9"/12")	40
2	Fan Blades (metallic) (9"/12")	4
3	Motor Rewinding	62
4	New Motor	3
5	Servicing & cleaning of Pedestal/Table/Wall/Exhaust Fans	39
C	REPLACEMENT/REPAIR OF HOT CASES, HEATERS, Hallogen heater, HEAT CONVECTORS & OIL HEAT RADIATORS(Make:- Bajaj, Havells, Usha etc.)	
1	Hot Case Element	93
2	Hot Case Thermostat	79
3	Hot Case Indicator lamp	3
4	Heater Rod	9
5	Heat Convector Thermostat	26
6	Heat Convector Element	43
7	Heat Convector Motor repair	14
8	Heat Convector – New Motor	9
9	Heat Convector Fan	7
10	Oil heat radiator Thermostat	23
11	Oil heat radiator Element	26
12	New Wire (3 core, 40/76 flexible rubber type) (meter)	616
13	Servicing & cleaning of Hot Cases, Heaters, Heat Convector & Oil Heat Radiators	61
D	REPLACEMENT OF TABLE LAMPS/SHADE LAMP(ISI BRANDS Make:-Philips, Surya, Havells, Osram)	
1	CFL Tube 8w/10w/15w/20w	4
2	LED bulb 9w	3

E	REPLACEMENT/ REPAIR OF EXTENSION BOARD (in emergent requirement/emergency in the Ministry) (ISI brands/Make:- Anchor, Roma, Cona, Finolex, Kalinga)	
1	Change of 15 Amp Socket	50
2	Change of 15 Amp Switch	66
3	Change of 5 Amp Socket	90
4	Change of 5 Amp Switch	134
5	New Wire (3 core, 23/76 flexible rubber type) (meter)	1456
6	New Wire 2.5MM (meter)	252
7	New Plug Top (15/20 amp) (Metal)	50
8	New Plug Top (15 amp) (Power)	75
9	New Plug Top (5 amp) (3 pin)	92
10	New Plug Top (5 amp) (2 pin)	3
11	New Multi Plug (Power)	9
12	New Multi Plug (Light)	3
13	New Extension Board {2 point}	5
14	New Extension Board {3 point (with 1 power point)}	115
15	Minor repair (without parts) of Extension Board	31
F	REPLACEMENT/REPAIR OF VOLTAGE STABILIZER (Make: Blue bird & logicstate)	
1	Rewinding of transformer coil	4
2	Change of relay	3
3	Repair of electronic circuit	4
4	Change of Volt meter	2
5	Minor repair (without parts) of Voltage Stabilizer	7
G	NEW CORDLESS REMOTE CALL BELL (1/2 REMOTE) (ISI Make: Anchor, Cona)	28
1	Repair of cordless remote bell (including replacement of cells)	12
H	NEW ELECTRIC CALL BELL(Make:Anchor,Cona)	12
I	NEW ENGAGEMENT LIGHT	8
1	Repair of Engagement Light	7
2	New Engagement Light Box	3
J	TUBE LIGHTS, BULBS etc.(Make Philips,Surya,Osram) (Only for DGLW Office, Jaisalmer House)	
1	New Tube light set (complete set with tube)	10
2	Replacement of Choke	35
3	New Starter	4
4	New Tube light (36w/40w)	37
5	Candescent Bulb - 15 w (coloured)/40w/60w/100w	15
6	CFL Tubes - 5w/11w/15w/20w	23
7	Fancy CFL with choke - 15w/20w	12
8	Focus light (yellow) with choke	5
9	Conducting of wire in PVC baton (meter) (½ inch/ 1 inch/ 1 ½ inch)	1150

Annexure-E**Work/parts Rate List to be submitted by the bidder**

S.No.	WORK /PARTS	Rate of each item (excluding Tax) (Rs.)
A.	DESERT COOLER (MAKE Crown & Comeet)	
1	New pads heavy quality (complete set)	
2	Rewinding of fan motor	
3	Change of motor condenser	
4	New water pump (submersible)	
5	Change of new fan blades (metallic)	
6	Wooden ply (per square feet)	
7	Servicing & cleaning of Desert Cooler	
B	PEDESTAL / TABLE / WALL / EXHAUST FANS (Except installed in Toilets) (Make CROMPTION, ORIENT, BAJAJ, SURYA)	
1	Change of new Fan Blades (plastic) (9"/12")	
2	Change of new Fan Blades (metallic) (9"/12")	
3	Motor Rewinding	
4	New Motor	
5	Servicing & cleaning of Pedestal/Table/Wall/Exhaust Fans	
C	HOT CASES, HEATERS, HALLOGEN HEATER, HEAT CONVECTORS & OIL HEAT RADIATORS(Make:- Bajaj, Havells, Usha etc.)	
1	Change of new Hot Case Element	
2	Change of new Hot Case Thermostat	
3	Change of new Hot Case Indicator lamp	

4	Change of new Heater Rod	
5	Change of new Heat Convactor Thermostat	
6	Change of new Heat Convactor Element	
7	Heat Convactor Motor repair	
8	Heat Convactor – New Motor	
9	Change of new Heat Convactor Fan	
10	Change of new Oil heat radiator Thermostat	
11	Change of new Oil heat radiator Element	
12	New Wire (3 core, 40/76 flexible rubber type) (per meter)	
13	Servicing & cleaning of Hot Cases, Heaters, Heat Convectors & Oil Heat Radiators	
D	TABLE LAMPS/SHADE LAMP (ISI BRANDS Make:-Philips, Surya, Havells, Osram)	
1	New CFL Tube 8w/10w/15w/20w	
2	New LED bulb 9w	
E	REPLACEMENT/REPAIR OF EXTENSION BOARD (in emergent requirement/ emergency in the Ministry) (ISI brands/Make:- Anchor, Roma, Cona, Finolex, Kalinga)	
1	Change of 15 Amp Socket	
2	Change of 15 Amp Switch	
3	Change of 5 Amp Socket	
4	Change of 5 Amp Switch	
5	New Wire (3 core, 23/76 flexible rubber type) (per meter)	
6	New Wire 2.5MM (per meter)	
7	New Plug Top (15/20 amp) (Metal)	

8	New Plug Top (15 amp) (Power)		
9	New Plug Top (5 amp) (3 pin)		
10	New Plug Top (5 amp) (2 pin)		
11	New Multi Plug (Power)		
12	New Multi Plug (Light)		
13	New Extension Board {2 point}		
14	New Extension Board {3 point (with 1 power point)}		
15	Minor repair (without parts) of Extension Board		
F	REPLACEMENT/ REPAIR OF VOLTAGE STABILIZER (Make: Blue bird & logicstate)		
1	Rewinding of transformer coil		
2	Change of relay		
3	Repair of electronic circuit		
4	Change of Volt meter		
5	Minor repair (without parts) of Voltage Stabilizer		
G	NEW CORDLESS REMOTE CALL BELL (1/2 REMOTE) (ISI Make: Anchor, Cona)		
1	Repair of cordless remote bell (including replacement of cells)		
H	NEW ELECTRIC CALL BELL(Make:Anchor,Cona)		
I	NEW ENGAGEMENT LIGHT		
1	Repair of Engagement Light		
2	Engagement Light Box		
J	TUBE LIGHTS, BULBS etc.(Make Philips,Surya,Osram) (Only for DGLW Office, Jaisalmer House)		
1	New Tube light set (complete set with tube)		

2	Replacement of Choke	
3	New Starter	
4	New Tube light (36w/40w)	
5	Candescent Bulb - 15 w (coloured)/40w/60w/100w	
6	CFL Tubes - 5w/11w/15w/20w	
7	Fancy CFL with choke - 15w/20w	
8	Focus light (yellow) with choke	
9	Conducting of wire in PVC baton (per meter) (½ inch)	
10.	Conducting of wire in PVC baton (per meter) (1 inch)	
11.	Conducting of wire in PVC baton (per meter) 1 ½ inch)	

(All parts should be of ISI mark & reputed brands)

Note: The price quoted will be exclusive of Taxes and shall be fixed and final. Taxes, as applicable will be extra, which will not be quoted in the Bid.