

No. D-19016/10/2007-Genl.I
Government of India
Planning Commission

Yojana Bhavan, Sansad Marg
New Delhi, January 29, 2010.

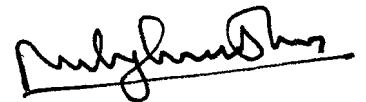
TENDER NOTICE

Sealed Tenders are invited from reputed, experienced and financially sound firms/agencies for Comprehensive Annual Maintenance Contract of different electrical items installed in Yojana Bhavan, Sansad Marg, New Delhi and at the residences of VIPs/Sr. Officers of Planning Commission and in the Office of Economic Advisory Council to the Prime Minister at Vigyan Bhawan, Maulana Azad Road, New Delhi.

2. The sealed quotations with separate Technical and Financial bids filled in the specified proforma and addressed to the Under Secretary (General-1), Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi-110001 should reach latest by 3.00 P.M on 24.2.2010. The quotation should be dropped in the Tender Box to be placed at Reception Area of Yojana Bhawan, New Delhi between 10.00 A.m. to 3.00 P.M. on 24.2.2010

3. Complete Tender document may either be downloaded from the website of the Planning Commission (www.planningcommission.gov.in) or collected from General – I Section, Room No. 443, Yojana Bhawan, New Delhi on any working day between 3.00 P.M to 4.30 P.M till 23.2.2010.

4. The technical bid shall be opened at 3.30 P.M on 24.2.2010 in Room No.411, Yojana Bhavan, Sansad Marg, New Delhi in the presence of such tenderers or their authorized representatives who may wish to be present. The financial bid of only those tenderers whose technical bids have been accepted, will be opened at 3.30 P.M in Room No.411 on 8.3.2010 in the presence of tenderers only whose technical bids have been accepted or their authorized representatives who may wish to be present.



(N.K.Raghunathan)

Under Secretary to the Govt. of India

To

✓ Director(C&I). Planning Commission with the request to upload the Tender Notice in the Planning Commission's website.

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The tenders have been invited under Two Bid System i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes superscribing “Technical bid for Comprehensive Annual Maintenance Contract of Electrical items” and “Financial bid for Comprehensive Annual Maintenance Contract of Electrical items”. Both sealed envelopes should be kept in a third sealed envelope super- scribed “Tender for Comprehensive Annual Maintenance Contract of Electrical items”.
2. The contract will be for a period of one year from the date of acceptance of award of AMC . AMC is extendable on year-to-year basis up to three years subject to performance being found to be satisfactory at the discretion of Planning Commission on the same terms and conditions.
3. Complete Tender Document may either be downloaded from the website of the Planning Commission (www.planningcommission.gov.in) or collected from General Section-1, Room No. 443, Yojana Bhawan, New Delhi on any working day between 3.00 P.M to 4.30 P.M till 23.2.2010.
4. The sealed tenders with separate Technical and Financial bids filled in the specified proforma along with the Earnest Money Deposit and addressed to the Under Secretary (G-1), Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi should reach latest by 3.00 P.M on 24.2.2010 and the tender should be dropped in the Tender Box marked for this tender and placed at Reception Area of Yojana Bhawan, New Delhi during 10.00 A.M. and 3.00 P.M. by the stipulated date and time. The tender dropped in any other box shall not be considered. The tender received after the due date and time will not be entertained.
5. The technical bid shall be opened at 3.30 P.M on 24.2.2010 in Room No. 411, Yojana Bhawan, Sansad Marg, New Delhi in the presence of such tenderers or their authorized representatives who may wish to be present. The financial bid of only those tenderers whose technical bids have been accepted will be opened at 3.30 P.M in Room No.411 on 8.3.2010 in the presence of those tenderers or their authorized representatives who may wish to be present.
6. The Technical Bid shall be accompanied with Earnest Money Deposit of Rs.60,000/- (Rupees Sixty thousand only) refundable (without any interest) in the form of Demand Draft/Pay Order from a Commercial Bank drawn in favour of Pay & Accounts Officer, Planning Commission, New Delhi, failing which tender shall be rejected summarily.
7. The repair parts should be from the original manufacture and if the repair parts from original manufacture are not available , then repair part should be of BIS marks.
8. The selected firm would be required to deposit a Performance Security in the form of Bank Guarantee or FDR or Pay Order from a Commercial Bank hypothecated in favour of Pay & Accounts Officer, Planning Commission, equivalent to 5% of the total value of the contract.

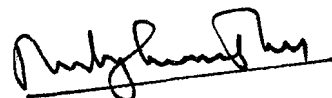
9. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the Authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be authenticated by the person authorized to sign the tender bid.
11. The Competent Authority of Planning Commission reserves the right to reject the bid(s) without assigning any reason.
12. L-1 firm will be decided on the basis of lowest comprehensive annual maintenance charges inclusive of cost of electrical items.
13. Firms should indicate labour charges separately and cost of each electrical items in the financial bid.

