

No. D-19016/1/2018-Store DARPG (e-File -5932)
Government of India
Department of Administrative Reforms and Public Grievances

5th Floor, Sardar Patel Bhavan,
Sansad Marg, New Delhi.

1st NOVEMBER 2018

To

As per attached list

Subject: **Annual Maintenance Contract for Servicing, Repairing and Maintenance of Heaters/Heat Convector and other Electrical items for the year 2018-2020 - DARPG**

Sir,

This department invites sealed tender to award a comprehensive Annual Maintenance Contract (AMC) for servicing, repairing and maintenance of Electrical Appliances/Room Heaters/Heat Converter etc. installed in the Department for a period of two years in the enclosed Proforma. The terms and conditions of contract are given below. The rates may be quoted against each item in the enclosed Performa.

2. The bidders fulfilling the following minimum criteria may submit their bids along with documentary proof:-

(g) The agency should have been in existence for at least 03 years..

(h) Should have at least 02 years of working experience in similar nature of work in two Government Organizations (certificate of having satisfactorily performed the work in the said organization should be attached)

(i) It should have GST registration with the appropriate authority and proof in this regard may be attached with the bid.

(j) EMD of Rs. 10000/- (Rupees Ten thousand only) in the form of demand draft in favour of DDO (ARPG) to be submitted. The same shall be retained by the Department as security deposit / performance guarantee in case of successful bidder.

(k) The firm should not have been blacklisted by any government organization. The firm has to submit declaration in the enclosed Performa.

3. **Scope of work :-**

Work involves comprehensive maintenance of all the electrical appliances for initially a period of two years from the date of award of contract which can be extended for the next one year if the services are found to be satisfactory on the same terms and conditions.

Contd. 2..

4. **Other terms and conditions :-**

(j) The Work is to be carried out in the premises of the Department of Administrative Reforms & Public Grievances i.e., 5th floor, Sardar Patel Bhavan, New Delhi.

(vii) Only such work which cannot be done in the premises would be allowed to be got done outside office premises. No extra charges will be paid on this account either for transport or any other activity.

(viii) The maintenance engineer of the successful bidder, during the period of AMC will provide free service for setting right the defects which may arise in the electrical items.

(ix) Each complaint should be attended to within 12 hours from the receipt of the complaint. An Engineer should visit the department every day and mark the attendance in the complaint register to be maintained for the purpose and kept with SO (GA).

(x) No advance payment will be given. The payment will be made only after completion of satisfactory service on monthly basis.

(xi) The contract can be terminated by the competent authority at any time without assigning any reason.

5. **Receipt and opening of bids :-**

(a) Bids may be submitted in 2 covers viz one containing technical bid and other financial bid. The technical bid should contain (i) certificate of satisfactory experience. (ii) EMD (iii) proof of existence since 2015-16. (iv) GST registration proof (v) Photocopy of the PAN CARD (vi) An affidavit that the firm has not been blacklisted by any Govt. organization. etc. as indicated in Para 2 (e) above. The financial bid should contain only the price for undertaking the job mentioned in the Annexure, and also separately indicating the cost of cable.

(b) Taxes etc. if any will be paid on actual. It is clarified that the rates quoted should be quoted exclusive of taxes. The taxes applicable as in Delhi would be paid as in force from time to time.

(c) Financial bids of only those bidders will be opened who have been found successful **after evaluation of technical bid.**

(d) The bids shall be submitted latest by **1100 hours on 14th November 2018.** in Room No. 526 or in the box placed at the reception of Sardar Patel Bhavan New Delhi.

(e) The tender which is to be received within stipulated date and time will be opened and evaluated by commutated Committee. The contract will be awarded on the basis of recommendation of the Committee and approval of competent authority.

(l) The bids would be opened on the same day i.e. 14th November 2018 at 1130 hours in the presence of authorized representative of the bidders.

(g) D/o AR&PG reserves the right to cancel the tender at any point without assigning any reason.

(h) The award will be initially for a period of two years from the date of award of contract which can be extended by for the next one year if the services are found to be satisfactory on the same terms and conditions.



(Ajit Kumar Sah)

Under Secretary to the Govt. of India

Tele : 23401441

Copy to :- Technical Director (NIC) for hosting on D/o AR&PG, New Delhi.

Rate List

S.No.	Item Name	Rate
1.	Heater Maintenance	
2.	Heat Convector Maintenance	
3.	15ATwo Switch Socket Extension board	
4.	15AThree Switch Socket Extension board	
5.	15A Four Switch Socket Extension board	
6.	Extension Board Repair	
7.	Socket 15 A	
8.	Socket 5 A	
9.	Switch15 A	
10.	Switch 5 A	
11.	Indicator	
12.	Fuse	
13.	Plug 15 A	
14.	Plug 5A	
15.	Plug Two Pin	
16.	Multiplug 15 A	
17.	Multiplug 5 A	
18.	Wire Two Core	

19.	Wire Three Core	
20.	Wire 7/20	
21.	Wire 3/20	
22.	Wire Three core 40/76	
23.	Wire Three Core 70/76	
24.	Repair of AC Point	
25.	Metal Plug	
26.	MCB Set	
27.	MCB 32 Amp	
28.	MCB 25 Amp	
29.	A C Socket	
30.	New AC Socket Box	
31.	Hotcase Repair	
32.	Hotcase Thermostat	
33.	Hotcase Element	
34.	Hotcase Indicator	
35.	Hotcase Knob	

36.	Hotcase Overload	
37.	Hotcase Wire Sleeve	
38.	Heater Rod Element	
39.	Heater Plate Reflector	
40.	Heater Safety Jal	
41.	Heater Connection Connector	
42.	Heater Switch	
43.	Heater Lock/Stand	
44.	Insulator	
45.	Cotton Wire Three Core 23/76	
46.	Heat Convector Repair	
47.	Heat convector motor Rewinding	
48.	Heat Convector New Motor	
49.	Heat convector Element	
50.	Heat Convector Bush	
51.	Heat Convector Shaft	

52.	Heat Convector Thermosta6t	
53.	Heat Convector Overload	
54.	Heat Convector Safety Jal	
55.	Heat Convector Knob	
56.	Heat Convector Blower	
57.	Heat Convector Selector Switch	
58.	Heat Convector Regulator	
59.	Heat Convector Connection Connector	
60.	Heat Convector Motor Repair	
61.	Electric Kettle Repair	
62.	Kettle Socket	
63.	Kettle Element	
64.	Thermal Cut Off	
65.	Indicator	
66.	Connector Assembly	
67.	Repair of Bell	
68.	Bell Switch	

69.	Electric Burger Bell	
70.	Electric Ding Dong Bell	
71.	Electric Parrot Bell	
72.	Electric Fish Bell	
73.	Remote Bell	
74.	Table Fan Repair	
75.	Table Fan Motor copper rewinding	
76.	Table Fan Motor Bush	
77.	Table Fan Motor Shaft	
78.	Condenser	
79.	Blade	
80.	Jal Set	
81.	Motor Repair	
82.	Regulator	
83.	Switch Assembly	
84.	Wire with molded plug	

85.	Repair of Table Lamp	
86.	CFL Tube 14 W	
87.	CFL Tube 18 W	
88.	Copper Choke	
89.	Holder	
90.	Switch	
91.	Repair Of Tube Light	
92.	Tube Light Set Single Rod 40W	
93.	Tube light Set double Rod 40 W	
94.	Tube Light rod 40W Surya	
95.	Starter 40 W	
96.	Side Holder	
97.	Starter Holder	
98.	Tube Light Set Single Rod 20 W	
99.	Choke 20 W	
100.	Side Holder	
101.	Tube Light Rod 20W Surya	

102	Starter 20 W	
103	Starter Holder	
104	Fixing of Tube Light Set	
105	Gang Box 1 Switch Socket	
106	Gang Box 2 Switch Socket	
107	Gang Box 3 Switch Socket	
108	Bulb '0' w	
109	Bulb 60 W	
110	Bulb 100 W	
111	Spot On Bulb 100 W	
112	Bulb Holder	
113	Repair Of Indication Light	
114	Brass Holder	
115	Indication Light Box	
116	Fixing Of Indication Light	
117	Fixing Of wall Fan	

118	New Indication Light	
119	PVC Batton 1/2 "	
120	PVC Baton 1"	
121	PVC Baton 1.25"	
122	PVC Baton 1.5"	
123	PVC Baton 2"	
124	Fixing Of Wire With Clip	
125	Tube light 40 W (Surya)	