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भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067/ OLOF PALME MARG, NEW DELHI – 110067

दूरभाष / TELEPHONE – 011-26104038; टेलीफैक्स / FAX – 011-26104183

Dated 22nd April, 2016

TENDER NOTICE

Subject:- Annual Maintenance Contract for (i) electrical items/appliances (ii) Plumber's items and sanitary items (III) Air Conditioners, Water Coolers, Water Dispensors, Deep Freezers etc .

Institute of Secretariat Training and Management is an attached office of Department Personnel & Training, Ministry of Personnel, Public Grievances & Pension (PPG&P), Govt. of India located in (Old) JNU Campus, Olof Palme Marg, New Delhi. The Institute invites tenders from the interested, experienced and reputed firms to award the Annual Maintenance Contract (AMC) for day to day repair/maintenance of all office (i) electrical items/ appliances and (ii) Plumber's items and sanitary items (III) Air Conditioners, Water Coolers, Water Dispensors, Deep Freezers etc of this Institute including Hostel building for a period of one year from the date of awarding the contract. This will be subject to further continuance on time to time basis depending upon the satisfactory performance of the Contractor. **Tenders are invited under two Bid system namely Technical Bid and Financial Bid.**

2. The tendering Agencies should submit their Tenders in the prescribed Performa as at Annexure-II and Annexure III (**Technical Bid and Financial Bid respectively**) in a sealed envelope addressed to the undersigned, and superscribed as "**Annual Maintenance Contract for repair/maintenance of (i) electrical items/ appliances and (ii) Plumber's items and sanitary items (III) Air Conditioners, Water Coolers, Water Dispensors, Deep Freezers etc in ISTM**". Technical Bid, Financial Bid and DD of EMD should be submitted in separate sealed covers. The general conditions are indicated in tender document and other terms and conditions related to contract are mentioned in Annexure – I

3. Detailed information/terms and conditions for the purpose may be download from ISTM's website (www.istm.gov.in) or can be obtained from the Section Officer

(Administration), Room No. 002, Administrative Block JNU (Old) Campus, New Delhi on all working days w.e.f. 25.04.2016 to 17.05.2016 from 10.00 A.M. to 5.00 P.M.

4. The quotations should be accompanied with a Demand Draft of Rs. 30,000/- (Rupees Thirty Thousand Only) in favour of Director, ISTM towards Earnest Money Deposit (EMD) and requisite documents in support of eligibility criteria as mentioned in the tender notice. The quotations without requisite documents and EMD shall be summarily rejected and in the event of successful bidder declining to act on the offer made by this Institute, EMD shall stand forfeited and no claim in this regard shall be entertained. The EMD of unsuccessful tenderers shall be refunded/returned after finalization of the contract. Sealed covered bids are required to be dropped in the tender box available in Administration Section, ground floor, Administrative Block of ISTM, New Delhi before 3.30 P.M. on 18.05.2016. The quotations shall be opened at 4.00 P.M. on the same day in the presence of the bidders or their representatives having authorization letter of the Firm concerned.

5. Any cutting/overwriting must be signed by the Authorised Signatory of Tenderer with company seal. The rates should be quoted in figures as well as in words. In case of mismatch between two, the rates quoted in words will be taken in account.

6. The firm should have minimum four years experience of such AMC's of office appliances in the Government's Ministries/Departments/Organisations with qualified Electricians and Plumbers on its roll. Only firms capable of undertaking all the listed jobs need to apply. Incomplete/ambiguous/conditional quotations will not be considered.

7. No conditional bids will be accepted and such bids are liable to be summarily rejected. The Institute reserves the right to reject or to accept any quotation, whole or in part, without assigning any reasons thereto. The decision of the Director of ISTM shall be final and binding on the Contractor.


