



Tender for repair/maintenance and supply of electrical items

File No. DEL6(2)/2019-20/Elect./Gb /2873

Date 19 AUG 2019

To,
M/S.....

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This office invites sealed quotation for repair, maintenance & supply of electrical item which are being used or will be used in the office. These rates will be approved and valid for one year from the awarding the contract. Details of terms and conditions are mentioned in Annexure-A and details of item is mentioned in Annexure-B for this tender documents.

The Agencies Interested to undertake the work may furnish tender /rates in Annexure-B in sealed envelope addressed to the undersigned. Sealed envelope should be super-scribed in following manner:

Quotation for repair, maintenance and supply of electrical items
Date of opening 05.09.2019.

Name address & Seal of firm

The tender should be accompanied by the bid security in form of Demand Draft/Bankers Cheque amounting Rs. 2000/- in favour of DDO, AIR, Delhi. Tender Bo is placed in the room of Sr. Administrative Officer, Room No. 46, 1st floor, Broadcasting House, All India Radio, Delhi. Tenders should be reached on or before 2.30PM on the date of Opening i.e. **05.09.2019**. Tenders will be opened on the same day at **3.00PM** in the presence of such tenderers/representative who wish to be present. In case, any tender is too bulky to be accommodated in the tender box, the same can be delivered by hand to the undersigned. Tenders can also be sent by registered post so as to reach the undersigned on or before the scheduled date and time.

Encl: as above


G.K. Acharya
Sr. Administrative Officer
For Dy. Director General
Tele23467361

Tender for repair/maintenance and supply of electrical itemsAnnexure – 'A'

Terms and conditions:

01. The tender should be submitted legibly in English/Hindi only
02. Firm should be registered and having GST Number.
03. Rates should be filled up thorough computerised typing & printing. Rates quoted in ink will not be accepted
04. Quotations with Over-writing/typing or erasing of figures will not be entertained
05. The DDG(P) or competent authority authorised to do so have all rights to accept or not to accept any quotation or to reject all the quotations with or without assigning reasons thereof.
06. The price offered should be rates for each item excluding GST. The rate of GST (in %) applicable should be mentioned separately.
07. Rates offered should be valid and open for 90 days for the acceptance. Accepted/approved rates will be valid for one year from the date of award of contract. This contract may be extended for further one year with mutual convenience.
08. The incomplete, vague, unresponsive and late/delayed tenders will not be considered.
09. A tender will be treated unresponsive, where:
 - (i) It is unsigned or signed without seal of authorised signatory of the firm.
 - (ii) It is not submitted in the manner as mentioned in tender document.
 - (iii) The conditional tender or mentioning special conditions or not accepting terms & any of the terms conditions of tender.
 - (iv) **Exceptionally low rates in more than one item.**
10. The firm shall provide the service on all working days (during working hours 9.30 AM to 6.00 PM). All the complaints will be attended on same day.
11. No extra payments will be made for any of the work except the rates mentioned in the contract.
12. Payments will be made on the monthly basis on submission of bills along with satisfactory completion of work certificate furnished by users.
13. During the period of contract, if the work of firm is not found satisfactory, the competent authority reserves the right to terminate the contract at any stage and the performance guarantee shall be forfeited.
14. The firm will have to submit performance security amounting Rs.10,000/- (Rs. Ten thousand only), in form of Demand Draft/Bankers cheque issued from any Nationalised/commercial bank. The performance security should be remaining valid for a period of 60 days beyond the expiry of contract period.
15. The firm will render separate bills for supplies and service.
16. A copy of tender document duly signed must be enclosed with tender in token of having read and agreed to the terms & conditions of tender.
17. The firm should have experience of at list 5 years in this work. Copies of such experience/work order of working in Government or Public sector offices must be enclosed with the tender document.

Authorised person's Name & signature with seal of Firm.


G.K. Acharya
Sr. Administrative Officer,
For Dy. Director General
Tele 234673m

Tender for repair/maintenance and supply of electrical itemsAnnexure – 'B'

Sl. No.	Item	Unit	Make	Rate per unit	GST %
1	Electric call bell	1	ISI Marked		
2	Remote Bell	1	ISI Marked		
3	Extension board (metal) 5ampx3	1	ISI Marked		
4	Extension board (metal) 16ampx3 + 5ampx2	1	ISI Marked		
5	Extension board (wooden) 16ampx4 X 1 Switch	1	ISI Marked		
6	Extension board (wooden) 16ampx4 + 4 Switch	1	ISI Marked		
7	PVC casing capping ½ inch (including fixing)	Mtr.	ISI Marked		
8	PVC casing capping 1 inch (including fixing)	Mtr.	ISI Marked		
9	Supply of electric kettle 1.8 ltr. Reputed make	1	ISI Marked		
10	Supply of hot case small	1	ISI Marked		
11	Supply of hot case big	1	ISI Marked		
12	Replacement of heating coil (element) of hot case	1	ISI Marked		
13	Replacement of switch/regulator of hot case	1	ISI Marked		
14	Replacement of thermostat of hot case	1	ISI Marked		
15	Replacement of element of hot case	1	ISI Marked		
16	Rewinding of stabilizer 4 kva	1	Copper		
17	Replacement of bush & bearing of wall fan	1	ISI Marked		
18	Installation of wall fan (including labour and hardware)	1			
19	Replacement of bush & bearing of pedestal fan	1			
20	Rewinding of copper coil of wall/pedestal fan	1			
21	Supply of wall fan of reputed make (copper coil)	1	ISI Marked		
22	Supply of pedestal fan of reputed make (copper coil)	1	ISI Marked		
23	Desert cooler servicing including rubber paint in water tank and enamel paint on body, replacement of grass pad with supporting iron mesh, oiling of fan motor, cleaning of pump and installation at window	1			
24	Replacement of switch of desert cooler	1	ISI Marked		
25	Replacement of pump of desert cooler	1	ISI Marked		
26	Rewinding of fan motor (exhaust) of desert cooler (copper)	1			
27	Rewinding of fan motor (kit) of desert cooler (copper)	1			
28	Supply of hot air blower reputed make	1	ISI Marked		
29	Replacement of element of blower	1	ISI Marked		
30	Replacement of motor of blower	1	ISI Marked		
31	Replacement of switch of blower	1	ISI Marked		
32	Supply of pencil cell (nippon, everyday or similar)	12			
33	Supply of remote cell (nippon, everyday or similar)	12			
34	Supply of oil heater 9 fin (reputed make)	1	ISI Marked		
35	Repair of oil heater	1			
36	Supply of halogen heater (three tube)	1	ISI Marked		
37	Flexible pipe 1 inch	1	ISI Marked		
38	Tap Nozzle PVC	1			
39	Two way PVC pipe jointer	1			

Authorised person's Name & signature with seal of Firm.