

**MMTC LIMITED, NEW DELHI**

(A Govt.of india Enterprises)

**ADMINISTRATION DIVISION**

NO. MMTC/ADMN./CT/04/2015-16

Dated :24.11.2015

**TENDER DOCUMENT**

**NIT FOR MAINTENANCE OF ELECTRICAL INSTALLATIONS IN MMTC OFFICE,  
SCOPE COMPLEX, NEW DELHI**

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Core- 1, SCOPE Complex,  
7- Institutional Area, Lodi Road,  
New Delhi-110003

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Core- 1, Scope Complex,  
7- Institutional Area, Lodi Road,  
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**Abstract**

1. Following documents are required to be furnished in the TECHNICAL BID complete in all respects.
- i) Certified copy of satisfactory services where the tenderer is providing/provided the services for the last 3(three) years.
  - ii) Proof of valid registration with statutory authorities for work contract tax/VAT/ TIN, (Service Tax – Preferably).
  - iii) Copy of PAN card issued by Income Tax Department
  - iv) Copy of valid license for electrical work issued from the concerned agency.
  - v) Tender fee in the form of Demand Draft/Pay Order for Rs 200/-(Two Hundred only) is to be enclosed in addition to prescribed EMD of Rs.20,000/- (Twenty thousand only) in favour of MMTC Limited payable at New Delhi.
  - vi) Information in Annexure I
  - vii) Arbitration cases pending against the tenderer, if any submit details
  - viii) Whether black-listed by any clients in the last 5 years, if any. Give details.
  - ix) In case the party is registered with Ministry of MSME/ its authorized agencies, he is required to submit registration certificate and store details in addition to above.

S.No.	Particulars	Details
1.	Procurement of tender document	Upto 17.00 hrs, 24.11.2015
2.	Tender Fee	Rs.200 ( Rupees Two hundred only)
3.	Earnest Deposit Money(EMD)	Rs.20,000/-(Rupees Twenty thousand)
4.	Due date of tender(two bids) submission	Upto 1500 hrs, 14.12.2015
5.	Technical bid's opening date	1530 hrs 14.12.2015
6	Period of contract	Two year
7..	Interest free Security Deposit	Rs.20,000/-(Rupees Twenty Thousand)

**NOTICE INVITING TENDER**

Sub: **Electrical Maintenance Service work in MMTC Office.**

- 1) MMTC LIMITED invite sealed quotations in two bid systems from reputed experienced and valid licensed holder Electrical contractors for undertaking maintenance of electric installations of the office premises in MMTC in New Delhi. Tenderers must have completed at least three years in the field of annual maintenance of electric installation in PSU's/Banks/Govt. Departments/Govt. Institutions. Details of the services required and other terms and conditions relating to the award of Contract are given below.
- 2) **SCOPE OF WORK** : The job of electrical work shall include the following:
  - (i) The Scope of the work covers providing electrical maintenance services for all electrical systems, DB rooms, fitting and fixtures, attending electrical faults, supply and fixing of the items/work mentioned in Annexure-II at SCOPE complex, Lodhi Road, New Delhi. Besides above, contractor is required to undertake any kind of electric work which we may require at any point of time in our above said premises.
  - (ii) The agency shall also be fully responsible for maintenance of all equipments and electrical installations as per the instruction of MMTC.
- 3) **Validity of the contract**: The period of contract shall be for a period of two year from the date of commencement of the contract. However, the contract may be extended for a further period of one year on mutual consent. MMTC reserves the right to terminate the contract by giving one month notice and without assigning any reason thereof.
- 4) **Eligibility conditions**
  - i) The bidder should have a valid license for electrical work, copy of the same should be submitted.
  - ii) The bidder shall have an experience of at least 3 years or more in this field in Govt. Departments /PSUs /reputed Pvt. organization.
  - iii) Copy of VAT/Sales Tax
  - iv) Service Tax Registration Certificates preferably should be submitted.
  - v) In case the party is registered with Ministry of MSME/ its authorized agencies, he is required to submit registration certificate and store

details in addition to above. **The MSEs parties will be eligible for the benefits as applicable to them under MSMEs Act, 2006.**

**5) Earnest Money Deposit (EMD) :**

- i) The bidder shall furnish an amount of Earnest Money of Rs.20,000 (Rupees Twenty Thousand only) by way of Demand Draft drawn in favour of "MMTC LTD" payable at New Delhi. The bid security of the unsuccessful bidder will be discharged/ returned subsequent to the award of Contract.

