



**Government of India  
Ministry of External Affairs  
Establishment Division  
Jawaharlal Nehru Bhawan, 23-D Janpath,  
New Delhi-110011, INDIA**

**E-NOTICE INVITING TENDER FOR “ANNUAL RATE CONTRACT” (ARC) FOR REPAIRING OF VARIOUS ELECTRICAL ITEMS INSTALLED AT VARIOUS OFFICES/ DIVISION OF THE MINISTRY OF EXTERNAL AFFAIRS.**

<b>Tender No: Q/OE/872/13/2018</b>	<b>DATED: 29.04.2019</b>
<b>Important Dates</b>	
<b>Publishing Date</b>	29.04.2019 (1700 HRS)
<b>Bid Document Download Start Date</b>	29.04.2019 (1715 HRS)
<b>Clarification Start Date</b>	29.04.2019 (1715 HRS)
<b>Clarification End Date</b>	21.05.2019 (1600 HRS)
<b>Bid Submission Start Date (online)</b>	29.04.2019 (1715 HRS)
<b>Bid Submission End Date (online)</b>	21.05.2019 (1730 HRS)
<b>Date of Technical Bid Opening (online)</b>	23.05.2019 (1100 HRS)

The bid shall be submitted online only at Central Public Procurement Portal  
Website: <http://eprocure.gov.in/eprocure/app>

**Manual bids shall not be accepted.**

**(Amitabh Ranjan)  
Under Secretary (OE/ OF IOS )  
Ministry of External Affairs,  
R.NO. 4010, 'A' Wing,  
Jawaharlal Nehru Bhawan,  
23-D, Janpath, New Delhi - 110011  
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E-Mail: [usse@mea.gov.in](mailto:usse@mea.gov.in)**

Q/OE/872/13/2018  
Government of India  
Ministry of External Affairs  
[Establishment Division]

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Dated 29th April, 2019

**Subject: Invitation of e- tender under two bids system for “Annual Rate Contract” (ARC) for repairing of various Electrical items installed at the Ministry of External Affairs.**

I am directed to say that online tenders are invited from the Service providers for awarding of Annual Rate Contract(ARC) for repairing of various electrical items installed in Ministry of External Affairs, New Delhi at various buildings i.e. South Block, Jawaharlal Nehru Bhawan, Patiala House, ISIL Buidling, Akbar Bhawan for a period of one year which is extendable subject to satisfactory performance. Tenders are invited under two bid system viz. Technical Bid and Financial Bid. The detailed terms and conditions of the contract is given in Annex –“A” and technical bid & financial bids are given in Annex- I and Annex-II respectively of the Tender Documents.

2 Interested firms may please send their bids on-line through <http://eprocure.gov.in/eprocure> via two bids system, Technical Bid & Financial Bid. The last date of submission of bid is 21.05.2019 (1730 hrs) . Tender notice may also be seen at the website of Ministry of External Affairs at <http://www.mea.gov.in/tenders.html>. Bids received after stipulated date and time shall not be entertained. The Technical Bids will be opened at 1100 hrs. on 23.05.2019 at Jawaharlal Nehru Bhawan, New Delhi. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date & place to be notified later in the presence of short listed contractors or their authorized representatives.

3 Incomplete or conditional tenders will not be entertained. The tender documents shall be free for all. Earnest Money Deposit (EMD) amount of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft should be deposited in favour of “Pay & Accounts Officer, Ministry of External Affairs” payable at New Delhi along with the Technical Bid. The Technical Bid received without the EMD will be summarily rejected. The successful bidders/ suppliers will be required to submit a Performance Bank Guarantee (PBG) of an amount of Rs.25,000/- of tendered amount. Bank guarantee shall be valid up to two months beyond the date of completion of all the contractual obligations of the supplier. If successful bidder fails to furnish the required bank guarantee within the specified period, EMD will be forfeited and the bidder will be barred from participating in future tenders of the Ministry.

