

**No.D-19016/02/2016-Admn.**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF COAL**

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Shastri Bhavan, New Delhi.  
Dated : the 16<sup>th</sup> February, 2016.

Subject: **Award of Annual Contract for Maintenance/repairing, of various Electrical items, fittings & appliances, etc., belonging to Ministry of Coal.**

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**SEALED quotations** are invited from reputed/registered firms for award of Annual Maintenance Contract for the maintenance/repairing of electrical items, fittings & appliances installed in the Shastri Bhawan & its office located at Lok Nayak Bhawan, New Delhi as per details mentioned at Annexure - I on the terms and conditions enumerated in the following paragraphs. Only reputed firms having adequate experience of at least 05 years in the field, in the Government Ministries/Departments/Semi-Government Organizations, including Public Sector Undertaking are requested to submit their rates in the attached proforma duly completed and signed. The prospective firms also furnish a copy of the PAN, Service Tax Registration and "Experience Certificate" from their respective organizations, while submitting their quotations.

The sealed cover containing the quotations and supercribed "**Quotations for the maintenance/repairing of various electrical items, fittings & appliances, etc., belonging to Ministry of Coal**". may be dropped in the Tender Box mounted on the wall at garage no.21, Shastri Bhawan, New Delhi. The quotations should reach this Ministry by **1.00 P.M. on or before 29.02.2016 positively**. The quotations received after due date and time those which are not dropped in the tender box, will not be entertained at all. The tender will be opened on the same day at 4.00 P.M.

2. The Quotations should be accompanied with an earnest money of Rs.20,000/- (Rs. Twenty thousand only) in the form of Demand Draft in favour of "Pay & Accounts Officer, Ministry of Coal, New Delhi", without which the quotations will not be considered. The earnest money will be returned after the contract is finalized.

3. The quotations will be opened on the same day **at 4.00 PM.** The tenderers, if they so desire, may depute their representative to be present at the time of opening of tenders.

Contd.....2/-



4. The Terms & Conditions of the contract will be as follows:-

- (i) **Period:** One year. The successful firm will be required to start working immediately after award of the contract. The Ministry shall, however, has the right to terminate the contract at any time without assigning any reason thereof. The period of contract can be extended for a fixed period between 1 to 3 years on the same rate and terms & conditions under Rule 142 of GFR, 2005, if the firm so desire.
- (ii) The firm shall have to attend all complaints on receipt of information from the users directly with the prior approval of Administration Section. The services should be provided on regular basis during office hours and in case of emergency beyond office hours or holidays etc.
- (iii) The firm will be required to undertake maintenance/repairs of Electrical equipments at Shastri Bhawan & office located at Lok Nayak Bhawan, New Delhi or any other location as decided by competent authority.
- (iv) For payment purpose, the bills should be submitted month-wise with requisitions-wise along with the work completion report/user certificates.
- (v) No increase in amount shall be considered at all during the full period of AMC. No other charges like transportation, fare etc. for providing the services will be payable.
- (vi) Conditional tender will not be entertained. Similarly, quotations received after stipulated date and time will also not be considered under any circumstances.
- (vii) The firms are also required to prove their competence for undertaking the jobs of providing required services and shall, therefor, furnish their standing and goodwill through attested certificate/documentary proof from atleast five [05] Ministries/Departments. The firm shall also indicate their registration number, Income -Tax number and PAN number.
- (viii) The successful tenderer will be required to furnish the security deposit of Rs.20,000/- (Rs. Twenty thousand only) within ten days from the date of awarding the contract. The security deposit shall be in the form of Fixed Deposit with any of the scheduled Bank & pledged in favour of the undersigned, Ministry of Coal, New Delhi.

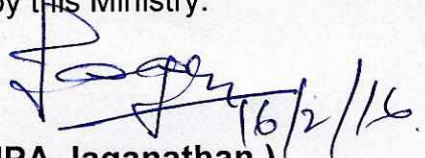


Contd....3/-

The security deposit will be refunded only after the termination of the contract, subject to the satisfactory service/performance during the period of the contract. The security deposit will be forfeited if during the period of the contract, the services of the contracted agency are found to be unsatisfactory.

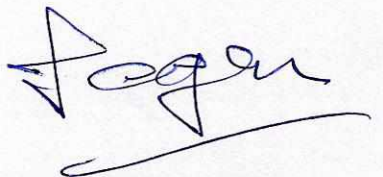
- (ix) This Ministry can terminate the contract at any time without assigning any reason, if the work of the contractor is found unsatisfactory. In this respect the decision of the Ministry will be final and binding on the contractor. The Ministry reserves the right to reject any quotation in whole or in part without assigning any reason therefor.
- (x) The firms must indicate their TIN number, address of the registered office, phone numbers, etc.
- (xi) The rates may be quoted as per Annexure-I, Taxes (VAT, Service Tax) if any, may be specifically and separately indicated in the quotation.

5. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by this Ministry.

  
( MPA Jaganathan )  
Section Officer (Admn.)  
Tele:011- 23386867

**Copy to:**

- i) CPP portal of Ministry of Finance.
- ii) NIC for placing on the website of the Ministry.



