



भारत सरकार  
Government of India  
विज्ञान और प्रौद्योगिकी मंत्रालय  
**Ministry of Science and Technology**  
विज्ञान और प्रौद्योगिकी विभाग  
**Department of Science and Technology**  
प्रशासन अनुभाग  
**Administration II (B) Section**  
**Technology Bhavan, New Mehrauli Road**  
**New Delhi-110 016**

File No.D-13020/ 1/5/ 2009 Admn II (B)

Date: 18 May, 2009

To,

As per the list

**Subject: Limited Tender Enquiry for Annual Maintenance Contract  
of Electrical stores at DST.**

Dear Sirs,

I am directed to invite sealed limited tender enquiry to the registered firms for Annual contract regarding repair/ maintenance/ servicing/ overhauling/ fitments etc. of the following items of different types/ brands installed at Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-16:-

Freeze/ Chest Cooler	Room Heater	Heat Radiator	Table Lamp
Desert Cooler	Heat Convactor	Stabilizer (2-5 KVA)	Extension Board
Wall Mounted Fan	Geyser	Hand Drier	Call Bell
Pedestal Fan	Hot Case	Fly Catcher	Emergency Light

2. The interested parties, having registered with this Department undertaking such jobs with an experience in the field, may send their quotations. A copy of terms & conditions and Proforma is enclosed at annexure I & II. Quotations, alongwith necessary documents, may be sent to the undersigned through the tender box of Admin II (B) Section, DST situated near the entrance of Technology Bhavan, New Mehrauli Road, New Delhi-110 016 on or before 28 May, 2009 by 1430 hrs. The received quotations will be opened on same day at 1500 hrs. Authorized representative of the firm may be present at this time if the firm so desires. The quotations should be sealed and must be superscribed **“Quotations for Annual Maintenance Contract for Electrical Stores at DST”**.

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3. The quotations without proper documents are liable to be rejected summarily and no correspondence in this regard will be entertained later on. The Department reserves the right to accept/ reject any of all of the quotations without assigning any reason thereof. Unrealistic rates/ rates exceeding the prevailing rates charged from other ministry/ department for similar services quoted by the bidders would debar them from being considered for this as well as future contracts by the Department.

Yours faithfully,

(Rajiv Mahendru)  
Under Secretary to the Govt. of India  
Tel: 26590349

Encl: As stated above

**Terms & conditions for Annual contract for repair/ maintenance/ servicing/ overhauling/ fitments etc. of Electrical Stores at DST for the period of one year From the date of awarding of contract.**

**1. SCOPE OF WORK & period of contract**

The work includes Annual contract for repair/ maintenance/ servicing/ overhauling/ fitments etc. of Electrical Stores at DST for the period of one year from the date of awarding of contract as mentioned in Appendix "A" installed at various blocks in DST. The agreement may, with notice in writing, be renewed for a further period of one year on same terms and conditions.

**2. QUALIFYING REQUIRMENTS**

2.1 The firm must have workshop for repairing the items.

2.2 The firms/ contractors should be registered with tax department or any other agency which is entrusted with collecting the tax which is leviable on maintenance contract (**TIN No. & PAN NO**).

**3. E.M.D & Security Deposit**

**3.1** An Earnest Money Deposit of Rs.10, 000/- shall be deposited in the form of DD/Pay order/ banker's cheque. The DD/Pay order shall be in favour of the DDO, Department of Science & Technology, New Delhi. EMD of unsuccessful bidders shall be returned within 30 days from the date of award of the contract. The EMD deposited by successful tenderer will not be refunded and will be kept as Security Deposit.

**4. SUBMISSION, ACCEPTANCE AND REJECTION OF TENDER**

4.1. A complete set of the tender document may be collected by the interested firms from **Under Secretary, Admin II (B), Department of Science & Technology, New Delhi**. The quotation should contain all the documentary evidence. The envelop should be duly sealed and be super-scribed as "**Quotation for Annual Maintenance Contract for Electrical Stores Installed at DST**". The sealed envelop should reach the **Under Secretary, Admin II (B), DST** on or before **2.30 PM on 28 May, 2009** through the tender box of Admin II (B) Section, DST situated near the entrance of Technology Bhavan and which will be opened on the same day at 3.00 PM in the presence of such tenderers who wish to be present? The Department reserves the right to accept or reject any quotation/ estimates without assigning any reason thereof.

3.2 Tenders who are not complete in all respects are liable to be rejected.

**Cont'd....02/-**

4.3 While submitting the tender for this work the tenderers will be **deemed to have read, understood and accepted** all the terms and conditions stated in this letter.

4.4 Tenderers will indicate the complete address of their firm/ office along with telephone numbers.

## **8. RATES**

5.1 Rate should be quoted per unit per year.

5.2 During the entire period of the contract, no request for any increase in rates will be entertained.

## **6 VALIDITY OF TENDER:**

6.1. Tender shall remain valid for a period not less than 60 days after the deadline date specification.

## **7 AWARD OF CONTRACT**

7.1 The Department will award the contract to the tenderer whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price.

7.2 Notwithstanding the above, the Department reserves the right to seek previous work orders, references etc. and to accept or reject any quotations and to cancel the process and reject all tenders at any time prior to award of contract.

7.3 The tenderer whose rate is accepted will be notified of the award of contract by the Department prior to expiration of the tender validity period. The terms and conditions in the tender notice will be incorporated in the work order.

## **8. TERMS OF PAYMENT:**

8.1 The contractor will submit the bill on quarterly basis and after completion of each quarter. No advance payment will be made in any case.

8.2 Any work has to be certified by concerned officer whose work has been done and countersigned by the estate supervisor in the work done register after physical verification by him.

**Cont'd...03/-**

9. **TAXES**

9.1 **Tax at source (TDS)** will be deducted from each bill of the Contractor as applicable under rules in respect of Income Tax and Sales Tax etc.

9.2 No claim on account of sales tax or any other material used for executing work awarded under this contract will be entertained by the DST and all such taxes should be paid by the contractor himself.

In case your firm is interested in the said work, you are requested to furnish the rate along with a DD/ Pay order for **Rs.10, 000/-** as EMD cum Security deposit in the sealed envelop. The DD/ Pay order should be drawn in favour of **DDO, Department of Science & Technology**. No quotations received without demand draft will be entertained in any case.

(Rajiv Mahendru)  
Under Secretary to the Govt of India  
Tel:26590349

Date: 18 May, 09

## Details of Work/ List of Parts

1. **Name of the Firm:**

2. **Address:**

S. No.	Work/ parts	Qty	Rate (in Rs.)	Remarks
<b>A</b>	<b>Repair of Desert Cooler</b>			
1	New Pads heavy quality	1 set		
2	Front Grill	Each		
3	Painting of cooler with water proof paint (whole/ inside body)	Each		
4	Repair of fan motor (complete with change of shaft/ bush/ oiling etc.)	Each		
5	Rewinding of fan motor	Each		
6	Change of motor condenser	Each		
7	Repair of cooler pump (complete with change of shaft/ bush/ oiling etc.)	Each		
8	New water pump (submersible)	Each		
9	Selector switch (rotary type)	Each		
10	Water distribution pipe (1 set)	1 set		
11	Distributor & elbow (plastic)	Each		
12	Change of fan blades (metallic)	Each		
13	New iron stand for cooler	Each		
14	Wooden ply	Sq Ft		
<b>B</b>	<b>Repair of pedestal/ table/ wall fans</b>			
1	Switch (single)	Each		
2	Switch (Composite set)	Each		
3	Fan blades (Plastic) (300mm/ 400mm)	Each		
4	Fan blades (Metallic) (300mm/ 400mm)	Each		
5	Motor re-winding	Each		
6	New Motor	Each		
7	Regulator Change	Each		
8	Fan Grill	Each		
9	Mounting angle	Each		
10	Capacitor Change	Each		
12	Fitment of 5A/ 15A plug	Each		
13	Regulator repair	Each		
14	Revolving Gear	Each		
15	Servicing of wall/ pedestal fans including cleaning/ oiling greasing/ minor adjustment/ re-installation etc. whatever required	Each		

**Cont'd...02/-**

<b>C</b>	<b>Repair of Hot cases/ Heaters/ Heat Convectors/ oil heat radiators</b>	Qty	Rate (in Rs.)	Remarks
1	Hot case Element	Each		
2	Hot case thermostat	Each		
3	Hot case indicator lamp	Each		
4	Heat shields	Each		
5	Heater Rod	Each		
6	Heater reflector plate	Each		
7	Heater socket	Each		
8	Heat convector thermostat	Each		
9	Heat convector element	Each		
10	Heat convector motor repair	Each		
11	Heat convector New Motor	Each		
12	Heat convector fan repair	Each		
13	Heat convector fan replacement	Each		
14	Oil heat radiator thermostat	Each		
15	Oil heater element	Each		
<b>D</b>	<b>Repair of Table Lamp</b>			
1	Tube 10w/ 15 w	Each		
2	Change of Tube light choke (CFL)	Each		
3	CFL Tube 9w/ 11w/ 13w	Each		
4	New Table Lamp	Each		
<b>E</b>	<b>Repair of Extension board</b>			
1	Change of 15 A socket	Each		
2	Change of 15 A Switch	Each		
3	Change of 5 A Socket	Each		
4	Change of 5 A switch	Each		
5	New Wire (3 core)	1 mtr		
6	New wire (flexible)	1 mtr		
7	New Plug (15 A- Metal- Industrial- 3 pin))	Each		
8	New Plug (15 A- Power- 3 pin))	Each		
9	New lug (5 A- 3 Pin)	Each		
10	New Plug (5 A- 2 pin)	Each		
11	New Multi plug (15 A)	Each		
12	New Multi plug (5 A)	Each		
13	New Extension Board (	Each		
<b>F</b>	<b>Repair of Voltage Stabilizer</b>			
1	Re-winding of transformer coil	Each		
2	Change of relay	Each		
3	Change of condensers	Each		
4	Repair of electronic circuit	Each		
5	Change of volt meter	Each		

<b>G</b>	<b>Chest cooler/ Freeze</b>	Qty	Rate (in Rs.)	Remarks
1.	AMC of chest cooler in complete comprising of i) Servicing/ maintenance of chest cooler/ freeze ii) Rewinding of compressor Motor iii) Gas Charging iv) Changing of starting/ running capacitor v) Relay/ thermostat change vi) Overload relay change, vii) Motor replacement viii) Fan blade change ix) Reconditions of compressor	Each		
<b>H</b>	<b>Fly catcher</b>			
1.	Starter change	Each		
2	Choke change	Each		
3	Insect repellent tube change	Each		
<b>I</b>	<b>Geyser</b>			
1	Indicator Lamp	Each		
2	Thermostat	Each		
3	Heating Element	Each		
4	Switch	Each		
5	Gasket change	Each		
<b>J</b>	<b>Call Bell</b>			
1	Repair (Total)	Each		
2	New Call Bell	Each		
<b>K</b>	<b>Emergency Light</b>			
1.	Repair/ replacement of switch	Each		
2	Battery replacement	Each		
3	Tube light replacement	Each		
4	Repair/ replacement of electronic circuit	Each		
5	New Emergency light	Each		

**List of the firms for maintenance/ servicing of electrical gadgets  
at Technology Bhavan (DST)**

1. M/S S P Engineers  
B-230 TIGRI Extn.  
New Delhi-110 062
  
2. M/S Ace Utilities  
259, Hog Market, Rajendra Place  
New Delhi-110 008.
  
3. M/S Air Excel  
41, National Park, Lajpat Nagar-IV  
New Delhi-110 024
  
4. M/S Beauty Enterprises  
72, Ajit Arcade  
Kailash Colony  
New Delhi-110 048
  
5. M/S G K Refrigeration  
60-H, Arjun Nagar  
Safdarjung Enclave  
New Delhi-110 029
  
6. M/S Maintenance Corporation  
1735/2 Sher Singh Bazar  
Kotla Mubarakpur  
Near NDSE Part I  
New Delhi-110 003