

File No. ~~6/26000~~ Genl / 511
GOVERNMENT OF INDIA
Ministry of Commerce & Industry
Directorate General of Foreign Trade
Udyog Bhawan, New Delhi

New Delhi, dated 15 December, 2011

TENDER NOTICE

Subject: AMC for repair/maintenance of office electrical appliances.

The Directorate General of Foreign Trade invites quotations for repair/maintenance of office electrical appliances for one year w.e.f. 1.1.2012 to 31.12.2012. You are requested to quote rates for all the items of work as per list enclosed and submit your quotation to Foreign Trade Development Officer, General Section, Room No.202, 'H' Wing, Udyog Bhawan, New Delhi latest by 3.00 PM 23 December, 2011. The quotations should be accompanied with an EMD of Rs.10,000/- drawn in favour of Accounts Officer, Central Pay & Accounts Office (DGFT), New Delhi. Those bidders who wish to be present may do so. The bidder should have experience in doing similar type of work(s) in other Govt. Ministries/Departments. A statement indicating previous contracts obtained along with approved rates of items of work and certificates of having rendered satisfactory services may also be enclosed. The Directorate reserves the right to reject any or all the quotations without assigning any reason therefore the firms capable of undertaking all the listed jobs may only apply. The terms and conditions of the AMC are enclosed.

Thanking you.

Yours faithfully,

Prakash Chand

(Prakash Chand)

Foreign Trade Development Officer

EDT

	work		
A	Table /Padestal/Wall Fan	F	Exhaust Fan
1	New Blade	1	Fixing Charges
2	Motor rewinding	2	Motor rewinding
3	Bush	3	Bearings
4	Shaft	4	Shaft
5	Condenser	5	Condenser
6	Switch	6	Servicing Charges
7	Fan Jali	G	Oil Heater
8	Servicing charges	1	Element
9	Installation of wall fan	2	Thermostat
10	Spray painting	3	Oil
B	Hot-Case	4	Motor rewinding
1	Element	5	Switch
2	Thermostat	6	Wheels
3	Shield	7	Servicing Charges
4	Indicator light	H	Rod Heater
5	Spray painting	1	Reflector
6	Servicing charges	2	Base set
C.	Blower	3	Rod stand
1	Element	4	Heater rod
2	Thermostat	5	Servicing charges
3	Bush	I	Table Lamp
4	Shaft	1	Fixing of tube
5	Switch	2	Switch replace
6	Blower Motor Repair	J	Indicator light
7	Fan Blade	1	New light
8	Servicing Charges	2	Change of Bulb
D.	Bells	3	Fixing of indicator light
1	Buzzer	K	Wire
2	Call Bell	1	Flexible wire
3	Musical Bell	2	3-core wire 40/76
4	Ding-dong bell	3	3-core wire 70/76
5	Remote Control Bell	L	General repairing
6	Fixing Charges of Bell	1	Change of tube-light
E.	Refrigerator	2	Change of choke
1	Compressor repair	3	Change of Starter
2	Compressor bush	4	Change of tube-holder
3	Compressor Oil	5	Switch/socket/plug replace
4	Gas charging	6	Fixing of Plastic Channel 1", 3/4" & 1/2"
5	Relay		
6	Thermostat		
7	Chemical flushing		
8	Service Charges		

TERMS AND CONDITIONS OF THE CONTRACT

The quotations should be accompanied with copies of PAN Number and Service Tax Number of the firm.

- b) Initially the contract will be valid for a period of one year and may however be extended for one more year on satisfactory performance of the firms on mutual agreed terms and conditions.
- c) Directorate General of Foreign Trade reserves the right to obtain the service from other sources.
- d) Under no circumstances, the rates once approved will be changed during the contractual period. This revision of rates would be done after one year of commencement of contract. Similar pattern would be followed, if the contract is further extended.
- e) The Directorate will not be responsible for any lapse on the part of the contractor during or after the expiry of the contract.
- f) The contractor will have to get the police verification of the entire Electrician at his own cost and submit the same to this office.
- g) The Electrician should be in office for the entire duration of day. He should report for duty at 9.30AM
- h) In case the Electricians reports for duty beyond 15 minutes from the scheduled time of the office, a penalty of Rs. 100/- would be levied which will be deducted from the bill.
- i) The Electrician will have to be provided with mobile phones at the cost of the Contractor.
- j) The Electricians deployed once will not be changed except with the prior consent of the D.D.G(G)/FTDO(G).
- k) Contractor has to supply recognized branded and ISI marked products only.
- l) Additional penalty can also be imposed if the contractor violates any of the terms and conditions of the contract.
- m) The Directorate reserves the right to cancel the contract at any time without assigning any reason. The service provider will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any, payment is due to the contractor for services already performed in terms of the contract, the same would be paid to it as per the contract terms. In case of any dispute, the decision of the Directorate shall be final
- n) The Directorate shall not be responsible for damages of any kind of any mishap/accident/injury caused to Electrician while performing duty for the Directorate. All liabilities legal or monetary shall be borne by the Contractor.
- o) The Security deposit will be refunded only after the satisfactory expiry of the contract.
- p) Payment of charges will be made on monthly basis against a bill to be preferred in the following month.


(Prakash Chand)
Foreign Trade Development Officer
Tele:23063451