4 After commercial evaluation of the bids order shall be placed on the lowest offer which conforms to the bid norms.

5. The EMD's submitted by all the unsuccessful bidders shall be returned by the Ministry after finalization of the tender.

6. The Ministry reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.

(Amitabh Ranjan)  
Under Secretary (OE/OF/OS)  
Ministry of External Affairs  
Tele : 01149015106

Copy to :

1. NIC for placing this tender on CPP portal for wide publicity.
2. XP Division, MEA for uploading this tender on MEA's website.

## **A. TERMS AND CONDITIONS OF CONTRACT**

### **1. SCOPE OF WORK**

i) The scope of work covers repair of electrical items such as extension board, hotcase, room heaters, blowers, pedestal fans etc. of various make/model installed in various buildings of Ministry of External Affairs in New Delhi i.e. South block, Jawaharlal Nehru Bhawan, Patiala House, ISIL Buidling, Akbar Bhawan, FSI,Chankyapuri Housing complex, Dwarka Housign complex, Gol market Hostel, curzon Road Hostel, Jaisalmer house, hutments. Repair work needs to be done as and when requested.

(ii) The firms will provide repair services on all working days. However, in case of emergency firm will provide repair services on week-ends and holidays also.

### **2. PERIOD OF CONTRACT**

Initial period of contact will be for one year and it could be extended for a further period of one more year at the same rates, terms and conditions subject to satisfactory performance of the contractor.

### **3. EARNEST MONEY DEPOSIT (EMD)**

Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only) in the form of crossed Demand Draft/Bankers Cheque in favour of "Pay & Accounts Officer, Ministry of External Affairs" payable at New Delhi has to be submitted to the AO(OE), Room No. 4002 A, Jawaharlal Nehru Bhawan, New Delhi – 110011 by 1700 hrs on 21.05.2019. EMD's should be valid for a period of at least 60 days from the date of opening of the tender. Earnest money of unsuccessful bidders shall be refunded within one month after the finalization of the bid. EMD of successful bidder shall returned within 15 days from the date of receipt of the security deposit. No interest is payable on EMD. The firms registered with MSME and NSIC should submit a copy of EMD exemption certificate for claiming exemption from EMD submission. EMD will be forfeited in case successful bidder fails to abide by the terms and conditions or refuse to undertake the contract.

### **4. FORFEITURE OF EARNEST MONEY DEPOSIT**

The earnest money shall be forfeited

(a) if the quotation is withdrawn by the bidder:

(I) at any time prior to its rejection or (ii) Before or after its acceptance is communicated to the bidder or

(b) If the successful bidder fails to comply with the terms & condition of the tender.

## **5. PERFORMANCE SECURITY**

An amount of Rs. 25,000/- (Rupees Twenty Five thousand only) will be the Security Deposit in the case of successful bidder, which may be furnished in the form of Fixed Deposit Receipt from a commercial bank or bank Guarantee from a Commercial bank. The Performance Security should be valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor. **Earnest Money will be refunded to the successful bidder on receipt of Performance Security:**

## **6. RELEASE OF PAYMENT**

No advance payment shall be made. All the bills submitted by the successful bidders would have to be accompanied by the work vouchers duly signed by the concerned officers/officials. Payments will be made on receipt of per-receipted bills (in triplicate) on quarterly basis.

GST, as per rules, should be quoted at the time of bill submission. TDS as per prevailing rates will be deducted before making the payment. GST will be paid as per rules and as amended from time to time.

## **7. PENALTY CLAUSE**

(I) In case of any complaint in any of the equipment, the firm has to attend the fault and undertake repair within one working day of reporting on phone/FAX/E-mail etc. A penalty of Rs. 100/- would be imposed for each day of delay in attending to each machine for which complaint has been lodged with the vendor/firm and this amount would be deducted from the bill;

(ii) In case the successful bidder is found in breach of any condition(s)/tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest Money Deposit/Performance security shall be forfeited after giving proper opportunity through show cause notice.

(iii) In case the performance of the successful bidder is not found satisfactory, the contract will be canceled and the Performance Security/Earnest Money will be forfeited.

