

No. D-19016/10/2010-Genl.II
Government of India
Planning Commission

Yojana Bhavan, Sansad Marg
New Delhi, 21st July, 2010.

TENDER NOTICE

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

2. The sealed quotations with separate Technical and Financial bids filled in the specified proforma and addressed to the Under Secretary (General-II), Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi-110001 should reach latest by 02.30 P.M on 28.07.2010. The quotation should be dropped in the Tender Box placed at Reception Area of Yojana Bhawan, New Delhi between 10.00 A.M. to 02.30 P.M. on 28.07.2010.

3. Complete Tender document may either be downloaded from the website of the Planning Commission (www.planningcommission.gov.in) or collected from General -II Section, Room No. 445, Yojana Bhawan, New Delhi on any working day between 3.00 P.M to 4.30 P.M.

4. The technical bid shall be opened at 03.00 P.M. on 28.07.2010 in Room No. 344, 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 informed about the date and time of opening of financial bids.

(Mahender Chaudhary)

Under Secretary to the Govt of India

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 super-scribing "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 valid for a period of one year from the date of acceptance of award of CAMC. CAMC 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-II, Room No. 445, Yojana Bhawan, New Delhi on any working day between 3.00 P.M to 4.30 P.M.
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-II), Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi should reach latest by 02.30 P.M on 28.07.2010 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 02.30 P.M. by the stipulated date. 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 03.00 P.M on 28.07.2010 in Room No. 344, 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. The date and time in this regard will be intimated later.

6. The Technical Bid shall be accompanied with Earnest Money Deposit of Rs.40,000/- (Rupees forty 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 manufacturer. In case, spare parts from original manufacturer are not available, spare parts only from well known national level brands having BIS mark should be used and their rates be quoted (with the name of manufacturers/brand).
8. The selected firm would be required to deposit a Performance Security in the form of FDR or Pay Order from a Commercial Bank in favour of Pay & Accounts Officer, Planning Commission, equivalent to 7% of the total value of the contract of approximately Rs. 20,00,000/- (Rs. Twenty Lakh only)
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.
10. The Competent Authority of Planning Commission reserves the right to reject the bid(s) without assigning any reason. The same authority shall also be competent to relax/modify/interpret any/all terms and conditions laid down in the tender document
11. L-1 firm will be decided on the basis of lowest comprehensive annual maintenance charges inclusive of labour charges and cost of electrical items.
12. Firms should indicate labour charges separately and cost of each electrical item in the financial bid.

TERMS & CONDITIONS

1. The contract is for the Comprehensive Annual Maintenance Contract of different Electrical items provided in the officers of Yojana Bhawan and at the residences of VIPs/Sr. Officers of Planning Commission, Office of Economic Advisory Council to the Prime Minister at Vigyan Bhawan office of Advisers to PM on P-III and National Transport Development Policy Committee, Capital Court, Munirka, New Delhi.
2. Planning Commission has the right to reject, relax, or modify the tender without assigning any reason. 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 CAMC should be specifically mentioned in the tender, in the financial bid. If this is not done then it will amount to all items are covered under the contract and no counter claim in this regard will be accepted after award of contract to successful bidder.
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 only the period of more than 20 working days in a month will be treated as a month for the purpose of payment. The same mode of payment will apply in case any Electrical item 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 electrician with one assistant 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. No separate wages/salary will be paid by the

Commission for such personnel. The deputed personnel shall report to Section Officer/Dealing Assistant (General-II Branch) on daily basis. He would observe office timings applicable in Planning Commission and mark the attendance everyday.

6. In emergent cases the electrician/maintenance personnel may be required to work beyond office hours and also on holidays in emergent situations for which no additional payment will be made.
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-II)/Section Officer, General Branch - II 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. After attending such complaints he should immediately inform SO(Gen.II)/Dealing Assistant and obtain job requisition slip from him and obtain satisfactory job done report from client office/officer.
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 quality 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 Rs.200/- per day per complaint will be charged along with the charges/expenses 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 under the contract. 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 from the concerned buildings by the Electrician to the workshop without prior written approval of the Under Secretary (Gen. Admn), Planning Commission. In case it becomes necessary to take out some items out side the premises for repairs etc, no transportation charges will be borne by the Commission for taking out and bringing back such item or their replacements.
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 may result in termination of the contract. The Competent Authority 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 CAMC to the Planning Commission in good working condition at the completion/termination of the contract. Any damage/repair required in the Electrical item on the expiry or early termination of the contract shall be borne by the firm .& such an amount would be deducted from the pending bills of the firm or from the performance security.

