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No. _____

भारत सरकार
GOVERNMENT OF INDIA
इस्पात मंत्रालय
MINISTRY OF STEEL
उद्योग भवन
UDYOG BHAWAN

नई दिल्ली-110107 Dated 15 February, 2017

Notice Inviting Tender **New Delhi-110107**

Subject: Online Bid for award of Maintenance Contract for minor electrical repair and supply of electrical fittings/accessories work, supply of Cooler and C-Dot EPABX exchange for two years from date of signing of award.

Online Bids are hereby invited at Central Public Procurement (CPP) Portal (www.eprocure.gov.in) from reputed, experienced and financially sound companies/firms/agencies for award of **Annual Maintenance Contract for minor electrical repair and supply of electrical fittings/accessories**, supply of Cooler and C-Dot EPABX exchange in the Ministry of Steel for the period of two years from the date of awarding the Annual Rate Contract (ARC).

2. The bid will be accepted as e-Tender (in two bids system-Technical Bid and Financial Bid) only and intending bidders must be registered with the Central Public Procurement (CPP) Portal.

3. The tender document contains the following enclosures:

Annexure-I	-	Terms and Conditions
Annexure-II	-	Proforma for Technical Bid Submission
Annexure-III-VII	-	List of Items (Proforma for Financial Bid Submission)
Annexure-VIII	-	Details of Bank Account
Annexure-IX	-	Instructions for Submission of e-Tender

4. Important Dates for the invitation of aforesaid Online Bid:

✓ Publish Date of Bid	- 17.02.2017 12.00 PM
✓ Bid/Document Downloading Start Date	- 17.02.2017 12.30 PM
✓ Bid Submission Start Date	- 18.02.2017 09.00 AM
✓ Bid/Document Downloading End Date	- 07.03.2017 03.00 PM
✓ Bid Submission End Date	- 07.03.2017 03.00 PM
✓ Bid Opening Date	- 08.03.2017 03.30 PM

5. **The Bid should invariably be accompanied by a Demand Draft of Rs. 10,000/- (Rupees Ten Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi as Earnest Money Deposit (EMD).** The bid received without the requisite EMD will not be entertained. The scanned copy of the Earnest Money Deposit (EMD) along with all requisite documents must be uploaded with the bid and original Earnest Money Deposit (EMD) should be **dropped in a sealed cover super-scribed 'Maintenance contract for Minor electrical repair and supply of electrical fittings/accessories', supply of Cooler and C-Dot EPABX exchange' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 08th March, 2017 by 03.00 P.M.**

6. In case, any holiday is declared by the Government of India on the day of Bid Opening Date, the bid will be opened on the next working day at the same time.

7. The Ministry reserves the right to reject or select any bid without assigning reasons thereof.

(K. Murali)

Under Secretary to the Govt. of India

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Copy with request to upload it on the website of the Ministry of Steel to: NIC, Ministry of Steel

हिन्दी का प्रयोग उपेक्षित नहीं है, पत्र का उत्तर शीघ्र दिया जायेगा।

Terms and Conditions

1. The contract for **minor electrical repair and supply of electrical fittings/accessories work, supply of Cooler and C-Dot EPABX exchange** will be valid for a period of 2 years w.e.f. date of award of the contract. However, the contract may be further extended as per the requirement of the Ministry or may be curtailed/terminated before expiry of this period owing to deficiency in service after giving one weeks' notice to the selected firm.
2. The 'Technical Bid' should contain company's profile, authenticated documents to prove the eligibility of all conditions and documents to show the competency of the firm. The firm/agency should also upload the copy of PAN in the Technical Bid and a copy of the Demand Draft by which Earnest Money Deposit of Rs. 10,000 (Rupees ten thousand only) has been submitted.
3. The repair work is to be carried out in the premises of the Ministry of Steel, Udyog Bhawan, New Delhi.
4. The firms are required to upload copies of the following documents along with the Technical Bid (information furnished by the firm for evaluation of technical bids) in .pdf format, failing which their Bids shall be summarily/uprightly rejected and will not be further considered:
 - (a) Scanned copy of Annexure-II (information furnished by the firm for evaluation of technical bids)
 - (b) Scanned copy of Bank Draft by which Earnest Money Deposit (EMD) has been submitted.
 - (c) Scanned copy of PAN Card
 - (d) Scanned copy of VAT/TIN//Sale Tax registration certificate
 - (e) Scanned copy of work experience certificate
 - (f) Scanned copy Annexure-IV (details of bank account of firm)
 - (g) Scanned copy of cheque from account furnished in Annexure-VII
 - (h) Scanned copy of financial statements of accounts of firm like Balance Sheet, Profit & Loss Account, etc.
5. Payment shall be made by electronic transfer to the account of the firm on submission of pre-receipted typed bill in triplicate. No advance payment shall be made in any case. Bidder should furnish details of bank accounts in Annexure-VII along with the other requisite documents.
6. Overwriting or correction in any of the tender document is not permissible. The rates should be quoted both in figures and words.
7. Any loss or damage of any item during repair work within the premises of the Ministry of Steel shall be the liability of the contractor and the Ministry of Steel at its discretion can deduct total cost of such item or any part thereof from the Bill of the contractor.

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8. The contractor shall depute at least one licensed electrician and one full time resident engineer for C-Dot EPBAX System to the Ministry every day (9.00 AM to 5.30 PM) for doing day to day electric repair work. If any eventuality arises, Ministry of Steel shall within its competence requisition the service of electrician/ resident engineer for C-Dot EPBAX System on Sunday/Holiday and beyond office hours without payment of any additional remuneration. The contractor shall also keep sufficient stock of spare parts which may be required for repairing/maintenance in the event of the electric items becoming non functional or defective during the currency of the contract.
9. The contractor shall be responsible for payment of wages/settlement of dues of workers engaged by the firm as per the prevailing labour/wages laws in force in NCT of Delhi and the Ministry of Steel shall not be the party to any dispute between the contractor and the worker.
10. No extra payment/compensation whatsoever on account of natural calamity/accident or otherwise will be made by the Ministry. The same will be the responsibility of the firm.
11. The contractor shall use the material conforming to ISI standards wherever applicable for supply of electric items.
12. The contractor shall undertake repair work only after receiving a written order signed by the SO(GA). Any work undertaken otherwise shall be treated as unauthorized work and the cost of such work shall not be paid by the Ministry.
13. The contractor shall maintain job card for each repair work undertaken by him. The card should be got signed by the official concerned after satisfactory completion of work.
14. The successful contractor shall be required to do the work during the entire period of contract at the rates as approved on the basis of the quotation. If for any reason, the firm is not able to do the work, the same shall be got done from the open market at the cost of the contractor and the expenditure incurred thereon shall be recovered from the Bill of the contractor.
15. The conditional bid will not be accepted under any circumstances.
16. The firm must have valid TIN/PAN/VAT/Service Tax Nos.
17. The firm should have a minimum 3 years experience in the operational area. List of present contracts of the firm in three Government Departments may also be enclosed with the quotation.
18. In case more than one bidder quotes the same rates resulting in a tie, the lowest bidder will be decided on the basis of highest turnover during the last 3 years.
19. The successful tenderer will have to deposit a Security-cum-Performance Guarantee of Rs. 25000/- (Rs. Twenty five thousand only) in the form of Bank Draft/Pay Order/Banker's cheque from any Nationalized Bank in favour of the "Pay and Accounts Officer, Ministry of Steel, New Delhi". The security money is returnable on successful completion of the contract period after deducting dues, if any. The security amount will be forfeited in case the

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