## **8. SETTLEMENT OF DISPUTE AND ARBITRATION**

All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to a sole arbitrator. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. No part of the agreement shall be suspended on the ground of pending arbitration proceedings. The decision of the sole arbitrator shall be final and binding on the parties. The legal seat of arbitration shall be Delhi.

## **9. GENERAL TERMS & CONDITIONS**

1. Annual Rate contract will be valid for the period of one year from the date of acceptance of the contract. ARC may be extended for further period of one year subject to mutual acceptance of MEA and the service provider based on satisfactory services.
2. No advance payment will be released. Payment will be made only after satisfactory completion of work on monthly basis and production of work-completion certificates duly signed by the end user, MEA may, if it is so desires, re-verify the work undertaken by the firm.
3. Only reputed firms which have at least one year experience of such work in any Govt Ministry/Department/Organizations/Autonomous Bodies are eligible to apply.
4. The rates shall remain valid for the duration of the contract. No request for revision of the rates will be entertained during the above period.
5. The firm should ensure that the electrical items are supplied/repared within the given time frame.
6. In case, the firm is not able to undertake/the repair work/items due to any reasons, the work will be got done from some other agency at the cost and risk of the Contractor. The expenditure such incurred will be recovered from the bills of the contractor or security deposit of the firm.
7. The contractor will have to deploy sufficient number of electrician(s) to ensure that all the complaints are attended without any undue delay in all the offices of the Ministry located at Jawaharlal Nehru Bhawan, South Block, Patiala House, Shastri Bhawan, ISIL Building, Akbar Bhawan, CPC complex etc.
8. If the contractor is found in breach of any of the terms and conditions or is not able to complete the work in time or the quality of work /goods is not of the desired level, the contract will be cancelled and security deposit shall be forfeited and the work will be assigned to another firm at the risk and cost of the contractor.
9. Unreasonably unrealistic/lower rates or rates exceeding the prevailing rates or providing complementary services will not be accepted by this ministry. Such Financial quotations will not be considered at all.
10. MEA may amend any terms and conditions of the tender and extend the last date and if required incorporate additional clauses/terms and conditions.
11. Bidders may note that if the opening date of tender given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same timing.

12. All services shall be performed by persons qualified and skilled in undertaking such repairs. Persons deployed in MEA should be in possession of identity document provided by the firm.
13. It will be the responsibility of contractor to show and hand over the replaced parts of any equipment to Administrative Officer (OE), Establishment Division, MEA, New Delhi.
14. The contractor should not indulge in any fraudulent and corrupt practices. If at point of time, it is brought to the notice of MEA that the contractor is involved in submitting inflated and fake bills and forges the signatures of end user, performance guarantee will be forfeited and contract will be terminated immediately. The amount of repair work done including supply of electrical items should be claimed as actually provided. MEA may impose the penalty as deemed fit.
15. The persons deployed by the firm should not have any Police records/criminal cases against them. The Agency should make adequate inquiries about the character and antecedents of the persons who they are deploying. The contractor will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
16. The said persons deployed by the contractor shall be the employee of the contractor and it shall be the duty of the contractor to pay their wages every month and further that the said person of the contractor shall not claim any absorption/employment in the Ministry.
17. The contractor's person shall not claim any benefit/compensation/absorption/regularization of services from/in this Ministry.
18. The contractor's personnel shall not divulge or disclose to any person, any details of office, operation process technical know-how, security arrangements, administrative/organizational matters etc.
19. The personnel deployed should be polite, positive and efficient, while handling the assigned work. The contractor shall be responsible for any act of indiscipline on the part of persons deployed by him.
20. The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Ministry;
21. MEA may require the contractor to dismiss or remove from the site of work, any person or persons employed by the contractor, who may be incompetent or for his/their misconduct and the contractor shall forthwith comply with such requirements.

22. The contractor shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, pan, smoking and loitering without work.
23. The transportation, food, medical and other statutory requirements in respect of each personnel of the contractor shall be responsibility of the contractor.
24. The contractor shall be wholly and exclusively responsible for the payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislation as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc, and MEA shall not incur any liability or any obligation.
25. The contractor will submit the bill in triplicate in respect of a particular month in the first week of the next month. The payment will be released after deduction of taxes deductible at source under the laws in force.
26. The contractor shall be contactable at all times and message sent by phone/email/Fax from the ministry to the contractor shall be acknowledged immediately on receipt on the same day. The contractor shall strictly observe the instructions issued by the Ministry in the fulfillment of the contract from time to time.
27. The contractor shall be held fully responsible for any damage caused to Govt. property in course of repair work undertaken by his workers. The cost of the damage to the Govt. property shall be made good from the bills of the Contractor.
28. The Performance Bank Guarantee of Rs. 25,000/- will be forfeited in case of non compliance of the terms of agreement by the contractor. Indulgence in submission of inflated and false bill will lead to forfeiture of PBG.
29. There is no weight age for Technical score in the final evaluation and the responsive technically qualified proposal with the lowest evaluated cost shall be selected. The lowest bidder(s) shall be selected on the basis of total bid price received after adding all rates quoted. However, the lowest bidder has to match the lowest rate of other technically qualified bidders for the items for which his rates are higher. MEA, at its sole discretion, may consider appointment/empanelment of more than one contractor on the same rates and in that case, order may be placed on any appointed contractor at the sole discretion of MEA.
30. The Ministry reserves the right to impose any other conditions for regulating the contract in public interest.
31. All the new electrical items/spare parts should be of reputed companies with ISI Mark, Electrical items/appliances without ISI Mark shall not be accepted. No compromise will be made on the required standards/quality in this regard. In case, it is found at a later stage that sub-standard items have been supplied. No payment for such items will be made. The amount of bill



may be restricted to only specified brand/quality of the items actually supplied/replaced. Penalty may be imposed by the Ministry if the contractor supplies substandard equipment/spare part.

32. The repair works will have to be carried out at the location of the equipment except in the exceptional circumstances where the equipment or any component of the machines is required to be taken to the workshop by the firm. In that case, the firm will take prior approval of the competent authority and will provide standby arrangement without any extra cost or as decided by MEA.

33. Once accepted, the rates for repair of Electrical items and new electrical items shall remain fixed during the contract period.

34. Any request for increase in quoted and/or accepted rates will not be entertained for any reason during the currency of the contract.

35. While submitting the tender for this inquiry, the tenders will be deemed to have read, understood and accepted all the terms and conditions stated in this document.

36. The contractor shall also keep sufficient stock of items/spare parts which may be required for replacement/repairing in the event of the electric items becoming non-functional or defective, during the currency of the contract. The successful bidders shall be fully responsible for supply and installation of electrical items/parts of good quality with ISI Mark.

37. All tools for repair work will be provided by the bidder at their own cost/labour.

38. The contractor shall be responsible for smooth and satisfactory working of the all electric items.

39. **Warranty period for repairing items should be a period of three months.**

40. It shall be obligatory on the part of the contractor to carry out repair of electric items under his direct supervision and control and under no circumstances the work shall be assigned to sub-contractor.

**10. Force Majeure:**

If, at any time during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war of hostility, act of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall due to such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the

decision of the Ministry as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, the Ministry may, at its option, terminate the contract.

**B. Bid Qualification Criteria**

The tendering agency/firm must fulfil the following qualification/specification in order to eligible for evaluation of the Bid:-

- i. EMD of Rs. 10,000/-(Rupees Ten Thousand Only) in the form of Demand Draft/Pay order in favor of "Pay & Accounts Officer, Ministry of External Affairs" payable at New Delhi. Its self-certified copy may be scanned and uploaded in the technical bid.
- ii. The service providers should have an office in Delhi NCR. The proof of address should be submitted with bid documents;
- iii. The service providers should have their own Bank Account. The bank details are also to be submitted along with bid documents;
- iv. Experience details in same trade for the last three years (please enclose the copies of orders received from Govt. Organizations and private sectors)
- v. The bidder should have had an annual turnover of at least Rs. 07 Lakhs per year in the previous 3 years, excluding the current year. Certified annual turnover statement to this effect from a CA and copies of Income Tax return of previous 3 years should be submitted with the technical bid;
- vi. The firm shall provide complete address and telephone number along with PAN/TAN, GST No, etc. In this regard, certified copy of the registration shall be submitted with the bid documents;
- vii. The firm/bidders should not have been blacklisted by any Ministry/Department of the Government of India and not have been involved in any major litigation that may affect or compromise the delivery of service as required under the tender. A self- declaration in this regard should be submitted with the bid documents;
- viii. If it is found that the information/certificates furnished by the participating firms is incorrect/wrong or bogus, the firm shall be blacklisted, its bids will be ignored and EMD/Performance Security deposit will be forfeited.
- ix. A self attested copy of this tender should be submitted at the technical stage.
- x. License Certificate issued by Govt. of NCT of Delhi either to the firm or to the personnel deployed under the firm regarding carrying out the electrical installation work in NCR of Delhi.

## Clarification on Bid Documents

- 1 A prospective bidder requiring any clarification on the Bid Documents may write to the Establishment Division (Under Secretary (OE, OF &OS) in writing or by e-mail at the mailing address [usse@mea.gov.in](mailto:usse@mea.gov.in) with a copy to [aooe@mea.gov.in](mailto:aooe@mea.gov.in). Such requests for clarifications should be sent not later than seven days prior to original or extended deadline for submission of the bids. Explanation of the query without identifying the source of the inquiry may be uploaded on MEA website [www.mea.gov.in](http://www.mea.gov.in) and <https://eprocure.gov.in> for the benefit of all the prospective bidders.
- 2 Any clarification issued by the Ministry in response to query raised by prospective bidders shall form an integral part of bid document and it may amount to amendment of relevant clauses of the bid document.

## Amendment of Bid Documents

1. At any time prior to the dead line for submission of bids, the Ministry may for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the Bid Documents by amendment. The amendment will only be uploaded on to MEA website <http://mea.gov.in/tenders.htm> & <https://eprocure.gov.in/eprocure/app> for the benefit of all the prospective bidders.
  2. In order to give prospective bidders reasonable time for taking an amendment into account in preparing their bids, the Ministry, at its discretion, may extend the deadline for the submission of bids.
10. This Ministry reserves the right to accept or reject the tender in full or in part without assigning any reason.

(Amitabh Ranjan )  
Under Secretary (OE/OF/OS)  
Ministry of External Affairs  
Tele :011-49015121, 011-49015106

**Documents to be submitted under Technical Bid are summarised below:**

S. No.	Description	Document Type
1.	EMD of Rs. 10,000/- (Rupees Ten Thousand Only) scanned and self-certified copy	.pdf
2.	Certificate of Registration/ incorporation particulars of bidder (Registered Office or one of the Branch Office of the Company/ Firm/ Agency should be located in New Delhi)	.pdf
3.	Experience details in same trade for the last three years (please enclose the copies of orders, at least one each pertaining to 2015,2016 and 2017 received from Govt. Ministries/Departments/ PSUs/other reputed national level institutions)	.pdf
4.	Self-attested copy of valid GST registration Number	.pdf
5.	Copy of PAN Card	.pdf
6.	Particulars and contact details of bidder	.pdf
7.	Annual turnover proof for last 3 years(certified annual turnover statement from a Chartered Accountant to be attached)	.pdf
8.	Self-attested Copies of IT return of last 3 years(2015-16,2016-17,2017-18)	.pdf
9.	Affidavit stating that the Company/Firm/Agency is/has not been blacklisted by Central/State Govt./ PSUs and has not involved in any major litigation that may affect or compromise the delivery of service as required under the tender(Declaration as per Annexure "B")	.pdf
10.	Self attested copy of this tender	.pdf
11.	Bank account details of the bidder	.pdf
12.	License Certificate issued by Govt. of NCT of Delhi either to the firm or to the perosnnel deployed by the firm regarding carrying out the electrical installation work in NCR of Delhi.	.pdf

## Financial Bid

### List of Items of work to be undertaken by the Contractor

Sl. No.	Items	Unit	Rate (in Rs.) Excluding taxes)
<b>A</b>	<b>Heater</b>		
1.	Repair/Service Charge of Heater	Each	
2.	P/F of Heating Rode (Element)	Each	
3.	Supply of Hot Coil Plate	Each	
4.	Supply and fixing of heater Reflector plate	Each	
5.	Supply and fixing of Heater Socket	Each	
6.	Supply and fixing of Heater heat shields	Each	
7.	Supply and fixing of Heater case lamp holder	Each	
8.	Supply and fixing of Heater case lamp	Each	
9.	Supply and fixing of Heater Element	Each	
10.	Supply and fixing thermostat of Heater	Each	
11.	Supply and fixing of Heater Rod	Each	
12.	Supply and fixing of Heater Safety Jali	Each	
13.	Supply and fixing of Heater connector	Each	
<b>B</b>	<b>Heat Convector :</b>		
1.	Supply & Fixing of New motor heat convector	Each	
2.	Repair/service charge of Heat Convector	Each	
3.	Change of Element	Each	
4.	Change of Thermostat	Each	
5.	Supply and fixing of Heater convector Elements	Each	
6.	Supply and fixing Thermostat of Heat convector	Each	
7.	Supply and fixing of Heater convector /bush/shaft	Each	
8.	Heat Convector Motor Rewinding	Each	
<b>C</b>	<b>Hot Case (Small, 5 Ltr, 30 Ltr)</b>	Each	
1.	Repair/Service Charges	Each	
2.	Change of Thermostat	Each	
3.	Change of Indicator Light set	Each	
4.	Wiring kitt	Each	
5.	Change of door handle	Each	
<b>D</b>	<b>Hot Case (Commercial)</b>		
1.	Repair/Service Charges	Each	

2.	Change of Thermostat	Each	
3.	Change of Indicator Light set	Each	
4.	Wiring kitt	Each	
5.	Change of door handle	Each	
E	<b>Electric Kettle (Usha/Bajaj)</b>	Each	
1.	Change of Kettle Connector	Each	
2.	Repair /Service charges of Electric Kettle	Each	
F	<b>Repairing &amp; providing of Call bell/Cordless Bell</b>	Each	
1.	Service Charge (Labor Charge)	Each	
2.	P/F of new bell switch	Each	
3.	P/F of fixed and repairing of call bell	Each	
4.	Repair of Cordless Bell	Each	
G	<b>Repairing fo Extension (Power) Board/Strip</b>	Each	
1.	Change of 6 Amp switch (ISI Mark)	Each	
2.	Change of 16 Amp switch (ISI Mark)	Each	
3.	Change of Fuse (ISI Mark)	Each	
4.	Change of socket (6 Amp) (ISI Mark)	Each	
5.	Change of socket (16 amp) (ISI Mark)	Each	
6.	Change of 3 pin top (6 Amp) with wire (ISI Mark)	Each	
7.	Repair of 3 pin top 16 Amp with wire (ISI Mark)	Each	
H	<b>Plug/Socket/Switch/Fuse</b>	Each	
1.	Supply of 16 AMP Switch with ISI Mark	Each	
2.	Change of 6 AMP Switch with ISI Mark	Each	
3.	Supply of 3 pin plug (16 AMP)with ISI Mark	Each	
4.	Supply of 3 pin plug (6 AMP) with ISI Mark	Each	
5.	Metal Plug (A, C. Plug) with ISI Mark	Each	
6.	Supply of Multi Plug (16 AMP)with ISI Mark	Each	
7.	Supply of Fixing of Fuse with ISI Mark	Each	
8.	Supply of Socket 6 AMP with ISI Mark	Each	
9.	Supply of Socket 16 AMP with ISI Mark	Each	
I	<b>Change of Wire (ISI Mark)</b>		
1.	Change of 3 core wire 1mm (per mtr)	Each	
2.	Change of 3 core wire 1 ½ (per mtr)	Each	
3.	Change of 3 core wire 2 ½ mm (for ACs) (per mtr)	Each	
4.	Change of flexible wire (per mtr)(Single Wire) used for fan, tube light etc	Each	
	Change of 1 ½ mm Wire (per mtr)	Each	
5.	Change of 2 ½ mm Wire (per mtr)	Each	
6.	Change of 4 mm Wire (per mtr)	Each	
7.	Change of 6 mm wire (per mtr)	Each	

8.	Change o 10 mm wire (per mtr)		
<b>J</b>	<b>P/F of M.C.B (ISI Mark)</b>		
1.	P/F of M.C.B 16 AMP	Each	
2.	P/F of MCB Single pole 32 AMP		
<b>K</b>	<b>PVC Channel</b>		
1.	Supply and fixing of PVC Channel 1”	Each	
2.	Supply and fixing of PVC Channel 1”1/2	Each	
3.	Supply and fixing of PVC Channel 2”	Each	
4.	Supply and fixing of PVC Channel 4”	Each	
<b>L</b>	<b>FAN</b>		
1.	Supply and fixing of New Condenser of fan	Each	
2.	Repair of Table/Wall Fan	Each	
3.	Repair of pedestal Fan	Each	
4.	Supply and fixing of Table/Pedestal Fan Blade set	Each	
5.	Supply and fixing of fan regulator	Each	
6.	Supply and fixing of fan motor (pedestal/Table Ceiling)	Each	
7.	Repair of Exhaust Fan	Each	
8.	Ceiling/Table/Pedestal Fan motor rewinding	Each	
9.	Ceiling/Table/Pedestal Fan repairing	Each	
<b>M</b>	<b>OIL RADIATOR</b>		
1.	Repair of Oil filter radiators (9 –fin)	Each	
2.	Repair of Oil filter radiators (11 –fin)	Each	
<b>N</b>	<b>Blower</b>		
1.	Supply and fixing Thermostat of Blower	Each	
2.	Repairing of Thermostat of blower	Each	
<b>O</b>	<b>Microwave Oven</b>	Each	
1.	Repair of Microwave oven	Each	
<b>P</b>	<b>Table Lamp</b>		
1.	Repair of Table Lamp	Each	
<b>Q</b>	<b>Standing Lamp</b>		
1.	Change of Halogen Holder	Each	
2.	Cost of LED Holder	Each	



**DECLARATION**

I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_  
Proprietor/Director, authorized signatory of the Company, mentioned above, am competent to  
sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender no.  
Q/OE/872/13/2018 dated 29.04.2019 and undertake to abide by them;

3. My company/firm/agency has not been blacklisted by Central/State Govt./ PSUs and is not  
involved in any major litigation that may affect or compromise the delivery of service as required under the  
tender.

4. The information/documents furnished along with the above bid 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 of authorized person

Full Name:

Seal:

Date:

**Place:**

## Instruction to bidders

### Instructions for Online Bid Submission:

Bidders are required to submit soft copies of their bids electronically on the **CPP Portal**, using valid **Digital Signature Certificates (DSC)**. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1 Bidders are required to enroll on the e-Procurement module of the CPP Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2 As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- 3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4 Upon enrolment, the bidders will be required to register their valid **Digital Signature Certificate (DSC)** (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 3 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 4 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 5 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## PREPARATION OF BIDS

- 1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3 Bidder should prepare, in advance, the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## SUBMISSION OF BIDS

Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.

Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a **standard BoQ format** with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the **BoQ** file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. *If the BoQ file is found to be modified by the bidder, the bid will be rejected.*

The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys.

Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Foreign bidder can get help at +91-7878007972, +91-7878007973.

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