(Moloy Sanyal)
Deputy Director (Admn)
Tel No. 26102597

Annexure - I**Terms and Conditions**

The terms and conditions of the tender shall be as under:-

- (i) Tenders from only those firms will be entertained which are registered with Authorities concerned having Service Tax No., VAT No. and PAN No.
- (ii) The firm should not have been blacklisted by any Government's Ministries/Departments/Organisations.
- (iii) The normal contract rate for office electrical appliances including refrigerators/oil radiators/heaters would be inclusive of all charges such as transportation, delivery, removal, installation, maintenance and replacement of spare parts.
- (iv) The payment of AMC items will be made on quarterly basis except Geysers, Hot Cases, Blowers, Room Heater. The ISTM premises has approximately 85 Geysers and 200 Room Heaters, Hot Cases and Heat Blowers installed in various Office Blocks and Hostel Building that have to be maintained throughout the year. The AMC charges in respect of Geysers, Hotcases, Heaters and Heat Blowers will be paid in two parts. 80% amount of total AMC charges will be paid after completion of winter season i.e. in the end of March and rest 20% amount will be released after completion of contract and handing over the above appliances in working condition. It may also be noted that the cost of thermostat and element in Geysers will be included in the AMC rate only and no extra payment will be made for these two items irrespective of the number of times it needs replacement.
- (v) (a) For regular and proper maintenance of the office items under AMC, the Contractor will depute at least one qualified Electrician and One Plumber to this Office on all working days including Saturday during currency of the contract from 9.00 A.M. to 6.30. P.M. If required, the services of Electrician shall be made available by the Firm even on Sundays and Holidays without any extra payment.
- (b) The firm will be personally responsible for the behaviour and police verification/Character of its employees. The contractor shall arrange to get the character and antecedents of Electrician and Plumber verified before deployment and their full particulars shall be furnished to this Department.
- (c) In the event of any loss due to negligence of the employees, the Firm will indemnify the loss occurred to the ISTM.
- (d) The firm will be personally responsible for any mishap to his staff members while on duty in ISTM.
- (e) The contractor shall be responsible for payment of wages/settlement of dues of the workers engaged by the Firm as per prevailing labour laws in force in NCT of Delhi. The Agency shall faithfully discharge all the liabilities under the labour laws. The Agency shall indemnify ISTM against all claims arising out due to non-fulfilment of obligations of labour laws by the Firm.

(f) All matters/disputes pertaining to contract shall be settled by Institute and the decision of Director ISTM in this regard shall be final and binding on the contractor.

(g) All tools and kits and safety devices will be provided by the firm to its staff.

(vi) (a) The rates approved will not be enhanced in any case during the currency of the contract.

(b) No advance payment will be made in any case.

(c) Tax would be deducted at source as per rule.

(vii) If in any case, the Firm is not able to do the work, the same shall be got done from another Firm at the risk and cost of the contractor having AMC and the extra expenditure incurred, thereto shall be recovered from him alongwith other suitable action as deemed fit by Director, ISTM.

(viii) No extra payment/ compensation, whatsoever, on account of natural calamity/accident or otherwise, will be made to the firm by the Department except the rates permitted under this contract.

(ix) In case the contractor fails to provide services or withdraws his services of AMC during currency of contract, in such case, the contractor shall have to bear the full cost that Department will incur on making alternative arrangement. The Performance Guarantee of the contractor in such a case shall stand forfeit and the contractor shall be barred from taking part in any future tender of this Department.

(x) The Department also reserves the right to terminate the AMC at any time during the currency of the contract if the services of the contractor are not found satisfactory. In all matters of dispute relating to the proposed AMC, the decision of the Director, ISTM shall be final and binding on the contractor.

(xi) The successful bidder/firm before award of work shall have to furnish Performance Security of a sum of Rs. 40,000/- (Rupees Forty Thousand Only) in favour of Director ISTM through Fixed Deposit Receipt/ Demand Draft in favour of Director ISTM from any of the Nationalised Bank and the Performance Security amount shall be returned/refunded to the firm on completion of the contract to the satisfaction of the Department, after adjustment of dues if any found at the time of finalization of Contract.

(xii) The Agency shall be responsible for the correctness of the bill submitted alongwith the job cards duly certified by the end user as satisfactory. In the event of any manipulation in the bill noticed, no payment will be made for the whole amount and found the same in second time the agency will be blacklisted for taking part in future in this organisation.