TERMS & CONDITIONS

1. The contract is for the Comprehensive Annual Maintenance Contract of different Electrical items provided at the residences of VIPs/Sr. Officers of Planning Commission and Office of Economic Advisory Council to the Prime Minister at Vigyan Bhawan.
 2. The tenderers may note that the total number of Electrical items mentioned in the annexure may decrease or increase.
 3. The contractor should clearly state such items not covered under the contract. The rates chargeable for any component/items not covered under Comprehensive AMC should be specifically mentioned in the tender, in the financial bid.
 4. If the warranty of any Electrical items not covered under the Comprehensive Annual Maintenance Contract(CAMC) expires during the period of contract, it will be automatically covered under the running CAMC from the date that may be conveyed by this Office and payment in respect of such items will be made on monthly pro-rata basis. The period falling short of 15 days in a month, will be ignored and period of more than 15 days will be treated as a month for the purpose of payment. The same mode of payment will apply in case any Electrical items is removed from CAMC for a short period or on a regular basis.
 5. The selected firm will be required to depute at least one full time technically certified and trained personnel with mobile phone facility at his own cost at the premises of Planning Commission on all working days for preventive maintenance and also to attend to complaints immediately. The deputed personnel will report to Section Officer/Dealing Assistant (General I Branch). He would observe office timings applicable in Planning Commission and mark the attendance everyday.
 6. In emergent cases he may be required to work beyond office hours and also on holidays for which no additional payment will be made.
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7. If the Electrician posted at Yojana Bhawan, has to proceed on leave, even for a day, a suitable substitute will have to be provided by the selected firm under intimation to Under Secretary (General-1)/Section Officer, General Branch - 1 failing which, pro-rata rates per day will be deducted from the amount payable to the selected firm.
8. The Electrician should be able to take complaints on telephone and attend to all complaints, independently. He should also be well behaved and well mannered.
9. The complaints lodged with the Electrician will be required to be attended by him on the same day. Any complaint that cannot be attended by him will be required to be attended by the next day positively.
10. If at any point of time, the services of the Electrician, being provided by the firm are noticed to be unsatisfactory or not of the expected level in any manner, the firm will be responsible to change the Electrician immediately soon after such inadequacies are brought to the notice of the firm verbally/in writing.
11. The selected firm should be capable of attending all the complaints. If the firm fails to attend to a complaint within stipulated time, a penalty on a daily basis for any delay, equivalent to pro-rata contract charges payable per day or charges that may be required to be paid to an outside agency, to have the complaint attended to, whichever is higher will be deducted from the firm's quarterly bill towards contract charges. In case of delay, any item that is got repaired from outside agency will be at the risk and responsibility of the selected firm.
12. No Electrical items or parts thereof will be taken out by the Electrician to the workshop without prior approval of the Competent Authority of Planning Commission.
13. Payment will be made on quarterly basis (at the end of every quarter) after satisfying that the services provided have been of the desired level and that the preventive maintenance checks were fully performed.
14. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this Commission and Planning Commission will be having no liability in this regard.
15. The Competent Authority will have the authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotations will not be entertained.
16. The Competent Authority reserves the right to conduct performance review of the contracting firm at any time during the contract period and deficiencies, if any noticed will result in termination of the contract. It further reserves the right to suo-moto terminate the contract by giving one month notice at any point of time without assigning any reasons.
17. It shall be responsibility of the contractor to hand over all the Electrical items under AMC to the Planning Commission in working condition at the completion of the contract. Any damage/repair required in the Electrical item on the expiry of the contract shall be borne by the firm & such an amount would be deducted from the bills of the firm.

18. The firms should have an experience of at least three years in maintenance of various type of Electrical items in minimum three Government Departments. Satisfactory service rendering certificate from at least three existing running contract to be enclosed with the Technical bid.
19. During the period of contract, if any mishap occurs due to electrocution or faulty fittings, it will be the responsibility of the contractor to compensate the loss on account of injury to any person/property without any liability on part of Planning Commission.
20. Corrections and over-writing in the tender document is not permissible. Every sheet of the tender document and the terms and conditions shall be signed and stamped by the authorized signatory of the firm.
21. The firm would provide necessary tools and instruments to their Electrician for the purpose of servicing the equipment covered by the contract at their cost.
22. **All tendered rates shall be inclusive of all taxes and levies under respective statutes.** However, pursuant to the Constitution (46th Amendment Act,1982), if any further tax or levy is imposed by Statute, after the stipulated date for the receipt of tender including extensions if any and the contractor thereupon necessarily and properly pays such taxes/levies, the contractor shall be reimbursed the amount so paid, provided such payment, if any, is not , in the opinion of the Competent Authority of Planning Commission (whose decision shall be final and binding on the contractor) attributable to delay in execution of work within the control of the contractor.
23. The bill raised by the firm should have all Tax Registration numbers printed in the bill. Copy of PAN and Registration of Service Tax should be enclosed. Validity of the Tax Registration shall be the sole responsibility of the firm.
24. In case, violation of any terms and conditions is noticed and if the services are found unsatisfactory, performance security is liable to be forfeited at the discretion of the Competent Authority and Service Contract may be terminated.
25. A firm will be decided L-1 on the basis of total value for all Electrical Items.



(N.K.Raghunathan)

Under Secretary to the Govt. of India

Terms and Conditions are acceptable

Date:

(Authorized Signatory)

Signature of the tenderer with seal in token of
acceptance of terms and conditions

APPLICATION – TECHNICAL BID

1. Name of the Tendering Company/
Firm/Agency _____
2. Status of the firm
(Whether Proprietary/Partnership/Company) _____
3. Name of the Owner/Partner/Director _____
4. Full address of Registered Office

5. Full address of the operative branch

6. Name of Banker with complete address

- Telephone no. of the Banker _____
7. Registration Details(self attested copies to be enclosed):
 - (a) PAN/TIN No. _____
 - (b) Service Tax Registration No. _____
 - (c) Proof of Income Tax Assessment
(copies of ITR of last three years) _____
8. Details of Earnest Money Deposit(Rs.30,000/-):
 - (a) Banker's Cheque No. _____
 - (b) Date _____
 - (c) Name of Issuing Bank _____

9. Give details of the major similar contracts handled by the tendering Company/ Firm/Agency during the last three years in the following format (copies of the contracts to be attached):

Sl. No.	Details of client along with address, telephone and fax numbers	Amount of contract	Duration of the contract	
			From	To
1.				
2.				
3.				
4.				
5.				

(if the space provided is insufficient, a separate sheet may be attached)

10. Additional information, if any
(attach separate sheet, if required)

Signature of the authorized person

Name:

Seal :

Date:

Place:

DECLARATION

I, _____, Son / Daughter /
Wife of Shri _____, Proprietor / Partner / Director /
Authorized Signatory of the Agency / Firm, mentioned above am competent to
sign this declaration and execute this Tender Document.

I have carefully read and understood all the terms and conditions of
the tender and undertake to abide by them.

The information /documents furnished along with the above
application are true and authentic to the best of my knowledge and belief. I / We
/ am / are well aware of the fact that furnishing of any false information /
fabricated document would lead to rejection of my tender at any stage besides
liabilities towards prosecution under appropriate law.

Signature: _____

Name:- _____

Seal:- _____

Date:-

Place:-

APPLICATION – FINANCIAL BID

A.	<u>ROOM HEATER / CONVECTOR / HEAT RADIATOR</u>	<u>Rate</u> (per unit)	<u>Taxes</u> <u>Applicable</u>
1	Single Rod Heater		
2	Element 1000 Watt		
3	Element Rod – 9 inch		
4	Reflector of Heater		
5	Heat Convector		
6	Double Rod Heater		
7	Oil Heat Radiator		
8	Complete element of heat convector		
9	Rewinding of blower fan motor		
10	Rotary switch		
11	Thermostat switch		
12	Servicing of heat convector		
13	Servicing of heater		
14	Servicing of heat radiator		
15	Knob		
B.	<u>FANS</u>		
16	Pedestal Fan		
17	Table Fan		
18	Cotton tape		
19	PVC Tape		
20	Regulator		
21	Washer (fiber)		
22	Sand Paper		
23	Rewinding of Motor		
24	Fan Blade		
25	Black Cap		

26	Full Jail		
27	Nut bolt		
28	Shaft of pedestal / Table Fan/Wall Fan		
29	Servicing of Pedestal / Table Fan		
30	Exhaust Fan		
31	Wall Fan		
32	Servicing of Exhaust Fan		
33	Servicing of Wall Fan		
C.	<u>HOT CASES</u>		
34	Element		
35	Thermostat		
36	Knob		
37	Servicing of Hot Case		
D.	<u>OTHER ELECTRICAL GOODS</u>		
38	Table lamp (bulb type)		
39	Table lamp (tube light type)		
40	Emergency light (tube light dry cell)		
41	2 core wire (PVC)		
42	2 core wire (cotton)		
43	Push button		
44	Bulb zero watt (Red & Green)		
45	Bulb 100 watt		
46	Bulb 60 watt		
47	Bulb 40 watt		
48	Bulb 100 watt milky		
49	Bulb 60 watt milky		
50	Bulb 40 watt milky		
51	Multiplugs 5 amp / 15 amps		
52	15 amp plug		
53	5 amp plug		

54	Indicator		
55	On – Off switch		
56	15 amp switch		
57	Florescent Tube light (40 watt)		
58	3 core wire (23/76)		
59	3 core wire (40/76)		
60	3 core wire (70/76)		
61	Call bell (musical) / (Sargem)		
62	One extension board (three 5 amp switches with socket, one 15 amps switch with socket, one indicator light) with plug & 5 mtr wire		
63	One Extension board with six Power Point Set, 5 mtr wire and one power plug		
64	Cordless call bell		
65	Halogen Bulb (300 watt)		
66	Table lamp light (9")		
67	Indicator light fittings		
68	T-5 double tubelight fittings		
69	T-5 tubelights		
70	36W tubelights		
71	11W CFL tubelights		
72	Modular power points		
73	Modular light points		
74	A.C. Box		
75	M.C.B.		
76	A.C. Socket		
77	Metal Plug		
78	Transformers for fancy light (220V)		
79	Channeling for wiring		

Signature of the authorized person: _____

Name:- _____

Seal:- _____

Date:-

Place:-