18. The firms should have an experience of at least three years in maintenance of various types of Electrical items of which minimum two years with Government Departments/PSUs. Satisfactory service rendering certificate from at least two existing running contracts 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. The firm should give a certificate with Technical Bids that it has not been black listed by any Govt. Ministry/Deptt./PSUs during the last five years. If it is found to be false or incorrect, the EMD/Performance Security of the firm is likely to be forfeited.
21. 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. Mere sending quotation only will not have any right for award of contract. However, the contract will be awarded as per terms & conditions of the tender document.
22. 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.
23. 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.

24. 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.
25. The successful bidder/firm will be provided small room/space in Yojana Bhawan for carrying out minor repairs at the sole discretion of the Competent Authority for which rent/electricity charges may be levied if other nodal agency e.g. CPWD(Civil)/CPWD(Elec.) raise such demand. This does not imply that the Commission is under contractual obligations to provide such room/space.
26. 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.
27. A firm will be declared L-1 on the basis of total value for all Electrical Items (goods & services).

(Mahender Chaudhary)

Under Secretary to the Govt, of India

Terms and Conditions are acceptable

Date:

(Authorized Signatory)

Signature of the tenderers 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.40,000/-):
 - (a) Banker's Cheque No. _____
 - (b) Date _____
 - (c) Name of Issuing Bank _____

FORMAT (Financial Bid)

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.	ROOM HEATER / CONVECTOR / HEAT RADIATOR	Rate (per unit)	Taxes Applicable
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		
16. B.	<u>FANS</u>		
17.	Pedestal Fan /Wall Fan		
18.	Table Fan		
19.	Cotton tape		
20.	PVC Tape		

21.	Regulator		
22.	Washer (fiber)		
23.	Sand Paper		
24.	Rewinding of Motor		
25.	Fan Blade		
26.	Black Cap		
27.	Full Jail		
28.	Nut bolt		
29.	Shaft of pedestal / Table Fan/Wall Fan		
30.	Servicing of Pedestal / Table Fan		
31.	Exhaust Fan		
32.	Wall Fan		
33.	Servicing of Exhaust Fan		
34.	Servicing of Wall Fan		
35. C.	<u>HOT CASES</u>		
36.	Element		
37.	Thermostat		
38.	Knob		
39.	Servicing of Hot Case		
40. D.	<u>OTHER ELECTRICAL GOODS</u>		
41.	Table lamp (bulb type)		
42.	Table lamp (tube light type)		
43.	Emergency light (tube light dry cell)		
44.	2 core wire (PVC)		
45.	2 core wire (cotton)		

46.	Push button		
47.	Bulb zero watt (Red & Green)		
48.	Bulb 100 watt		
49.	Bulb 60 watt		
50.	Bulb 40 watt		
51.	Bulb 100 watt milky		
52.	Bulb 60 watt milky		
53.	Bulb 40 watt milky		
54.	Multi plug 5 amp		
55.	Multi plug 15 amps		
56.	15 amp plug / 5 amp plug		
57.	Indicator		
58.	On-Off Switch		
59.	15 amp switch		
60.	Florescent Tube light (40 watt)		
61.	3 core wire (23/76)		
62.	3 core wire (40/76)		
63.	3 core wire (70/76)		
64.	Call Bell (Musical) / (Sargem)		
65.	One extension board (with three 5amp switches with socket, one 15 amps switch with socket, one indicator ligh) with plug & 5 mtr wire		
66.	One extension board with six power point set, 5 mtr wire and one power plug		
67.	Cordless call bell		

68	Halogen Blub (300 watt)		
69.	Table lamp light (9")		
70.	Indicator light fittings		
71.	T-5 double tube light fittings		
72.	T-5 tube lights		
73.	36 W tubelights		
74.	11 W CFL tube lights		
75.	Modular power points		
76.	Modular light points		
77.	Metal Plug		
78.	Transformers for fancy light (220 V)		
79.	Channeling for wiring		
80.			
81.			
82.			

Signature of the authorized person _____

Name _____

Seal _____

Date : -

Place : -

