

Dated: 16<sup>th</sup> April, 2015

Tender Notice

Subject: Tender for Annual Maintenance contract for the servicing/maintenance of Electrical Appliances at DGFT(Hqrs), Udyog Bhawan, New Delhi.

The Directorate General of Foreign Trade invites tenders for Annual Maintenance Contract for servicing/ maintenance of electrical appliances from Delhi/NCR based interested firms. Interested firms are requested to send their tender. The last date of receipt of tender is by **3.00 P.M 7<sup>th</sup> May, 2015**. The tender in sealed cover superscribed "**Tender for Annual Maintenance Contract for the servicing/maintenance of Electrical items.**" Containing Technical and Financial bids in separate sealed covers should be addressed to the Foreign Trade Development Officer (General Section) Room No. 202(Tele: 23063451), Udyog Bhavan, New Delhi. The quotation should be accompanied with an **EMD of Rs. 10,000/-** drawn in favour of "Accounts Officer, Central Pay & Accounts Office (DGFT), New Delhi" without which the quotation will not be considered. The technical bid will be opened on 7<sup>th</sup> May, 2015 at 3.30 P.M. The financial bids of only those firms which will qualify the technical bid shall be opened after evaluation of technical bids. Those tenderers who wish to be present, may do so at this office.

2. The prospective bidders are requested to go through the enclosed Terms and Conditions of the contract carefully. The bid documents (Technical and Financial) are to be submitted as per Annexure I & II respectively. The list of required documents is enclosed at Annexure-III. The quoted rate should be inclusive of all charges except taxes. Incomplete or ambiguous bids without documentary proof will not be considered.

*Harit Kumar Shakya*  
16.4.15

(Harit Kumar Shakya)  
Foreign Trade Development Officer  
Tel. No: 23063451  
Email address: haritk.shakya@nic.in

1. ✓ FTDO(EDI), with the request to place the aforesaid Notice on the website of the DGFT for wider publicity.
2. CPP portal to publish the tender notice.

### Terms and conditions

1. The quotations should be accompanied with Attested copies of PAN Number and Service Tax number of the firm.
2. The currency of the contract will be initially for one year which will be extended for another one year, if work/services found satisfactory;
3. It shall be responsibility of the contractor to carry out maintenance work all electrical items satisfactorily throughout the year;
4. It shall be responsibility of the contractor to hand over back to this office all the equipments under contract in working condition, at the end of the contract period;
5. The electrician should be present in office for the entire duration of day. He should report for duty at 9.30 AM. In case that mechanic/Engineer is not available due to leave etc, the firm shall make arrangement of another mechanic/Engineer. If needed the firm's mechanic/engineer shall have to attend complaints after office hours and on Saturdays/Sunday/Holidays. The electric items have to be set right on the same day or latest by the next working day. The mechanic/engineer should have minimum of 2 years experience about repair/service work of electric items. The mechanic/engineer should have their own mobile No./help desk No. In case of need, the firm shall provide qualified engineer(Diploma/Degree holder)also;
6. The work is to be carried out in the office premises itself. However, only such work which cannot be done in the office premises will be allowed to be done outside with the written permission of the Foreign Trade Development Officer or any higher officer. No extra payment would be made on this account.
7. The contractor will have to get the police verification of the Electrician at his own cost and submit the same to this office.
8. The mechanic will deposit the old parts to General Section after replacement with new one.
9. The electrician would attend the complaint received through electronic complaint system. After the work he will obtain signature of concerned officer as a token of satisfactory work done. The firm will have to submit all such complaint receipts alongwith bill for releasing payment.
10. 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.
11. If a complaint is not rectified within 24 hours from the date of booking of the complaint, penalty of Rs. 20/- per working hour may be levied. Further, this Directorate may put appropriate cut in the payment if service is not found upto the mark.
12. 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.
13. The electricians deployed once will not be changed except with the prior consent of the D.D.G(G)/ FTDO(G).

14. Contractor has to supply recognized branded and ISI marked products only.
15. Additional penalty can also be imposed if the contractor violates any of the terms and conditions of the contract.
16. 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 termination 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.
17. The contract is not transferable.
18. No advance payment in any case would be made.
19. The firm should have 5-10 year experience in the field.
20. The successful bidder shall have to deposit Security of 5 % value of the contract amount in form of Demand Draft, FDR or a commercial Bank Guarantee from a commercial Bank in favour of DGFT. Security deposit shall be valid for a period of sixty days beyond the period of the contract. The security amount shall be deposited with this Directorate within 15 days from the date of award of the contract.
21. The Security deposit will be refunded only after the satisfactory expiry of contract.
22. In case the firm backs out of the contract midstream, without explicit consent of the Department the firm will be liable to recovery of the higher rates vis-a-vis those contracted with the firm that may be incurred by this Department on any item for which contract has been entered for the balance period of contract through alternative means. The payment for that month and performance guarantee will be forfeited and the firm shall be debarred from any future contracts in the Department.
23. Payment of charges will be made on monthly basis against a bill to be preferred in the following month.
24. This office shall not be responsible for damages of any kind for any mishap/accident/injury caused to the workers(s) while performing duty for the department. All liabilities legal or monetary shall be borne by the firm.
25. The firm should have valid license from Govt of NCT Delhi for undertaking such work in Delhi.
26. Tax would be deducted at source as per rules.
27. The firm should not have been blacklisted by any Govt. Department/Organisation.
28. Preference shall be given to the Micro and Small Enterprises registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board of National Small Industries Corporation or Directorate of handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises. The Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises.

