

Tender Notice

Subject:- Annual Maintenance contract for repair/maintenance of Electrical items like pedestal Fan, Wall Fans. Sun flows, Radiator oil heater, Hot Cases etc. and supply of various electric items during summer/winter session for one year i.e from 01.1.2021 to 31.12.2021 (Comprehensive) and Electrical job in the Ministry of Textiles.

The Ministry of Textiles invites online (e bids) on CPP portal for the award of Annual Maintenance Contract for electrical items like pedestal Fan, Wall Fans. Sun flows, Radiator oil heater, Hot Cases etc. for a period of one year 01.1.2021 to 31.12.2021 (comprehensive) and Electrical jobs in the Ministry of Textiles on annual basis . The details of electrical items are given in Annexure-I

Important dates for the invitation of aforesaid online bid

2.	Publish date of tender	04.12.2020	
	Tender document downloading start date	04.12.2020	5:30 PM
	Bid quotation submission start date	04. 12.2020	5:30 PM
	Bid quotation submission end date	21.12.2020	02:30 PM
	Bid opening date	22.12.2020	02:30 PM

3. The following are the terms and conditions for the firms for submission of bids.

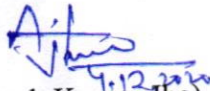
- (a) The firms should be a reputed firm having its registered office in Delhi.
- (b) The firms should be registered with the Delhi Sales Tax/Service Tax or Good and Services Tax (GST).
- (c) The firm should have a minimum of five years experience in the maintenance business with Central Government Ministries/Departments, PSUs, Statutory/Autonomous Bodies etc.
- (d) The firm should have a valid PAN Number.
- (e) The firm should have a valid GST Number.
- (f) The rates should be for comprehensive maintenance of Electrical items like Pedestal fans. Wall fans, sun flows, Radiator oil heaters, hot cases etc.
- (g) The repair/servicing work etc. would be carried out in the offices premises in Udyog Bhawan. Only such repair which can not be undertaken in the office premises will be allowed to be done outside with the written permission of competent authority and for this purpose no extra payment would be made. No transportation charges will be paid by the Ministry.
- (h) The firm should have minimum annual turnover of Rs. 50 lakh during each of the last three years.
- (i) The owner/proprietor / manager of the firm should be available on his own direct telephone (office as well as residence) and also on mobile phone as and when contacted.
- (j) The firm will have to depute a well qualified Engineer who should have knowledge of the repair work of different make electrical items on all working days from 9:00A.M to 5:30 PM
- (k) All the complaints/repairs would be rectified within 24 hours from the time of the complaint, failing which a penalty of Rs. 20/- per working hour will be deducted from the invoice.
- (l) The contract will be awarded for a period of one year which may be extended or curtailed subject to satisfactory performance of the firm.

- (m) In case the selected firm is not able to provide satisfactory service to this Ministry in time during the currency of the contract, the Ministry may terminate the contract and also forfeit the Performance Security.
- (n) The bidding firms are required to submit Technical Bids and Financial Bids. The Financial Bids of only those firms shall be opened who qualify technically.
- (o) The firms should quote unconditional rate strictly as per list of items in Annexure-1.
- (p) The bidding firms are required to deposit Bid Security (Earnest Money) of Rs. 20,000/- (Rupees twenty thousand only) in the form of Bank Draft in favour of DDO (Cash) Ministry of Textiles, New Delhi and **scanned copy of this demand draft is required to be uploaded along with the technical bids.** Original demand draft should be submitted in a sealed cover to D.D.O, Ministry of Textiles, Room No.54, Udyog Bhawan, New Delhi on or before 22.12.2020 by 12:00 PM. The Earnest Money will be refunded to the unsuccessful bidders after finalization of the bids.
- (q) The successful bidder will have to deposit Performance Security Money for an amount of five percent of the value of annual contract in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a commercial Bank, Bank Guarantee from a commercial Bank in an acceptable form safeguarding this Ministry's interest in all respects. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the firms including warranty obligations. Bid Security of the successful bidder will be refunded on receipt of Performance Security.
- (r) The Ministry reserves the right to accept or reject any or all the bids without assigning any reason thereof.

3. Interested and eligible firms may submit online Technical and Financial Bids (in prescribed Formats as given in Annexure-II respectively) on CPP portal latest by 12:30 PM on 22.12.2020. Bids received after the stipulated date/time shall not be entertained. The Bids will be opened on 22.12.2020 at 2.30PM in Room No. 29B, Udyog Bhawan, New Delhi in the presence of the bidder or their representatives who may wish to be present.

4. The above particulars are also available on the Ministry of Textiles' website i.e. texmin.nic.in.

Yours faithfully,


(Ashutosh Kumar Jha)
Section Officer
Tel: 23060582

Encls: As above

Copy to : NIC, Ministry of Textiles for uploading on the website of Ministry of Textiles.

Annexure-I

Format of Technical Bid

1. Name of Firms
2. Name of the owner/proprietor:
3. Address of the registered office of the firms:
4. Telephone/ Mobile No:
5. Registration No. of Delhi Sales Tax:
6. GST No. (A copy of GST to be enclosed):
7. PAN No. of the firms (copy to be enclosed)
8. Experience in Years (Document proof in support of may be attached)
9. Annual Turnover during the last three years (Attach document proof),(I) 2017-18, (ii) 2018-19 (iii) 2019-20
10. Details of Bid Security (Earnest Money) Demand Draft Amount, Demand Draft Number, Demand Draft Date, Name of Issuing Bank:

(Signature of the Owner/Proprietor)

Date:

Place:

Note received without above mentioned documents will be rejected summarily.

Format of Financial Bid

S.No	Name of items		Rates(Rs.) Per Unit
1.	Service/maintenance charge for full session of Pedestal Fans & Wall Fan		
2.	Service/maintenance chargers for full session of Sun Flow & Radiator Oil Heater		
3.	Service/maintenance charges for full session of Hot Case		
4.	Element for Sun Flow		
5.	Rewinding of motor Sun flow		
6.	Overload for Sun flow		
7.	Rewinding of Fan Motor		
8.	Hiring charges of desert cooler		
9.	Element for Oil heater		
10.	Repair of indicator light		
11.	Providing and fixing of indicator bulbs		
12.	Supply and fixing of new indicator light with indicator bulbs		
13.	Repair of electric point		
14.	Rewinding of motor sun flow		
15.	Providing of circuit plate		
16.	Replacement of 3 pin plug (light)ISI		
17.	Replacement of 3 pin plug (Power)ISI		
18.	Supply/fixing of PVC Button (pr.mtr)		
19.	Repair of electric point		
20.	Supply/replacement of 02 core wire good quality of electrical bell		

Note: The rates quoted should be exclusive of GST.

Signature of the Owner/Proprietor)

Date:

Place: