

Immediate

No. D-21011/01/2010-Ad.II
Government of India
Cabinet Secretariat

Dated: 24th February, 2010

QUOTATIONS/TENDER NOTICE

The undersigned is directed to invite quotations/tenders from registered/ authorised firms/agencies/service providers for repair and maintenance of refrigerators, fans, water coolers, sun flow heater, heat radiator and other electrical appliance during the year 2010-11 in the Cabinet Secretariat.

2. Interested firms/agencies who have past experience in repair and maintenance for the refrigerators, fans, water coolers, sun flow heater, heat radiator and other electrical appliances may send their quotations/tender quoting rates at which they would be able to offer their services to the Cabinet Secretariat, Rashtrapati Bhawan, New Delhi. The terms and conditions are at **Annexure -I.**

3. The tender document should be submitted in two separately sealed covers in the format prescribed. i) 1st sealed cover should be superscribed **Technical Bid** and should contain the proforma at Annexure III for technical bid dully filled in. & ii) The 2nd sealed cover superscribed **Financial Bid** should contain only rate(s) to be quoted by the firm & should in the proforma at Annexure-II.

4. Both sealed covers should be placed in the main sealed envelope superscribed "Tender for repair and maintenance of refrigerators, fans, water coolers, sun flow heater, heat radiator and other electrical appliances for the year 2010-11.

5. The quotations/tenders should be put in the **TENDER BOX** kept for the purpose in the Reception Office of Cabinet Secretariat, situated in the South East Wing of Rashtrapti Bhavan, New Delhi. **The tender document should be numbered with ink and quotation/Tender received after the last date and time prescribed and or received in any manner other than Tender Box would not be opened and would be summarily rejected.** The schedule of receipt and opening of quotations is as under:-

Last Date & Time for receipt of quotations/tenders: 15.03.2010 (3.00 PM)

Date & Time for opening of quotations/tenders: 15.03.2010 (3.30PM)

6. The quotations/tenders will be opened in the presence of the tenderers or their authorized representatives who may like to be present.

(A.Mohanan)
Under Secretary to the Govt. of India
Tele: 23793211

To,

Copy to Technical Director (NIC), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi
with the request to kindly up-load the above tender notice in a non -editable version on
this Secretariat's official website.

Annexure - I

ELIGIBILITY CRITERIA AND TERMS & CONDITIONS

1. The invitation is open to all registered / well established service providing agencies who are having PAN/TAN/VAT registration.
2. The firm should be in a position to provide effective service at a spot repair and maintenance of refrigerators, fans, water coolers, sun flow heater, heat radiator and other electrical appliances at short notice as well as on holidays / Sundays also as and when required within the period of warrantee..
3. The service providing agency / firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so as to enable this Department to call him in emergency cases. Mobile number (s) may also be given.
4. The minimum time required for attending to the complaints should be specified.
5. Tenderers may please quote their unconditional rates / charges strictly. Cutting / overwriting, if any should be countersigned by the tenderer. Cabinet Secretariat reserves the right to reject any or all the quotations in full or part without assigning any reason there for and without giving any compensation. The decision of the Cabinet Secretariat in this regard shall be final and binding on all.

Performa for Technical Bid

S.No	Particulars	To be filled in by the tenderer	page no.
1.	Name of the Agency		
2.	Date of establishment of the Agency		
3.	Detailed office address of the Agency with Office Telephone Number, FAX Number and Mobile Number and the name of the contact person		
4.	Whether registered with all concerned Government authorities (Copies of all certificates of registration to foe enclosed)		
5.	PAN/ TAN Number (Copy to be enclosed)		
6.	Service Tax Registration Number (Copy to be enclosed)		
7.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/ partner anywhere in India.		
8.	Length of experience in the field		
9.	Experience in dealing with Government Departments (here, indicate the names of the Departments and attach copies of contracts/ orders placed on the agency)		
10.	Whether a copy of the terms and conditions (Annexure-I} duly signed, in token of acceptance of the same is attached?		
11.	Whether Agency Profile is attached?		
12.	List of other clients		

Signature of the authorized signatory
of the Tenderer with Seal of the Firm

ANNEXURE-II**Format of Financial Bid**

Sl no	Job Detail	Rate		Remarks/Brand Make (quote separately for each)
		Labour	Spares	
1	2	3	4	5
1.	Replacement of Bulbs 100 W 60 W 40 W 15 W (Red+Green) 25 W (Cone type)			Philips, Crompton GEC or Reputed Brand of ISI Mark
2.	Replacement of tube light			--do--
3.	i) Tube-light (2 Feet) ii) Chock iii) Starter iv) Repair tube light			---do---
4.	Single tube light set with fitting			----do---
5.	Double tube light set with fitting			----do---
6.	i) Side holder for tube light			
	ii) China clay Holder iii) Brass holder iv) Repair of fancy light			Anchor or Reputed Brand of ISI Mark
7.	Supply of ready made Extn. Board 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			Anchor
8.	Electrical bell i) New ii) Repair iii) Bell switch iv) Remote bell			Reputed make having ISI Mark
9.	Conduiting of loose wire in PVC baton per meter i) ½ inch ii) 1 inch iii) 1 ½ inch			Reputed Brand having ISI Mark

	iv) Fitting of PVC baton			
10.	Repair of table lamp			
11.	Change of MCB i) 5 AMP ii) 12AMP iii) 25 AMP iv) 32 AMP v) Repair of MCB Box			
12.	Minor repair of i) Wall fans ii) Pedestal fans			
13.	Major repairs/overhauling of Motors of fans.			
14.	Winding of motor of i) Fan ii) Cooler Exhaust fan iii) Cooler pump			
15.	Servicing/maintenance charge for full season (may-September) per unit for a) Pedestal fan b) Table fan c) Exhaust fan d) Wall fan e) Desert cooler f) Pouring of water in Desert Coolers			
16.	Pad set heavy quality of desert cooler			
17.	Painting charges of outside desert cooler			
18.	Painting charges of inside with water proof paint of desert coolers.			
19.	Replacement of condenser			Reputed brand having ISI mark
20.	Installation of new electrical cooler pump			Reputed brand having ISI mark
21.	Electric Motor Replacement of i) bearing ii) bush			Reputed make (ISI) specification
22.	Replacement of three pin plug (Power)			Anchor or Reputed brand of ISI mark
23.	Replacement of three pin plug (light) 5 AMP			---do---
24.	Replacement of three point Socket (Power) 15 AMP			---do---

25.	Replacement of three point Socket (light) 5 AMP			---do---
26.	Replacement of i) Switch 5 AMP ii) Switch 15 AMP			---do---
27.	Replacement of Multi plug i) 05 AMP ii) 15 AMP			---do---
28.	Replacement of three core flexible rubber wire (70X76)			Reputed make (ISI mark)
29.	Replacement of three core flexible rubber wire (40X76)			---do---
30.	Replacement of three core flexible rubber wire (23X76)			---do---
31.	Replacement of two core Electric rubber wire (23X76)			---do---
32.	Providing of sun-mica sheet for extension board			
33.	Repair of emergency light Relay switch for emergency light			
34.	Replacement of new battery i) 6 Volt. Dry ii) 9 Volt. Dry iii) 12 Volt. Dry			Reputed make having ISI mark
35.	Replacement of tube light of emergency light			Phillips or reputed brand having ISI Mark
36.	Table lamp with halogen tube			Phillips of reputed brand having ISI Mark
37.	Halogen light			Phillips or reputed brand having ISI Mark
38.	Decorative tube light set			Phillips or reputed bran having ISI Mark
39.	Switch Anchor roma (on-off switch)			
40.	Socket anchor Roma (on-off switch)			
41.	Regulator i) Electronic (for fan) ii) Anchor roma (for fan)			
42.	MCB Box (complete set) 32 AMP i) Havells ii) Indo Kupp			

43.	Energy Saver bulb/Tube			Phillips or reputed make having ISI mark
44.	Stabilizer i) Rewinding ii) Circuit plate iii) Condenser iv) Relay v) Transistor			
45.	Servicing + maintenance of sun flow Heater (winter season- Oct to March) Per unit			
46.	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			Reputed make having ISI Mark
47.	New meeting indicator light set			Reputed make ISI mark
48.	Repair of indicator light			
49.	i) Electric fuse set ii) Fuse indicator light			Anchor or reputed make having ISI mark
50.	i) Repair of hot case ii) Element for hot case iii)Thermostat for hot case			ISI mark ---do--
51.	Switch/ holder			
52.	Motor shaft			
53.	Nut Bolt			