

No. NCCF/HO/Project/2022-23/

Dated 5<sup>th</sup> July, 2022

RFP for AMC of Electrical Goods etc. at NCCF HO, New Delhi-110016

Subject- Award of contract for repair and maintenance of electric items (Heater, Heat convector, Tube light sets, Hot case, Fan, Extension Board 2x2 ceiling lights etc.) in the NCCF Head Office.

The NCCF award annual rate contract for repairing of electric items like Heater, Heat convector, Tube light sets, 2x2 ceiling lights Hot case, Fan, Electric kettle, Extension Board etc. and fitting of such items for a period of one year and further extendable for one more year on the same rate, terms and conditions to a reputed firm having adequate experience in maintenance of electric items in Ministries/ Departments/ Organizations and having qualified mechanics on their roll. Only such firms are eligible to submit tender which fulfills following conditions

- 1 A firm should have valid license for executing electrical works.
  - 2 A firm should have minimum 2 years' experience of repairing electric items in Government offices.
  3. A firm should be registered for GST.
- 2 The tender must be sent in two different sealed covers prominently marked as:" Annual Rate contract for repair and maintenance of electric items (Heater, Heat convector, Tube light sets, Hot case, 2x2 ceiling lights Fan, Extension Board etc.) in the NCCF HO New Delhi" to the Project Section latest by **3.00 PM on 28.07.2022** The tenders will be opened on **the same day at 4.00 P.M.** in the presence of the available tenderers or their representatives.
3. The first envelop marked as Technical Bid should contain following documents -
- a. Quotation form as per Annexure I completely filled and signed by the bidder.
  - b. Copy of license for executing electric works.
  - c. Copies of experience certificates of repairing electric items in Government offices for minimum period of 2 years.
  - d. A Demand Draft/ Pay order of Rs. 1000 /- for EMD.
  - e. Copy of GST registration.
  - f. Copy of TAN/PAN no
  - g. Balance Sheet for three years
  - h. IT returns for three years
  - i. Updated Registration certificates from the concerned Govt. authorities
4. The second envelop marked as financial bid should contain the rates for maintenance and supply of material for repair of electric items as per Annexure II.

Terms and conditions of the contract shall be as under-

- a) The suppliers himself make arrangements for fitting of material in electric items and he will quote rates for material/item including of all service charge as well as taxes.
- b) The items/ parts either new or provided for repairing of electric items should be ISI marked. Rates for the items, as per list attached, should be quoted including service charges.
- c) For regular and proper maintenance of the electric items, it shall be obligatory on the part of the contractor to depute sufficient number of qualified electricians to this Department on all working days throughout the period from 9.00 AM to 6.00 PM. At least 1 Electrician in contact with Administration to attend the complaints received from the users during the period of contract. If any eventuality arises, the NCCF shall be within its competence to requisition the services of the electricians on Sunday/ holidays and beyond office hours and without payment of any additional remuneration. The contractor shall also keep sufficient stock of spare parts which may be

required for repairing/ maintenance in the event of the electric items becoming non- functional or defective, during the currency of the contract.

- d) No conditional bids will be accepted and such bids are liable to be summarily rejected by the competent authority at its discretion.
- e) The Department reserves the right to terminate the AMC in whole or part at any time during the contract period without giving any notice or without telling any reason if the services of the contractor are not found satisfactory. In all matters of dispute relating to the AMC, the decision of the Department shall be final and binding on the contractor.
- f) The Department reserves the right to reject or to accept any quotation, whole or in part without assigning any reason thereof. It will also not be obligatory on this Department to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any tenderer. This Department also reserves the right to renew the contract for such period(s) as it may deem necessary taking into account, of course, the satisfactory services rendered by the contractor during the currency of this contract.
- g) The tenders should be accompanied with the Earnest Money Deposit of 1000/- in the form of DD/Pay order in favour of MD NCCF, New Delhi.
- h) It shall be obligatory on the part of the contractor to carry out repair/ maintenance of electric items under his direct supervision and control and under no circumstances the work shall be assigned to sub- contractor.
- i) The work shall be carried out in the premises of the Department. Only such work of which execution is not possible in the premises of this Ministry may be allowed to be done in the workshop of the firm. In no case, any electric item or parts thereof shall be taken out of the premises without formal written permission of this Department
- j) The contractor shall be responsible for smooth and satisfactory working of the all-electric items.
- k) The successful contractor shall be required to do the work during the entire period of one year at the rates as approved on the basis of the quotation. If for any reason, the firm is not able to do the work, the same shall be got done from some other firm or from the open market at the cost of the contractor and the expenditure incurred there on. Shall be recovered from the bills of the firm.
- l) The contractor shall be responsible for payment of wages/ settlement of dues of workers engaged by the firm as per prevailing labour/ wage laws in force in NCT of Delhi and the Department of Land Resources shall not be a party to any dispute between the contractor and workers.
- m) The damage caused, if any, either to any electric item or to any other property of the Government through negligence or otherwise, shall be at the risk, cost and responsibility of the contractor. The financial or any other loss suffered by the Government on this account shall be made good by the contractor and decision of the Head of Department in this context shall be binding on the contractor
- n) This contract shall cover all the electric items installed in this NCCF HO, New Delhi.
- o) No extra payment/compensation whatsoever on account of natural calamity/ accident or otherwise will be made to the firm except the all-inclusive rates and the rates permitted under this contract.
- q) In case of any deficiency in service, a penalty of 5% of the total amount of the bill for the relevant period will be imposed.
- r) No advance payment will be made. Payment will be made on monthly basis of the contract period as per the work done. A certificate alongwith stamp from the occupants of the room/concerned officer towards satisfactory completion of the work will be obtained by the firm and submitted along with bills.
- s) All matters/disputes pertaining to the tender and resultant contract shall be settled by the Head of the Department or Officer nominated by him for the purpose. The contract terms are interpretable under the applicable Indian Law subject to the jurisdiction of NCT of Delhi.
- t) Tenderer shall give undertaking to provide the effective service at a spot repair and maintenance, undertaking for not blacklisted/banned/terminated by the Department on account of poor performance.  
Minimum time required for the repair and attending the job must be specify
- u) The firm shall take up the reported fault within two Hrs even at odd Hrs. during holidays rectify the fault as far as possible.