ANNEXURE - II

CHECK-LIST (TECHNICAL BID)

SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

S.No.	Description of requirement	Yes/No	Page No
1.	The firm is registered with the Regional Labour Commissioner (Govt. Of NCT of Delhi) under provisions of contract labour Act and its validity date (enclose the documentary proof)	Yes/No	
2.	Registration certificate of provident fund commissioner enclosed PF registration code allotted by the Regional Provident Fund Commissioner, Govt. of NCT of Delhi.	Yes/No	
3.	Copy of Registration certificate/allotment letter of service tax number	Yes/No	
4.	Copy of Registration certificate/allotment letter PAN from Income Tax Department	Yes/No	
5.	Registration certificate of ESI enclosed	Yes/No	
6.	Performa containing details of other organization where such contracts were/are undertaken (attach supportive documents)	Yes/No	
7.	EMD of Rs. 30,000/- by DD in favour of "Director, ISTM"	Yes/No	
8.	Price bid Performa completed & sealed in separate envelope	Yes/No	
9.	Bank Details	Yes/No/Not applicable	
10.	Undertaking of the agency confirming the availability of adequate manpower of requisite qualification and experience for deployment	Yes/No	
11.	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.	Yes/No	
12.	Copy of last 3 years Income Tax Return, 2012-13,2013-14, 2014-15	Yes/No	
13.	List of similar works in other organization	Yes/No	

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

- Encls: 1. DD/Pay Order No.....
 2. Terms & Conditions Annex - I (each page must be signed and sealed)
 3. Technical Bid (Annexure – II).
 4. Financial Bid Part – I, Part - II and Part – III (Annexure – III)

Date:

(Signature of Tenderer with seal)

Name:

Seal:

Office Address:

Phone No (O):

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory, Non submission of any of the information above may tender the bid to be rejected.

FINANCIAL BID (Part - I)

List of Electrical items for Annual Maintenance Contract in ISTM

S.No.	Item	Specification/Model	Rate per Unit (In figures and words)	Repairing/installation charges , if any
1.	5 Amp Switch	ISI Mark		
2.	5 Amp Socket	Uni Type (ISI)		
3.	15 Amp Switch	ISI Mark		
4.	15 Amp Socket	Uni Type (ISI)		
5.	5 Amp Switch	Roma Model (ISI)		
6.	5 Amp Socket	Roma Model (ISI)		
7.	15 Amp Switch	Roma Model (ISI)		
8.	15 Amp Socket	Roma Model (ISI)		

9.	2 Pin Socket 5 Amp	ISI Mark		
10.	2 Pin Top 5 Amp	ISI Mark		
11.	3 Pin Top 5 Amp	ISI Mark		
12.	3 Pin Top 15 Amp	ISI Mark		
13.	Hylum Mica Board	1 + 1, 15 amp		
14.	Extension Cord 4+1 ,5 Amp	1 Socket, 4 Switch		
15.	Hylum Mica Board	2 + 1, 5 amp		
16.	Hylum Mica Board	3 + 1, 5 amp		
17.	Extension Cord 3+1 ,15 amp	3 Socket, 1 Switch		
18.	Tube Light	ISI Mark		
19.	Tube light	ISI Mark		

	complete set with Electronic Chowk				
20.	Electronic Chowk	ISI Mark			
21.	Starter	ISI Mark			
22.	Service charges Heat Convector	-			
23.	Services charges of room heater	Single/ Double rod and Helogen Heater			
24.	Heat Blower Motor	ISI Mark			
25.	Heat Blower Element	ISI Mark			
26.	Heat Blower Thermostat	ISI Mark			
27.	Batton	3/4" PVC/ Ft			
28.	Batton	1" PVC/ Ft			
29.	Batton	1 1/4" PVC/ Ft			

30.	Batton	1 1/2" PVC/Ft		
31.	Piano Switch	Heat Converter		
32.	Speed Regulator	Heat Converter		
33.	Room Heater Rod	ISI Mark		
34.	Wire Copper	1.5 Sq. mm		
35.	Wire Copper	2.5 Sq. mm		
36.	Wire Copper	4.0 Sq. mm		
37.	3 Core Wire	2.5mm x 3		
38.	Geyser Indicator	Local		