**6) Submission of Tenders:**

- i) All interested service providers are requested to submit their Sealed tenders in **two separate envelopes** comprising **(A) TECHNICAL BID** with prescribed EMD & documents and **(B) PRICE BID(Annexure II)**, bearing the name and address of the bidders in both bids, should be dropped in the Tender Box kept in the office of the General Manager (Admn.) on 2<sup>nd</sup> floor Core 1, SCOPE Complex, New Delhi on or before **1500 Hrs.** of 14<sup>th</sup> December, 2015.
  - ii) Tender documents can be obtained within due date from the office of the GM (Admn.), CORE-1, Scope Complex, 7 -Institutional Area, Lodi Road, New Delhi – 110003, against payment of tender fee of Rs.200/- in the form of DD/Pay Order in favour of MMTC Limited payable at New Delhi. Tender Document can also be downloaded from the website of the MMTC LIMITED i.e.[www.mmtclimited.com](http://www.mmtclimited.com). and Govt. Website. The intending bidders may download the tender document containing the terms and conditions and submit the same along with the Tender Document Fee of Rs. 200/- (Rupees Two Hundred only) non-refundable in the form of crossed Demand Draft in favour of "MMTC LIMITED" payable at New Delhi.
  - iii) Sealed tender should superscribe "Tender for maintenance of electrical installations"
  - iv) Technical bids shall be opened on 14<sup>th</sup> December, 2015 at 1530 Hrs. in the presence of authorized representatives of bidders who wish to be present at the time of opening of bids.
  - v) Late/delayed tenders due to any reason, whatsoever, will not be accepted under any circumstances.
  - vi) The TECHNICAL BIDS shall be scrutinized/ verified by MMTC in terms of the tender and subsequently the eligible PRICE BIDS shall be opened within a period of 20 days. The agency who has quoted lowest grand total of items in Annexure - II will be selected as L1 vendor.
- 7) The Tender should remain valid for a period of 90 days from the date of opening of PRICE BID.
- 8) Overwriting in the rates quoted will render the tender to be summarily rejected.
- 9) **The rates should be inclusive of all charges, taxes and levies.**
- 10) Agencies are advised to visit the place of work to acquaint themselves with requirement and quantum of work realistically before quoting the rates. No claim shall be entertained later on the

grounds of lack of knowledge. It is understood that terms and conditions have been read and acceptable to the tenderer/contractor.

- 11) The tenderer deliberately gives wrong information in his tender, MMTC reserves the right to reject such tender at any stage or to cancel the contract. The EMD may be forfeited in the event of:
  - i) If a tenderer withdraws its tender during the period of tender validity.
  - ii) In the case of successful tenderer, if the tenderer fails to carry out the work as requirement of MMTC.
  - iii) if the work of the contractor is found unsatisfactory.
- 12) MMTC do not bind to accept the lowest Tender and reserves the right to reject any or all the Tenders in full or partly, without assigning any reasons whatsoever.
- 13) Any dispute or difference whatsoever arising between the parties out of or relating to the construction , meaning , scope , operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration by a sole arbitrator to be nominated by Chairman and Managing Director (CMD ) of MMTC. The provisions of Arbitration & Conciliation Act – 1996 as amended upto date, shall apply to such arbitration proceedings.

The venue of arbitration shall be New Delhi.

(Arun D. Rozario)  
GENERAL MANAGER (ADMN.)  
Core- 1, Scope Complex,  
7- Institutional Area, Lodi Road,  
New Delhi-110003

## TERMS & CONDITIONS

- 1) No increase in the rate shall be given during the contract period.
- 2) Services of two electricians of the contractor shall have to be available in office premise from 900 Hrs to 2100 Hrs. for attending day to day electrical complaints on all working days and Saturdays. No separate wages will be paid for electricians. The charges for providing electricians are deemed to be included in item No.11 of Price Bid). However, extra charges will be paid for deputing the electrician to attend the work in emergency at our work place after above hours and out of the office premises per visit/per day as the case may be at the rate quoted by L1 party.
- 3) The work is to be done on item rate basis. The rates should be included the cost of the items, labour charges, transportation of material to and fro from the site as and when required. Nothing extra is payable on this account. Transportation of any wastage, exchange of rejected /defective / surplus material etc. shall have to be arranged by the contractor at his own risk and costs. Also any material brought inside or taken out of the premises shall have necessary prior permission to do so.
- 4) The contractor shall also ensure that no labour below the age of 18 years is employed by him for the above mentioned jobs.
- 5) The contractor shall ensure that workmen deployed by him behave decently and do not indulge themselves in any such activities which are unbecoming on the part of a person working in a Government Office.
- 6) The contractor shall have to make his own arrangements for storage of material required for the job.
- 7) The contractor shall be responsible for the safety of all items of furniture, office equipment and other fittings provided in the premises and shall be liable to make good of any loss to the same if damaged during the execution of work which shall be recoverable from his monthly bill or the security deposit or any other dues payable to the contractor by the company.
- 8) The contractor shall be responsible for any injury caused to persons or things (fittings/fixtures/furnishings etc.) any damage caused to any property of MMTC etc, which may arise from the operations or neglect of any person of the tenderer/contractors team or any person engaged by him for any purpose related to the execution of this contract. The tenderer/contractor shall

indemnify MMTC of all liabilities arising out of his operations in any way under any acts of the Government and also in award of any compensation or damaged consequent upon any claim arising out of the above.

