

तार का पता: "मिनीस्टील"

Telegraphic Address : "MINISTEEL"



सं० \_\_\_\_\_

No. \_\_\_\_\_

भारत सरकार  
GOVERNMENT OF INDIA  
इस्पात मंत्रालय  
MINISTRY OF STEEL  
उद्योग भवन

UDYOG BHAWAN

नई दिल्ली-110107 Dated 7<sup>th</sup> May, 2015Notice Inviting Tender

New Delhi-110107

**Subject:** To invite Online Bid for award of Annual Maintenance Contract for minor electrical repair and supply of electrical fittings/accessories work, supply of Cooler from June to September, 15, C- DOT EPABX exchange and UPS for the year 2015-16.

**Online Bid** are hereby invited at Central Public Procurement (CPP) Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) from reputed, experienced and financial sound companies/firms/agencies for award of **Annual Maintenance Contract for minor electrical repair and supply of electrical fittings/accessories work, supply of Cooler from June to September, 15, C- DOT EPABX exchange and UPS** in the Ministry of Steel for the period of one year from the date of awarding the Annual Rate Contract (ARC).

2. The bid will be accepted as e-Tender (in two bids system-Technical Bid and Financial Bid) only and intending bidders must be registered with the Central Public Procurement (CPP) Portal.

3. The tender document contains the following enclosures:

- |                    |   |   |
|--------------------|---|---|
| Annexure-I         | - | Term and Condition                                    |
| Annexure-II        | - | Proforma for Technical Bid Submission                 |
| Annexure-III-VI I- | - | List of Items (Proforma for Financial Bid Submission) |
| Annexure-VIII      | - | Details of Bank Account                               |
| Annexure-IX        | - | Instructions for Submission of e-Tender               |

4. Important Dates for the invitation of aforesaid Online Bid:


- |                                       |                       |
|---------------------------------------|-----------------------|
| ✓ Publish Date of Bid                 | - 8.05.2015 11.00 AM  |
| ✓ Bid/Document Downloading Start Date | - 8.05.2015 11.30 AM  |
| ✓ Bid Submission Start Date           | - 9.05.2015 09.00 AM  |
| ✓ Bid/Document Downloading End Date   | - 11.06.2015 03.00 PM |
| ✓ Bid Submission End Date             | - 11.06.2015 03.00 PM |
| ✓ Bid Opening Date                    | - 11.06.2015 03.30 PM |

5. The Bid should invariably be accompanied by a Demand Draft of Rs. 10000/- (Ten Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi as Earnest Money Deposit (EMD). The bid received without the requisite EMD will not be entertained. The scanned copy of the Earnest Money Deposit (EMD) along with all requisite documents must be uploaded with the bid and original Earnest Money Deposit (EMD) should be dropped in a sealed cover superscripted with 'Annual Maintenance Contract for minor electrical repair and supply of electrical fittings/accessories work, supply of Cooler from June to September, 15, C- DOT EPABX exchange and UPS' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhawan, New Delhi on or before 11th June, 2015 by 03.00 P.M.

6. Tender may also be downloaded from the website of the Ministry of Steel ([www.steel.nic.in](http://www.steel.nic.in)).

7. In case, any holiday is declared by the Government of India on the day of Bid Opening Date, the bid will be opened on the next working day at the same time.

8. The Ministry reserves the right to reject or select any bid without assigning reasons thereof.

  
(H. K. Wadhwa)

Under Secretary to the Govt. of India

एच० के० वधवा/H. K. WADHWA

अवर सचिव/Under Secretary

इस्पात मंत्रालय/Ministry of Steel

उद्योग भवन/Udyog Bhawan


नई दिल्ली/New Delhi

Copy with request to upload it on the website of the Ministry of Steel to: NIC, Ministry of Steel