**Annexure – I**

<b>S.No.</b>	<b>Job detail Rates</b>	<b>Rates</b>	<b>Labour Charges</b>
<b>1(i)</b>	<b>Replacement of Bulbs</b>		
a.	100W		
b.	60W		
c.	40W		
d.	0 W (Red + Green)		
e.	25 W (cone type)		
<b>(ii)</b>	<b>Replacement of CFL</b>		
a.	5W		
b.	8W		
c.	10 W		
d.	18W		
e.	20W		
<b>2</b>	<b>Replacement of tube light</b>		
<b>3</b>	<b>Tube-light (2 feet)</b>		
	Chock		
	Starter		
	Repair tube light		
<b>4</b>	<b>Single tube light set with fitting</b>		
<b>5</b>	<b>Double tube light set with fitting</b>		
<b>6</b>	<b>Side holder for tube light</b>		
	China clay Holder		
	Brass holder		
	Repair of fancy light		
<b>7</b>	<b>Supply of ready made Extn. Board:</b>		
(i)	2 switch and 2 socket (5 AMP)		
(ii)	2 switch and 2 socket (15 AMP)		
(iii)	3 switch and 3 socket (5 AMP)		
(iv)	3 switch and 3 socket (15 AMP)		
(v)	Repair of Extn. Board		
<b>8</b>	<b>Electrical bell</b>		
(i)	New Bell		
(ii)	Repair		
(iii)	Bell switch		
(iv)	Remote bell		
<b>9</b>	<b>Conducting of loose wire in PVC baton per meter</b>		
(i)	1/2 inch		
(ii)	1 inch		
(iii)	1 1/2 inch		
(iv)	Fitting of PVC baton		

Contd.....2/-

10	Repair of table lamp		
11	Change of MCB		
(i)	5AMP		
(ii)	12 AMP Havells		
(iii)	25 AMP		
(iv)	32 AMP		
(v)	Repair of MCB Box		
12	Minor repair of		
i)	Wall fans		
ii)	Pedestal fans		
iii)	Ceiling fan		
13	Major repairs/overhauling of fan Motors		
14	Winding of motor of:		
(a)	Fan		
(b)	Cooler Exhaust fan		
(c)	Cooler pump		
15	Servicing/maintenance charge per		
i)	Pedestal fan		
ii)	Table fan		
iii)	Exhaust fan		
iv)	Wall fan		
16	Electric Motor: Replacement of		
i)	bearing		
ii)	bush		
17	Replacement of three pin plug (Power) (15 AMP)		
18	Replacement of three pin plug (Light) 5 AMP		
19	Replacement of three point Socket(Power) 15 AMP		
20	Replacement of three point Socket(light)5 AMP		
21	Replacement of Switch:		
	5 AMP		
	15 AMP		
22	Replacement of Multi Plug		
	05 AMP		
	15 AMP		
23	Replacement of three core flexible rubber wire (70 X 776) Per Mtr. [ISI mark]		
24	Replacement of three core flexible rubber wire (40 X 76) Per Mtr. [ISI mark]		
25	Replacement of three core flexible rubber wire (23 X 76) Per Mtr. [ISI mark]		
26	Replacement of two core Electric rubber wire (23X76) Per Mtr.		

Contd.....3/-

27	Sun-mica sheet for extension board		
28	Repair of emergency light		
(i)	Relay Switch for emergency light		
(ii)	Replacement of new battery		
(ii) (a)	6 Volt. Dry		
(ii) (b)	9 Volt. Dry		
(iii) (c)	12 Volt. Dry		
29	Replacement of tube light of emergency light		
30	Table lamp with halogen tube		
31	Halogen light		
32	Decorative tube light set		
33	Switch Anchor Roma		
34	Socket Anchor Roma		
35	Regulator		
i.	Electronic		
ii.	Anchor Roma		
36	MCB Box(complete Set) 32 AMP		
i.	Havells		
ii.	Indo Kupp		
37	Repair of voltage stabilizer		
i.	Rewinding		
ii.	Circuit plate		
iii.	Condenser		
iv.	Relay		
v.	Transistor		
38	Servicing + maintenance of Sun flow /Heater per unit		
39	Change of parts of Sun flow/heater		
i.	Element for sun flow		
ii.	Element for heater		
iii.	Reflector for heater		
iv.	Thermostat for Sun Flow		
v.	Rewinding of Motor for Sun Flow		
40	New meeting indicator light set		
41	Repair of indicator light		
42	Electric fuse set Fuse indicator light		
43	Repair of hot case		
i.	Element for hot case		
ii.	Thermostat for hot case		

Contd.....4/-

44	Providing of Room Heater		
	a) Single rod		
	b) Double rod		
45	Providing of Heat convector/ Blower/Sun-flow (ISI)		
46	Providing of Heat convector/ Blower/Sun-flow (Branded)		
47	Providing of Hydraulic Oil Heater (ISI)		
48	Providing of Hydraulic Oil Heater(Branded)		
49	Providing of Hot case		
	a) Big size		
	b) Small size		
50	Providing of Water Heater [Electric Kettle]		
51	P/F of Exhaust Fan		
52	P/F of Wall Fan/Podester Fan		
53	P/F of Ceiling Fan		
54	Tube 28 W/36 W		
55	Repairing of Desert Coolers		
	(i) Pads		
	(ii) Condenser		
	(iii) rewinding of Motor		
	(iv) New Pump		
	(v) New Motor		
56	Painting of Desert Coolers		
57	Providing of Desert Cooler (Size: 18")		
	a) Iron Body		
	b) Plastic Body		

Name of Firm :- .....

Registered/Postal Address :- .....

Telephone No.:- .....

Particulars of EMD :-

- (i) DD No. ....
- (ii) Date .....
- (iii) Amount .....
- (iv) Bank (drawn on) .....

**Signature with Seal**