39.	CFL 35 Watt	ISI Mark		
40.	CFL Chowk	ISI Mark		
41.	MCB Single Pole	10 amp Havells		
42.	MCB Single Pole	16 amp Havells		
43.	MCB Single Pole	32 amp Havells		
44.	MCB Double Pole	32 amp Havells		
45.	MCB Double Pole	40 amp Havells		
46.	MCB Double Pole	63 amp Havells		
47.	Multiplug -15 A	(ISI Mark)		
48.	Multiplug - 5 A	(ISI Mark)		

49.	Combined Switch socket 15 A	(ISI Mark)		
50.	Combined Switch Socket 5 A	(ISI Mark)		
51.	Room Heater Rod 400 W Helogen	(ISI Mark)		
52.	Helogen Tube 1000 w	(ISI Mark)		
53.	Push Type Switch For Room Heater	(ISI Mark)		
54.	Fan Regulator Electronics	(ISI Mark)		
55.	Aqua gaurd Service Check One Time in A Year			
56.	R.o. Service Check One Time In a Year	Industrial		

57.	Aqua guard Filter (Thermo)				
58.	Aqua guard Carbon Filter				
59.	Aqua guard Switch				
60.	Aqua guard Filter Nozzle				
61.	Aqua guard Pipe	Aqua guard Pipe RO Pipe			
62.	PCB Plates				
63.	Membrane				
64.	Filter	Filter UV			
65.	Indent Carbon				
66.	R.O Pump 24wt.				
67.	R/O Adopter	24 Volt			

68.	Housing Membrane	Make Dow / Pantier		
69.	Remote Bell	Havells		
70.	Electrical Bell	Ding Dong/Musical		
71.	Bell Push Switch	Modular		
72.	Ceiling Fan Regulator	1 Module		
73.	Modular Plate 3M	ISI		
74.	Modular Plate 4M	ISI		
75.	Modular Plate 6M	ISI		
76.	Modular Plate 8M	ISI		
77.	Modular Plate 12M	ISI		

78.	LED Bulb 3 Watt	Surya/Syska		
79.	LED Bulb 5 Watt	Surya/Syska		
80.	LED Bulb 7 Watt	Surya/Syska		
81.	LED Bulb 9 Watt	Surya/Syska		
82.	LED Bulb 12 Watt	Surya/Syska		
83.	Wall Mounted Fan Servicing With Part	Yearly, One time Payment		
84.	Wall Fan Motor Binding			
85.	LED Tubelight 9Watt 2 Feet			
86.	LED Tubelight 18 Watt 4 Feet			
87.	Hot Case Servicing With Part(Including Element)	Yearly, One time Payment		
88.	RJ11 Socket 1M			

89.	RJ11 Socket 2M			
90.	CFL	9W		
91.	CFL	11E		
92.	Bulb Holder	Batten Holder		

Signature of Contractor:

Name:

Company Seal

FINANCIAL BID (PART - II)

List of Plumber's Items and Sanitary Items for AMC in ISTM

S.No	Job/Item Name	Specification/Brand	Rates(in Rs/unit) (Rates quoted in Figure & Words)	Repair/Installation Charges (if Any) (Rates quoted in Figure & Words)
1.	English Sheet without cistern	Hindustan/Suncera		
2.	English Sheet with cistern(one Piece)	Swed		
3	Seat Cover Light Weight Classic	TIP TOP		
4	Seat Cover Nova Full Cover	TIP TOP		
5	Seat Cover Cascade Type	TIP TOP		
6	Seat Cover Hydraulic Cascade Type	TIP TOP		
7	Jet Spray	MTS		