- 9) The successful tenderer shall not sub-let the part or complete work without written permission of MMTC. The tenderer is fully responsible to MMTC for the work if awarded to him.
- 10) In case of non-completion or delay in completion of the assigned work or non removal of defects in time, MMTC shall be free to appoint another agency to get the job done at the contractor's risk and cost.
- 11) Unless exempted by the Income Tax deptt., Income Tax shall be deducted from all running account bills as per the income tax act and its applicable amendments.
- 12) The contractor shall submit his monthly bills, in Triplicate to the Division every month. Payment shall be released after necessary deductions of prevalent taxes, cess through ECS.

(Arun D. Rozario)  
GENERAL MANAGER(ADMN.)  
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**ANNEXURE-I**

**TECHNICAL BID**

- 1) Tenderer Name:
- 2) Tenderer Address with Telephone, Fax and E-mail:
- 3) PAN of the tenderer (Attach copy):
- 4) Registration No. of the tenderer (Sales Tax, Service Tax, if any)  
(Attach copy)
- 5) EMD Details: DD No: \_\_\_\_\_, Dated: \_\_\_\_\_, Amount Rs.20,000/-.
- 6) Details of Government sector client (s):-

S.No.	Name & Address of Govt. Organization	Name and Designation of Nodal Officer	Telephone & Fax No.	Period of contract

Signature:.....

Name:.....

Seal:.....

**DATED:.....**

**PRICE BID**

**Overwriting in the rates quoted will render the tender to be summarily reject.**

<b>S.N O.</b>	<b><u>DESCRIPTION OF ITEMS</u></b>	<b>RATE/UNIT (Rs.)</b>
<b>1.</b>	Commissioning of a non- working lighting fixture.	
	i) Single tube fittings 4' 36/40 Watt Patty type	
	( ii) Replacing Choke, Copper wound/Electronic Philips Make or equivalent	
	iii) Replacing CFL Bulb	
	iv) Replacing of tube light	
	v) Providing & fixing of Single 4' 36/40 Watt Patti with complete fittings Philips or equivalent including tube light	
	(vi) Providing & fixing Starter, 40W Philips/Bajaj	
	(vii) Providing/fixing 60 watt bulb	
	(viii) Providing & fixing CFL 8/9/12/13 watt Holder	
	(ix ) Supply/replacing Hellogen Bulb 50 Watt)	
	(x) Supply/replacing Hellogen Holder	
	<b>NOTE : Only Tube Lights, CFL &amp; Chokes shall be supplied by MMTC</b>	
<b>2</b>	<b>Checking defective ceiling/pedestal/wall mounting/ exhaust fan for vibration, sound or burnt or complete non working state, not picking up full speed and rectifying the fault by supplying &amp; replacing the defective :-</b>	
	(i) Capacitor, Philips/Usha/Polar/ MEI equivalent	
	ii) Regulator, 400 W/300W Electronic	
	(iii ) Ball bearing SKF/NBC	

	(iv) Overhauling of fans	
	(v) Rewinding of Ceiling/Pedestal/Wall mounting/exhaust fans	
	(vi) Replacing of ceiling fan	
	<b>NOTE: Scrap wires will be retained by the contractor and guarantee for 6 months to be given against any replacement of winding.</b>	
<b>3</b>	<b>Supplying and making of following outlet in wall/partition as per existing interior including all necessary materials like Switch, socket plate, inter connection wire as required</b>	
	(i) 5 AMP switch with 5 pin socket combine	
	(ii) 15 AMP with 6 pin socket combine	
<b>4</b>	<b>Providing/fixing &amp; commissioning of the following accessories in the existing switch boards and fixtures, etc.</b>	
	(i) 5 Amps 250 Volt Switch, Anchor make	
	(ii) 5 Amps 250 Volt Socket Anchor make	
	(iii) 15 Amps 150 Volt Switch Anchor make	
	(iv) 15 Amps 150 Volt Socket Anchor make	
	(v) Pin type holder for CFL	
	(vi) 5 Amps 250 Volt 3 pin plug top, Anchor	
	(vii) 15 Amps 250 Volts 3 Pin Plug Anchor	
	(viii) 63 Amps 415 Volt AC, HRC Fuse English Electric/Standrad/equivalent	
	(ix) 100 Amp HRC Fuse English/Electric standard	
	(x) Strip Type 20 Watt - Fitting Philips or equivalent	-
	(xi) 63 Amp 415 Volt AC, HRC Fuse base holder type SM 32 English Electric/Standard/Equivalent	
	(xii) 32 Amps TP& N 415 Volt AC Switch type C/S F,	
	(xiii) 32 Amp Standard switchgear make only Havells	