हिन्दी का प्रयोग उपेक्षित नहीं है, पत्र का उत्तर शीघ्र दिया जायेगा

### Terms and Conditions

1. The contract for minor electrical repair and supply of electrical fittings/accessories work, supply of Cooler from June to September, 15, C- DOT EPABX exchange, UPS in Ministry of Steel will be valid for a period of 12 months w.e.f. award of the contract. However, the contract may be further extended as per the requirement of the Ministry for a period of six months or may be curtailed/terminated before expiry of this period owing to deficiency in service after giving one weeks' notice to the selected firm.
2. The 'Technical Bid' should contain company profile, authenticated documents to prove the eligibility of all conditions and any additional documents to show the competency of the firm. The firm/agency should also upload the copy of PAN in the Technical Bid and a copy of the Earnest Money Deposit of Rs. 10,000/- (**Ten thousand only**) in the form of Bank Draft in favour of "Pay and Accounts Officer, Ministry of Steel, New Delhi.
3. The repair work is to be carried out in the premises of the Ministry of Steel, Udyog Bhawan, New Delhi.
4. The firms are required to upload copies of the following documents along with the *Technical Bid* (information furnished by the firm for evaluation of technical bids) in .pdf format, failing which their Bids shall be summarily/uprightly rejected and will not be further considered:
  - (a) Scanned copy of Annexure-II (information furnished by the firm for evaluation of technical bids)
  - (b) Scanned copy of Earnest Money Deposit (EMD)
  - (c) Scanned copy of PAN Card
  - (d) Scanned copy of VAT/TIN//Sale Tax registration certificate
  - (e) Scanned copy of work experience certificate
  - (f) Scanned copy Annexure-VIII (details of bank account of firm)
  - (g) Scanned copy of cheque from account furnished in Annexure-VIII
  - (h) Scanned copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc.
5. Payment shall be made by electronic transfer to the account of the firm on submission of pre-receipted typed bill in triplicate. No advance payment shall be made in any case. Bidder should furnish details of bank accounts in Annexure-VIII along with the other requisite documents.
6. Overwriting or correction in any of the tender document is not permissible. The rates should be quoted both in figures and words.
7. Any loss or damage of any item during repair work within the premises of the Ministry of Steel shall be the liability of the contractor and the Ministry of Steel as its discretion deduct total cost of the item or any part thereof from the Bill of the contractor.

  
 एच० के० वधवा/H. K. WADHWA  
 अवर सचिव/Under Secretary  
 इस्पात मंत्रालय/Ministry of Steel  
 उद्योग भवन/Udyog Bhawan  
 नई दिल्ली/New Delhi



8. The contractor shall depute at least one licensed electrician to the Ministry every day (9.00 AM to 5.30 PM) for doing day to day electric repair work. If any eventuality arises, Ministry of Steel shall within its competence requisition the service of electrician on Sunday/Holiday and beyond office hours without payment of any additional remuneration. The contractor shall also keep sufficient stock of spare parts which may be required for repairing/maintenance in the event of the electric items becoming non functional or defective during the currency of the contract.
9. The contractor shall be responsible for payment of wages/settlement of dues of workers engaged by the firm as per the prevailing labour/wages laws in force in NCT of Delhi and the Ministry of Steel shall not be the party to any dispute between the contractor and the worker.
10. No extra payment/compensation whatsoever on account of natural calamity/accident or otherwise will be made to the firm.
11. In case of any deficiency in service, a penalty of 5% of the total amount of the Bill for the relevant period will be imposed.
12. The Contractor shall use the material conforming ISI standards wherever applicable for supply of electric items.
13. The contractor shall undertake repair work only after receiving a written order signed by the SO(GA). Any work undertaken otherwise shall be treated as unauthorized work and the cost of such work shall not be paid by the Ministry.
14. The contractor shall maintain job card for each repair work undertaken by him. The card should be got signed by the official concerned after satisfactory completion of work.
15. The successful contractor shall be required to do the work during the entire period of one year at the rates as approved on the basis of the quotation. If for any reason, the firm is not able to do the work, the same shall be got done from the open market at the cost of the contractor and the expenditure incurred thereon shall be recovered from the Bill of the contractor.
16. The conditional bid will not be accepted under any circumstances.
17. The contractors himself make arrangements for fitting of material in electric item and he will quote rates for material items including of all service charges as well as taxes.
18. The firm must have valid TIN/PAN/VAT/Service Tax Nos.
19. The firm should have a minimum 3 years experience in the operational area. List of present contracts having in three Government Departments may also be enclosed with the quotation.
20. In case more than one bidder quoted the same rates resulting in a tie, the lowest bidder will be decided on the basis of highest turnover during the last 3 years.
21. The successful tenderer will have to deposit a Security-cum-Performance Guarantee of **Rs.25000/- (Rs. Twenty five thousand only)** in the form of Bank Draft/Pay Order/Banker's cheque or Bank guarantee from any Nationalized Bank in the favour of the "Pay and Accounts Officer, Ministry of Steel, New Delhi". The security money is returnable on successful completion of the contract period. The security amount will be forfeited in case the services of the contractor are unsatisfactory or in case of violation of the terms and conditions of the contract.

एच.के. वाधवा/H. K. WADHWA  
अवर सचिव/Under Secretary  
इस्पात मंत्रालय/Ministry of Steel  
उद्योग भवन/Udyog Bhawan  
नई दिल्ली/New Delhi



22. No increase in amount shall be considered during the period of Annual Contract. No other charges like transportation/fare etc., will be payable.

23. If the firm commits breach of any of the term and conditions for is not able to complete the work in time or the quality of work is not of the desired level, the contract will be cancelled and security deposit shall be forfeited.

24. This Ministry reserves the right to terminate the contract any times without assigning any reason therefore.

25. The firm is not black listed by any Government Ministries/Departments nor any criminal case is registered/pending against the firm or its owner/partner anywhere in India.

26. No bidder is allowed to withdraw the tender. In case of withdrawal the EMD shall stand forfeited besides action being taken to black list the bidder.

27. The bidder will indicate the complete address of their firm/office and residence along with telephone numbers and other related information.

28. Each and every page of NIT will be signed by the authorized signatory of the Firm/Agency and submitted alongwith the tender.

### **Arbitration Clause**

29. Arbitration: In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms hereinabove contained or any claim or liability of the party, the same shall be referred to the sole Arbitrator to be nominated by mutual consent of both parties therein. The intending party will serve notice in writing upon the other party notifying its intention for appointment of Arbitrator. Should both parties fail to agree on by mutual consent, then Ministry will appoint the sole Arbitrator. The provisions of Arbitration and Conciliation Act, 1996 will apply. The arbitration proceedings will be held in New Delhi. The Arbitrator will give reasons for his award and the award passed by the Arbitrator shall be final and binding upon the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications or re-enactment there of including the rules framed there under.

30. The contract will be interpreted under Indian Laws and subject to the jurisdiction of Delhi Court.

### **Financial Conditions**

1. Average Annual Turn Over of bidder firm during last three year, ending 31<sup>st</sup> March of the previous financial year should be at least of Rs. 15lakh per annum. Documentary evidence to this effect i.e. copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc. should be submitted alongwith the other requisite documents.

2. *Earnest Money Deposit (EMD) of Rs. 10,000/- ( Rs. Ten Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi is to be dropped in a sealed cover superscripted with 'Annual Maintenance Contract for minor electrical repair and supply of electrical fittings/accessories work, supply of Cooler from June to September,15, C- DOT EPABX exchange and UPS in the Ministry of Steel in the Tender Box fixed outside Room No. 64, Ministry of Steel, UdyogBhavan, New Delhi on or before 11<sup>th</sup> June,15 by 03.00 P.M.*

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इस्पात मंत्रालय / Ministry of Steel  
उद्योग भवन / Udyog Bhawan  
नई दिल्ली / New Delhi

3. Earnest Money Deposit (EMD) of unsuccessful bidder will be returned on finalization of the Annual Maintenance Contract (AMC). No interest will be paid on EMD amount.
4. Earnest Money Deposit (EMD) of successful bidder will be returned after submission of the performance security. *Successful bidder shall submit the performance security of Rs. 25000/- (Rs. Twenty five thousand only) by way of Fixed Deposit (FD) which will be refunded on satisfactory completion of the contract. No interest will be paid on performance security deposit.*
5. *No exemption will be given to any firm with regard to deposit Earnest Money Deposit (EMD).* However, The firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted alongwith the bid.



(Harish Kumar Wadhwa)

Under Secretary to the Govt. of India

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अवर सचिव/Under Secretary  
इस्पात मंत्रालय/Ministry of Steel  
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23. If the firm commits breach of any of the term and conditions for is not able to complete the work in time or the quality of work is not of the desired level, the contract will be cancelled and security deposit shall be forfeited.
24. This Ministry reserves the right to terminate the contract any times without assigning any reason therefore.
25. The firm is not black listed by any Government Ministries/Departments nor any criminal case is registered/pending against the firm or its owner/partner anywhere in India.
26. No bidder is allowed to withdraw the tender. In case of withdrawal the EMD shall stand forfeited besides action being taken to black list the bidder.
27. The bidder will indicate the complete address of their firm/office and residence along with telephone numbers and other related information.
28. Each and every page of NIT will be signed by the authorized signatory of the Firm/Agency and submitted alongwith the tender.

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#### **Financial Conditions**

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## INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF TECHNICAL BIDS

Sl.NO.	Particulars	To be filled by the Bidder								
1.	(a) Name of the Firm									
	(b) Address of the Firm									
	(c) Name of the Proprietor									
	(d) Telephone No.									
	(e) Mobile No.									
	(f) Email Address									
2	PAN Number (copy to be enclosed)									
3	TIN Number (copy to be enclosed)									
4	Service Tax Registration Number (copy to be enclosed)									
5	List of at least three Govt. Ministries/Departments showing experience in the field (copy to be enclosed)									
6	Annual Turn over (In Rs.) (copy of financial statement of account like balance sheet, profit and loss account etc. to be enclosed)  (Average Annual Turn Over during last three financial years should be at least of Rs. 15 lakhs Per annum.)	<table border="1"> <thead> <tr> <th>Year</th><th>Annual Turn Over (in Rs.)</th></tr> </thead> <tbody> <tr> <td>2011-12</td><td></td></tr> <tr> <td>2012-13</td><td></td></tr> <tr> <td>2013-14</td><td></td></tr> </tbody> </table>	Year	Annual Turn Over (in Rs.)	2011-12		2012-13		2013-14	
Year	Annual Turn Over (in Rs.)									
2011-12										
2012-13										
2013-14										
7	Details of EMD (i) Amount (ii) DD No (iii) Date (iv) Issuing Bank									
8	Whether terms and conditions of the tender is acceptable?									

It is certified that the above information are true and correct to the best of my knowledge and belief. It is also certified that the firm is not black listed by any Government Ministries/Departments nor any criminal case is registered/pending against the firm or its owner/partner anywhere in India.

Further it is certified that I/we have read and understood the terms and conditions of the Notice Inviting Tender No 31016/5/2015-ADG 7<sup>th</sup> May, 2015 and will abide by them till the completion of the contract period.

(Signature of the authorized person)

Date:

Name;

Place:

Designation

Seal

Note: Any bid received without all the details and the certificate duly signed with the seal of the firm will be treated as incomplete and unresponsive bid and therefore bid will be summarily/uprightly rejected and financial bid will not be opened.

एच० के० वधवा/H. K. WADHWA  
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## Financial Bid

**List of Electric items**

1.	<b>Bulb(Philips,Surya)</b>	Quantity	(Rates in Rs. )
	100W	1 Piece	
	60W	1 Piece	
	40W	1 Piece	
	15W(Red&Green}	1 Piece	
2.	<b>Tube Light(Osram,Bajaj,Philips,Surya,E CE)</b>		
	Tube light 2feet <b>white/yellow</b>	1 Piece	
	Tube light 4feet <b>white/yellow</b>	1 Piece	
	Round shape tube	1 Piece	
	Choke	1 Piece	
	Starter	1 Piece	
	Repairing of tube light fitting	1 Piece	
	Single tube light fitting without tube	1 Piece	
	Double tube light fitting	1 Piece	
<b>2(a)</b>	<b>LED Tube light fitting</b>		
	1 ft	1 Piece	
	2 ft	1 Piece	
	4 ft	1 Piece	
3.	<b>Bulb and Tube light spare</b>		
	Side holder	1 Piece	
	China Holder	1 Piece	
	Brass holder	1 Piece	
	Repair of light	1 Piece	

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4.	<b>Supply of Readymade Extension Board-ISI Mark(OPL,Pram,Surya,Arkay light)</b>		
	15 Amp. 2 switch & socket board	1 Piece	
	5 Amp. 2 switch & socket board	1 Piece	
	15 Amp. 3 switch & socket board	1 Piece	
	5 Amp. 3 switch & socket board	1 Piece	
	15 Amp. 5 switch & socket board	1 Piece	
	5 Amp. 5 switch & socket board	1 Piece	
	All size of repair board	1 Piece	
5.	<b>Supply of Call Bell(Shivam,Parkash)</b>		
	<b>Call Bell Musical</b>	1 Piece	
	Call Bell Musical	1 Piece	
	Call Bell Ordinary	1 Piece	
	Remote Bell	1 Piece	
	Call Bell repair	1 Piece	
	Call Bell Switch	1 Piece	
	Call Bell Musical Imported	1 Piece	
	Call Bell remote Imported	1 Piece	
6.	<b>PVC Channel</b>		
	½" PVC Channel	1 Piece	
	1" PVC Channel	1 Piece	
	1&1/2" PVC Channel	1 Piece	
	2" PVC Channel	1 Piece	
	Loose wire fixing	1 Piece	
7.	<b>M.C.B.</b>		
	12Amp.	1 Piece	
	25Amp.	1 Piece	
	32Amp.	1 Piece	