8	Hand Spray Without Chain	RSY		
9	Hand Spray With Chain	RSY		
10	Cistern	TIP TOP		
11	Cistern Ballcock	TIP TOP		
12	Cistern Ballcock Bottom Inlet Flush	TIP TOP		
13	Cistern Cyphen Set Sunshine/Super Delux	TIP TOP		
14	Cistern Cyphen Set Dual Flush Complete	TIP TOP		
15	Cistern Washer	TIP TOP		
16	Seat Hinge	TIP TOP		
17	PVC Connection 18"	YASH		
18	PVC Connection 24"	YASH		
19	PVC Connection 36"	YASH		
20	Long Bend Cistern	TIP TOP		

21	Short Bend Cistern	TIPTOP		
22	Cistern Handle	TIP TOP		
23	Pillar Cock (High Neck)	RSY		
24	BibCock	RSY		
25	Angle Valve	RSY		
26	Concealed	RSY		
27	Bath Mixture Telephonic	RSY		
28	Center Hole Mixture	RSY		
29	Phase Consealed 1/2"	RSY		
30	Phase Consealed 3/4"	RSY		
31	Phase Angle valve/Bibcock	RSY		
32	Knob Angle valve/Bibcock(Brass)	RSY		
33	CP Cap	RSY		
34	Soap Dispenser PVC Bottle Type	RSY		

35	Soap Dispenser SS Stand Push Bottle Type	RSY		
35	CP Waste	RSY		
36	Waste Pipe	RSY		
37	Waste Jali 5"	RSY		
38	Head Shower	RSY		
39	RO Nozzel	RSY		
40	Brass Nozzel Inner/Outer Thread	RSY		
41	CP Extension Nipple 1 1/2"	RSY		
42	CP Extension Nipple 2"	RSY		
43	CP Extension Nipple 3 "	RSY		
44	Wash Basin 22"x14"	Hindustan/Suncera		
45	Towel Stand(Ring)	SS Heavy		
46	Towel Stand(Rod)	SS Heavy		
47	Urinal Pipe With Fitting	Copper		

48	Urinal Maindki	YASH		
49	Automatic Urinal Flush Sensor	Euronics/Bharat /Benelave		
50	Toilet Paper Stand	RSY		
51	Mixture Chand	Heavy		
52	Hanger Six Pin(SS)	SS Heavy		
53	G.I Lbow ½"	Unik/KZ/Unak		
54	G.I socket ½"	Unik/KZ/Unak		
55	G.I Tee ½"	Unik/KZ/Unak		
56	G.I union ½"	Unik/KZ/Unak		
57	G.I Plug ½"	Unik/KZ/Unak		
58	G.I Nipple ½" x2"	Jindal		
59	G.I Nipple ½" x3"	Jindal		
60	G.I Nipple ½" x4"	Jindal		
61	G.I Nipple ½" x6"	Jindal		

62	G.I Nipple 1/2" x9"	Jindal		
63	G.I Nipple 1/2" x12"	Jindal		
64	G.I Nipple 1/2" x18"	Jindal		
65	Tank Nipple 1/2"	Unik/KZ/Unak		
66	G.I Lbow 3/4"	Unik/KZ/Unak		
67	G.I socket 3/4"	Unik/KZ/Unak		
68	G.I Tee 3/4"	Unik/KZ/Unak		
69	G.I union 3/4"	Unik/KZ/Unak		
70	G.I Plug 3/4"	Unik/KZ/Unak		
71	G.I Nipple 3/4" x2"	Jindal		
72	G.I Nipple 3/4" x3"	Jindal		
73	G.I Nipple 3/4" x4"	Jindal		
74	G.I Nipple 3/4" x6"	Jindal		
75	G.I Nipple 3/4" x9"	Jindal		
76	G.I Nipple 3/4" x12"	Jindal		

77	G.I Nipple ¾" x 18"	Jindal		
78	Tank Nipple ¾"	Unik/KZ/Unak		
79	G.I Socket ½" x ¾"	Unik/KZ/Unak		
80	Brass Ballcock Complete Set ½"	RSY		
81	Brass Ballcock Complete Set ¾"	RSY		
82	Brass Ballcock Complete Set 1"	RSY		
83	Safeda 250 gms	1001		
84	Dhaga			
85	Teflon Tape	Peidelite		
86	Mseal 80 gms	Peidilite		
87	Mseal 250 gms	Peidilite		
88	CPVC Lbow ¾"	Astral / R/N		
89	CPVC Tank Nipple ¾"	Astral / R/N		
90	CPVC socket ¾"	Astral / R/N		