	(xiv) 63 Amp TP&N 500 V AC switch type FA L&T standard or equivalent	
	(xv) 5 Amp to 32 Amp Single pole MCB	
	(xvi) 40 Amp Single Pole MCB	
	(xvii) 40 Amp Double Pole MCB	
	(xviii) 63 Amp Single Pole MCB	
	(xix) 63 Amp double Pole MCB	
	(xx) 63 Amp 220/380 Volt earth leakage circuit breaker Indo-Asian Switch gear/Eng. Electric/equivalent	
	(xxi) 40 Amp 220/380 Volt earth leakage circuit breaker Indo-Asian Switch gear/English Electric/equivalent	
	(xxii) 100 Amp F A type Switch interior	
	(xxiii) 500 Watt Halogen Tube	
	(xxiv) 5 Amp Gang Box Anchor/BT	
	(xxv) 15 Amp Gang Box Anchor/BT	
	(xxvi) 5 Amp multi-plug with one outlet of 3 pin and two socket & two pin anchor make only	
	(xxvii) 15 Amp multi-plug with one outlet of 3 pin & two of two pin Anchor make only	
	(xxviii) 100 Amp MCCB	
	(xxix) 63 Amp MCCB	
	(xxx) 32 Amp/250 Volt D.P. Switch for A/C and other heavy electrical appliances Anchor make only	
	(xxxii) Plate type switch socket combination of 5/15 Amp Anchor make	
<b>5.</b>	Providing and fixing of the following , ROMA brand or equivalent	
	(i) 1 Module plate	
	(ii) 2 Module plate	
	(iii) 3 Module plate	
	(iv) 4 Module plate	
	(v) 12 Module plate	
	(vi) 5 Amp switch	

	(vii) 15 Amp switch	
	(viii) 5 Amp socket	
	(ix) 15 Amp socket	
	(x) Blanking plate	
	(xi) Dyna Box 3" X 3"	
	(xii) Dyna Box 5" X 5"	
<b>6.</b>	(a) Providing and fixing fresh air fan 9" size Khaitan, Crompton greeves or equivalent	
	(b) Providing and fixing exhaust fan 6" dia, Khaitain, Siyaram or equivalent	
<b>7</b>	Providing/fixing wooden extension board on working table incorporating one set of 15 amp switch and 15 amp piano type socket and two set of 5 amp switch, 5 amp socket outlet complete with 3 mm thick hylem sheet with 2.5 mtr 3 core wire.	
<b>8</b>	Supplying and fixing of metal boxes/extension box(Spax type) following:	
	(i) 5 AMP switch and 4 nos. 5 AMP 5 pin socket	
	(ii) 15 AMP switch and 3 nos. 15 AMP 6 pin socket	
<b>9</b>	Providing & replacing of 2 KW heating element of hot cases as required(make THETA or other ISI mark)	
<b>10</b>	Supplying and connecting Wire/cables of premiere/plaza/Kalinga or equivalent Make copper conductor PVC insulated round wire ( <b>per Mtr.</b> )	
	(a) 1mm	
	(b) 1.5mm	
	(c) 2.5mm	
	(d) 4.0mm	
	(e) 6.00mm	
	(f) 10.00 mm	
	(g) 16.00 mm	
	(h) 23/76 Guage Two core	
	(i) 23/76 Guage Three core	
	(j) 40/76 Guage Three core	
	(k) $\frac{3}{4}$ " to 3" PVC Channel	

	(I) 3/4" , 1" PVC Pipe	
<b>11</b>	<b>MONTHLY CHARGES</b> for attending all electrical maintenance work in the office, rectification of fault, emergency in DB Room, incl. checking cable termination in panels, isolators, bus bar connections, operation in DB Room etc. (It Includes all tools/ Fuse wire, black tape, inter connection wires and any other services not covered in any other items above shall be deemed to be included in this item.)	
<b>12</b>	Labour charges for deputing electrician outside the office. (i) Per day (Incl. all charges, tax, etc.)	
	(ii) Per visit (Incl.all charges) (upto 4 hours)	
	<b>TOTAL AMOUNT</b>	

IN WORDS

(RUPEES \_\_\_\_\_ ONLY)

SIGNATURE OF THE HEAD  
OF THE COMPANY/FIRM