

No.9/112011-Adm.III
Government of India
Ministry of Power

New Delhi, the 13th May 2011

To
As per List

Subject: Annual Maintenance Contract (AMC) for repair/maintenance & providing of electrical items/appliances in the Ministry of Power during 2011-12.

Sir,

I am directed to say that Ministry of Power intends to enter into Annual Maintenance Contract for repair/maintenance and providing of electrical items/appliances. The General Terms & Conditions and the details of work required to be undertaken may be seen in Annexure-I. The list of item of works to be undertaken is at Annexure-II.

2. The firms who are in the field of above mentioned work and fulfill the desired Terms & Conditions and having sufficient prior experience in the field may submit their quotations in a sealed cover superscripted as "Quotation for AMC for repair/maintenance of electrical items/appliances" addressed to the Under Secretary(GA), Ministry of Power, Shram Shakti Bhawan, Rafi Marg, New Delhi and the same may be dropped in the "TENDER BOX" of the Ministry of Power kept at Gate No.5, Shram Shakti Bhawan upto 3.00 P.M. on 27th May, 2011. The quotations should accompany an Earnest Money Deposit (EMD) of Rs. 5,000/- (Rs. Five Thousand only) in the form of Demand Draft in favour of the Pay & Accounts Officer, Ministry of Power payable at New Delhi. The quotations will be opened on the same day at 4.00 P.M.

3. Quotations received after 3.00 PM on 27th May, 2011 will not be entertained.

4. The Ministry of Power reserves the right to cancel any or all of the quotations without assigning any reason.

Encl: As above.

Yours Sincerely,


(P.K. Singh)

Section Officer(Adm.III)

Tel: 23358267

GENERAL TERMS AND CONDITIONS:

1. The period of contract will be 12 months w.e.f 01.07.2011. The Ministry may extend the contract on the existing rates and Terms & Conditions if the services of the firm are found satisfactory. This Ministry, however, reserve the right to terminate the contract at any time without assigning any reasons therefore.
2. The firm/ contractor shall not appoint any sub-contractor for the work under any circumstances.
3. The firm should have sufficient experience of the work in Government/State Government Departments.
4. The Firm/Contractor should be registered with Delhi Sales Tax Department.
5. The work is to be carried out in the Office premises at Shram Shakti Bhawan, Nirman Bhawan and Residence Offices of Hon'ble Minister of Power and Minister of State for Power.
6. The items/parts used for repair/maintenance work should be ISI mark. If the firm fails to repair any equipment of the Ministry within a reasonable period, the same will have to be replaced by the firm at its own cost.
7. Only such work which cannot be carried out in the office premises will be allowed to be done outside the office premises and no extra charge will be paid on such account.
8. No advance payment will be made in any case.
9. One exclusive Electrician/technician will have to be deployed in the Ministry of Power on all working days during Office hours and in the urgency on holidays also, by the successful firm for repair/maintenance work. The firm has to provide mobile phone to the electrician deployed at its own cost. The contractor shall be responsible for the conduct/integrity of person deputed for maintenance/repair of electrical appliances in the building and will also be responsible for any act of omission or commission on his part. The firm will be responsible for the police verification of the personnel deployed by them.
10. The successful tenderer will be required to deposit "Performance Security Deposit" of Rs. 25,000/- (Rupees Twenty Five Thousand only) which will be refundable after 60 days on successful completion of contract. The performance Security Deposit will be forfeited if during the period of contract,

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the services of the contractor are found unsatisfactory in any respect or in the event of breach of contract by him before the date of maturity of the contract.

11. The bidder will indicate the complete address of their firm/office and residence along with telephone numbers etc.

12. The electrical appliances such as hot case, room heaters, heat convectors etc. and other appliances are to be repaired within a reasonable time but in no case later than one day.

13. During the entire period of contract, no request for any increase in the rates on any account would be entertained and the performance would be reviewed from time to time. In case, the contractor fails to cope with the workload or does not render satisfactory service, the contract awarded to him shall be cancelled forthwith without giving any notice or without assigning any reason and his security deposit and payment due to the firm, if any, shall be forfeited. In such circumstances, the work will be got done from any firm in the open market/field at the risk and cost of the firm awarded the contract and payment made for repair/maintenance on this account will be deducted from the pending bills or "Performance Security Deposit" of the firm. In this connection, the decision of the Ministry of Power shall be final and binding on the contractor.

14. If the work of the contractor/firm is found unsatisfactory or 'Electrician / Technician deployed by the successful firm is not punctual and regular, penalty amounting to Rs. 500/- (Rupees Five Hundred) per day will be imposed on the firm and the same will be deducted from the pending bills/'Performance Security Deposit' of the firm and the contract can be terminated by this Ministry at any time without assigning any reasons thereof. The decision of the Ministry shall be final and binding on the contractor.

15. The payment will be released on monthly basis by cheque in favour of firm after making penal deductions, if any, for lapses on the part of contractor as mentioned above.

16. This Ministry also reserves the right to reject any quotation(s) in full or in part without assigning any reasons thereto.

While submitting the quotation for this work, the bidder will be deemed to have read, understood and accepted all the terms and conditions stated above.

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List of Items of work to be undertaken by the contractor

Sl. No.	Items	
A	Heater	
1.	Repair/Service Charge of Heater	
2.	P/F of Heating Rode (element)	
B	Heat Convactor:	
1.	Repair/service charge of Heat Convactor	
2.	Change of Element	
3.	Change of Thermostat	
C	Hot Case	
1	Repair/service charges	
2	Change of Thermostat	
D.	Repairing of Electric Kettle	
1.	Repair/Service Charges of electric Kettle	
2.	Change of Kettle Connector	
E.	Repairing & providing of Call bell	
1.	Service Charge (Labour charge)	
2.	P/F of new table switch	
3.	P/F of fixed Call bell	
4.	Providing of Remote bell (Electrical)	
F	Repairing of Extension (Power) Board/Strip	
1.	Repairing (Labour) charge of extension board	
G	P/F of Plug/Socket/Switch	
1.	P/F of 15 Amp. Plug	
2.	P/F of 5 AMP Plug	
3.	P/F of 5 AMP Socket	
4.	P/F of 15 AMP Socket	
5.	Change of 15 AMP Switch	
6.	Change of 5 AMP switch	
7.	P/F of Metal Plug (A.C. Plug)	

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H	Change of wire	
1.	Change of 3 core wire (per mtr.)	
2.	Change of 3 core Cotton wire (per mtr.)	
3.	Change of flexible wire (per mtr.)	
4.	Change of 1 mm wire (per mtr.)	
5.	Change of 2 mm wire (per mtr.)	
6.	Change of 4 mm wire (per mtr.)	
7.	Change of 6 mm wire (per mtr.)	
I.	Providing & fixing of Plastic Channel	
1.	Fixing of Plastic channel [running feet]	
2.	Providing & fixing of Plastic Channel 1.5 Inch [running feet]	
3.	Providing & fixing of Plastic Channel 2 Inch [running feet]	
4.	Wire setting of the room	
J.	P/F of M.C.B.	
1.	P/F of MCB single pole 32 AMP	
K	Provisioning of	
1.	FL Tube Rod [Energy Efficient – T-5] 28 Watt	
2.	Power Strip 4 points (Steel)	
3.	Bulb [0 Watt] (Ordinary)	
4.	C.F.L. [Energy Efficient] 14 Watt	
5.	CFL 9" [Energy Efficient] 11 Watt	

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