- v) Thorough periodical servicing of all electrical items to be carried out at least once in three months.
- w) Successful tenderer shall have to give performance security deposit @5% of total value of tender by way of Bank guarantee. After successful completion of the contract the same may be refunded or adjusted.
- x) The payment of AMC shall be paid on qtrly/half yearly basis after the satisfactory report of the concerned officer.
- y) In case of not job done on time, a penalty upto 1% per week for value of delayed job may be deducted in the bill.
- z) The lowest rates may be called for AMC for at least two years.

Yours faithfully

**QUOTATION FORM**

"Annual contract for repair and maintenance of electric items (Heater, Heat convector, Tube light sets, 2x2 ceiling lights ,Hot case, Fan, Extension Board etc.) in the NCCF HO New Delhi.

Pg. No.

1. Name of the tenderer (in Block letters) \_\_\_\_\_
2. Address \_\_\_\_\_  
\_\_\_\_\_
3. Telephone No. \_\_\_\_\_
4. Bank Draft No & date \_\_\_\_\_
5. Amount of Draft \_\_\_\_\_
6. Name of the Bank \_\_\_\_\_
7. GST \_\_\_\_\_
8. PAN No. (please enclose copy) \_\_\_\_\_
9. Copy of license
10. Experience in repair/ maintenance of electric items in Govt. Department /organization:-  
Name of Dept/Org. Period

I/we hereby declare and affirm that I/we have read and understood the terms and conditions of the contract as stipulated in the tender notice dated 22/06/2022 -Project dated \_\_\_\_\_  
Accordingly, I/ we accept the terms and conditions and hereby offer the rates for maintenance/ repair of electric items and for providing material as indicated at ANNEXURE-I1.

Signature\_\_\_\_\_

Name of the tenderer \_ \_ \_ \_ \_

**Note: All the items should be ISI marked.**

S.No	ITEM (S) (ISI marked)	Rate (In Rupees)
1.	Plug(15Amp)	
2.	Plug(6Amp)	
3.	Switch(15Amp)	
4.	Switch(6Amp)	
5.	Socket(15 Amp)	
6.	Socket(6Amp)	
7.	Call Bell Switch	
8.	Call Bell (Ordinary)	
9.	Call Bell (Remote)(AC/DC)	
10.	Battery Call Bell(Cell type)	
11.	Door Bell with Switch	
12.	Wire-(Per mtr-1 mm / 2.5 mm) , ISI	
13.	Wire per meter (4mm / 6mm), ISI	
14.	Engagement Light (Fancy)	
15.	LEd Light for 2x2 ceiling mounted panel (18 Watt)	
16.	LED choke for 2x2 ceiling mounted panel (18 Watt)	
17.	S F. of CFL 36 W with fitting	
18.	P.L. 18 watt CFL with fitting	
19.	P.L. 18 watt CFL choke with fitting	
20.	Tube Light Starter with fitting	
21.	Electric Kettle Element(1 500Watt)	
22.	Electric Kettle Thermostat	
23.	Heater Rod	
24.	Heat Convector motor	
25.	Heat Convector Element	
26.	Heat Convector Thermostat	
27.	Hot-case Element	
28.	Hot-case Thermostat	
29.	Fan-motor repair(Wall Fan, Table Fan, Exhaust fan, Pedestal fan)	
30.	Wall fan fixing	
31.	Wooden extension Board (Two Power Point, two light point, fuse and 6 meter wire with ISI mark)	
32.	Channel(Biding) 2" per foot	
33.	Channel (Biding) 5" per foot	
34.	Cleaning of oiling of all Fans	
35.	Cleaning and oiling of all Heat convectors	
36.	Metal Plug	
37.	Multi Plug 15 Amp.	
38.	Red/Green Bulb(0 Watt)	
39.	CFL Bulb (18 W with three tube and spiral)	
40.	Repairing of Oil Heater (Oiling & Servicing)	
41.	Oil Heater Element	
42.	Oil Heater Thermostat	
43.	AC wet Servicing	
44.	AC Repairing(electrical faults) (MODEL DSA series 11.00TR and 3.00TR total tonnage approx. 40 TR Brand Blue Star)	
45.	AC Compressor repairing (MODEL DSA series 11TR and 3TR total tonnage approx. 40 TR Brand Blue Star)	
46.	AC Gas Charging (MODEL DSA series 11TR and 3TR total tonnage approx. 40 TR Brand Blue Star)	

47	AC CMC(MODEL DSA series 11TR and 3TR total tonnage approx. 40 TR Brand Blue Star)	
48	Water Cooler repairing.	
49	Fridge	
50	Coffee/Tea Machine	
51	LED/LCD TV repair work	
52	Round Ceiling Light	
53	Microwave Oven repair and maintenance	
54	Inverter Battery (5 <sup>th</sup> Floor and Basement) repair and maintenance	
55	Inverter (5 <sup>th</sup> Floor and Basement) repair and maintenance	

**Note: All the items should be ISi marked.**