PROFORMA FOR TECHNICAL BID

To,

The Foreign Trade Development Officer  
Directorate General of Foreign Trade  
Room No-202, Udyog Bhawan  
New Delhi-110011

Sub:- Tender for Annual Maintenance contract for servicing/maintenance of Electrical Appliances at DGFT(Hqrs.) regarding.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General of Foreign Trade letter No. 6/16/2014-Genl. Dated 16<sup>th</sup> April, 2015. The information regarding technical details as desired is as per following details:-

1. Name of tendering Company/Firm/Agency : \_\_\_\_\_
  2. Name of Proprietor/Director of Company/Firm Agency : \_\_\_\_\_
  3. Full Address of Reg. Office : \_\_\_\_\_  
Telephone No : \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_
  4. Name of the organizations with similar contract : \_\_\_\_\_  
(Copies of contracts & Satisfactory certificates from concerned Departments/PSUs etc. is to be enclosed)
  5. The details of the PAN, Service tax number and other Statutory Registration.(Attested Copy) : \_\_\_\_\_
  6. EMD details (Amount, Name of the Bank, Branch: \_\_\_\_\_  
DD date and No. etc.)
2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorised Signatory)

Name of the bidder:  
Complete Address:  
Address(Work), If any,  
Contact Nos.

PERFORMA FOR FINANCIAL BID

To,

The Foreign Trade Development Officer  
 Directorate General Of Foreign Trade  
 Room No-202, Udyog Bhawan  
 New Delhi-110011

Sub:- Tender for Annual Maintenance contract for servicing/maintenance of Electrical Appliances at DGFT(Hqrs.) regarding.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General of Foreign Trade letter No.6/16/2014-Genl dated 16<sup>th</sup> April, 2015. The information regarding Financial details as desired is as follows:-

S.NO.	Items	Rates (in Rs.)
<b>A</b>	<b>Table/Padestal/Wall Fan</b>	
1	New Blade	
2	Motor rewinding	
3	Bush	
4	Shaft	
5	Condenser	
6	Switch	
7	Fan Jali	
8	Servicing Charges	
9	Installation of wall fan	
10	Spray painting	
<b>B</b>	<b>Hot Case</b>	
1	Element	
2	Thermostat	
3	Shield	
4	Indicator light	
5	Spary painting	
6	Servicing Charges	
<b>C</b>	<b>Blower</b>	
1	Element	
2	Thermostat	
3	Bush	
4	Shaft	
5	Switch	
6	Blower Motor Repair	
7	Fan Blade	
8	Servicing Charges	
<b>D</b>	<b>Bells</b>	
1	Buzzer	
2	Call Bell	

3	Musical Bell	
4	Ding-dong bell	
5	Remote Control Bell	
6	Fixing Charges of Bell	
<b>E</b>	<b>Refrigerator</b>	
1	Compressor repair	
2	Compressor bush	
3	Compressor Oil	
4	Gas charging	
5	Relay	
6	Thermostat	
7	Chemical flushing	
8	Servicing Charges	
<b>F</b>	<b>Exhaust Fan</b>	
1	Fixing Charges	
2	Motor rewinding	
3	Bearings	
4	Shaft	
5	Condenser	
6	Servicing Charges	
<b>G</b>	<b>Oil Heater</b>	
1	Element	
2	Thermostat	
3	Oil	
4	Motor rewinding	
5	Switch	
6	Wheels	
7	Servicing charges	
<b>H</b>	<b>Rod Heater</b>	
1	Reflector	
2	Base set	
3	Rod Stand	
4	Heater rod	
5	Servicing charges	
<b>I</b>	<b>Table Lamp</b>	
1	Fixing of tube	
2	Switch replace	
<b>J</b>	<b>Indicator light</b>	
1	New light	
2	Change of Bulb	
3	Fixing of indicator light	
<b>K</b>	<b>Wire</b>	
1	Flexible wire	
2	3-core wire 40/76	
3	3-core wire 70/76	
<b>L</b>	<b>General repairing</b>	
1	Change of tube-light	
2	Change of choke	
3	Change of Starter	
4	Change of tube-holder	
5	Switch/socked/plug replace	
6	Fixing of Plastic Channel 1", 3/4" & 1/2"	

## Providing of Electrical Appliances

Sl. No.	Items	Rates(in Rs.)
1	Plug 5 Amp	
2	Plug 15 Amp	
3	Switch 5 Amp	
4	Socket 5 Amp	
5	Switch 15 Amp	
6	Socket 15 Amp	
7	Multiplug 5 Amp	
8	Multiplug 15 Amp	
9	Socket 25 Amp	
10	Plug 25 Amp	
11	Sheet 8x12	
12	Board 8x12	
13	Sheet 8x5	
14	Board 8x5	
15	MCB 32 Amp	
16	Regulator 600 Watt	
17	Tubelight 40 Watt	
18	Concealed Socket 15 Amp	
19	Concealed Switch 15 Amp	
20	Extension Board Power 1 Point	
21	Extension Board Light 4 Point	
22	Extension Board 4 point	
23	Wire 2.5 MM	
24	Wire 4 MM	
25	CFL Tube 20 Watt	
26	A/C Box Complete	
27	Loose Wire Setting	
28	Light Power A/C Points Repair	
29	Tubelight Set (Single)	
30	Gang Box	

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorised Signatory)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.

**List of Documents to be enclosed with tender**

1. EMD of Rs. 10,000/- drawn in favour of "Accounts Officer, CPAO, DGFT, New Delhi."
2. Attested copy of PAN
3. Attested copy of Service Tax Registration
4. Experience certificates of 5-10 years in Govt. Department
5. Satisfactory service certificates from atleast 2 Govt. Department
6. Certificate/self declaration on Stamp Paper that firm has never blacklisted by any Govt. Ministry/Department.
7. Copy of valid license from Govt. of NCT of Delhi for undertaking electrical work in Delhi (Duly attested).