91	CPVC Tee $\frac{3}{4}$ "	Astral / R/N		
92	CPVC union $\frac{3}{4}$ "	Astral / R/N		
93	CPVC Brass Lbow $\frac{1}{2}$ " x $\frac{3}{4}$ "	Astral / R/N		
94	CPVC Brass Tee $\frac{1}{2}$ " x $\frac{3}{4}$ "	Astral / R/N		
95	CPVC MTA $\frac{1}{2}$ " x $\frac{3}{4}$ "	Astral / R/N		
96	CPVC FTA $\frac{1}{2}$ " x $\frac{3}{4}$ "	Astral / R/N		
97	CPVC Pipe $\frac{3}{4}$ "	Astral / R/N		
98	CPVC Solvent 100ml	Peidelite		
99	CPVC Ballvalve $\frac{3}{4}$ "	Astral / R/N		
100	Brass Ballvalve $\frac{1}{2}$ "	YASH		
101	Brass Ballvalve $\frac{3}{4}$ "	YASH		

Signature of Contractor:

Name:

Company Seal

FINANCIAL BID (PART -III)

List of ACs, Water Cooler, Water Dispensors, Deep Freezer etc for AMC in ISTM

S.No	Job/Item Name	Specification/Brand	Rates(inRs/unit)(Rates quoted in Figure & Words)	Repair/Installation Charges (if Any)(Rates quoted in Figure & Words)
1	Window A/C Servicing and repairing			
2	A/C Grill			
3	Compressor Binding			
4	Motor Binding with Bush shaft etc			
5	Thermostat			
6	Running Capacitor 45 MFD			

7	Regulator/ Sector Switch				
8	Split A/C Servicing and repairing				
9	Condenser running motor 6 MFD				
10	Filter				
11	Gas refilling				
12	Relay				
13	Cooling Coil				
14	A/C Transfer One place to another place				
15	Window A/C Installation with Carpentry work				
16	Split A/C Installation				

17	A/C Ply for Window A/C Covering			
18	One A/C Top Plug			
19	One A/C Box with MCB 32 amp			
20	A/C Electric Wire lead			
21	Brand New A/c Compressor 1.5TON	Tekamshah /Shri Ram		
22	50+5 Capacitor			
23	A/c Knob			
24	A/c Motor Fan Blade			
25	Copper Pipe Quarter inch			
26	Copper Pipe Half inch			

27	Copper Pipe 5/8 inch			
28	A/c Wall Mount Stand	Heavy(Approx :3.5kg)		
29	Valve Quarter inch			
30	Valve half inch			
31	Valve 5/8 inch			
32	Air Filter			
33	Capillary Tube			
34	PCB Plate Repairing			
35	A/C Remote			
36	Pin Valve			
37	Copper Pipe Insulation Tube			
38	Fastener	150mm x10mm		

39	A/c Motor Outer Unit for Split Type	ISI		
40	A/c Motor Inner Unit for Split Type	ISI		
41	A/c Contactor			
42	A/c Motor for Window Type			
43	Water Cooler Servicing and Repairing			
44	Water Dispenser Servicing And Repairing			
45	Deep Fridge Servicing and Repairing			
46	Four Door Fridge Servicing and Repairing			

47	Domestic Fridge Repairing And Servicing				
50	Deep Fridge Compressor	Kirloskar			
51	Water Cooler Push Cock				
52	Water Cooler Compressor				
53	Water Cooler Motor				
54	Water Cooler Fan Blade				
55	Water Dispenser Heating Element				
56	Water Dispenser Bib Cock				
57	Water Dispenser Switch				
58	Water Dispenser Compressor				

59	Water dispenser Gas Refilling			
60	Deep Fridge Gas Refilling			

Signature of Contractor:

Name:

Company Seal