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	Change of MCB	1 Piece	
	Repair of MCB Box	1 Piece	
<b>8.</b>	<b>Fan(Usha,Crompton,Bajaj,Khaitan )</b>		
	Ceiling Fan	1 Piece	
	Pedestal Fan	1 Piece	
	Wall Fan	1 Piece	
	Exhaust Fan	1 Piece	
	Fan fitting	1 Piece	
	Fan repairing	1 Piece	
<b>9.</b>	<b>Spear of Fan</b>		
	Motor	1 Piece	
	Condenser	1 Piece	
	Bush	1 Piece	
	Ball Bearing	1 Piece	
	Blade	1 Piece	
	Regulator	1 Piece	
<b>10.</b>	<b>Motor Binding</b>		
	Wall Fan	1 Piece	
	Ceiling Fan	1 Piece	
	Pedestal Fan	1 Piece	
	Exhaust Fan	1 Piece	
<b>11.</b>	<b>Switch &amp; Socket</b>		
	5 Amp.Three pin plug top	1 Piece	
	15 Amp.Three pin plug top	1 Piece	
	5 Amp.Three pin plug Socket	1 Piece	
	15 Amp.Three pin plug Socket	1 Piece	
	5 Amp.Switch	1 Piece	
	15 Amp.Socket	1 Piece	

प्र. १ के० वधवा/H.K. WADHWA  
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	5 Amp.Multi plug	1 Piece	
	15 Amp Multi Plug	1 Piece	
<b>11(a)</b>	<b>Switch &amp; Socket (Modular)</b>		
	5 Amp.Three pin plug top	1 Piece	
	15 Amp.Three pin plug top	1 Piece	
	5 Amp.Three pin plug Socket	1 Piece	
	15 Amp.Three pin plug Socket	1 Piece	
	5 Amp.Switch	1 Piece	
	15 Amp.Socket	1 Piece	
<b>11(b)</b>	<b>Modular Plate</b>		
	Modul 4	1 Piece	
	Modul 6	1 Piece	
	Modul 8	1 Piece	
	Modul 12	1 Piece	
<b>12.</b>	<b>PVC Wire</b>		
	Three core flexible70-76 (per mtr.)	1 mtr.	
	Three core flexible40-76 (per mtr.)	1 mtr.	
	Three core flexible23-76 (per mtr.)	1 mtr.	
	Two core flexible23-76 (per mtr.)	1 mtr.	
	Hard Wire3-20 (per mtr.)	1 mtr.	
	Hard Wire7-20 (per mtr.)	1 mtr.	
	Earth wire(per mtr.)	1 mtr.	
<b>13.</b>	<b>New Emergency Light (BPL, Philips)</b>		
	Emergency Light repairing	1 Piece	
	Emergency Light battery	1 Piece	
	Emergency Light Tube	1 Piece	
<b>14.</b>	<b>New Table lamp</b>		
	Table lamp Philips	1 Piece	

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	Table lamp repairing	1 Piece	
	New Halogen light	1 Piece	
	Four fit decorative surface without tube light fitting	1 Piece	
<b>15</b>	<b>Energy saver LED Bulb (Havel, Philips, Crompton, OSARAM)</b>		
	3 W	1 Piece	
	5 W	1 Piece	
	8 W	1 Piece	
	10 W	1 Piece	
<b>15 (a)</b>	<b>Energy saver Tube/Bulb (Havel, Philips, Crompton)</b>		
	11W	1 Piece	
	15W	1 Piece	
	18W	1 Piece	
	20W	1 Piece	
<b>16.</b>	<b>Stabilizer 0.5KV (Blue Star, Beekey, Logistic)</b>		
	Stabilizer 1KV	1 Piece	
	Circuit Plate	1 Piece	
	Condenser	1 Piece	
	Relay	1 Piece	
	Transformer	1 Piece	
	Light indicator	1 Piece	
	Servicing & Maintenance	1 Piece	
<b>17.</b>	<b>Heater (Bajaj, Usha, Khaitan &amp; Thermoking)</b>		
	New Sunflow Heat convector	1 Piece	
	New Sunflow (Delux) Heat convector	1 Piece	
	New Single Rod Heater	1 Piece	

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	New Double Rod heater	1 Piece	
	Sunflow Element	1 Piece	
	Reflector	1 Piece	
	Thermostat of sunflow	1 Piece	
	Motor of subflow	1 Piece	
	1000W Rod element	1 Piece	
	2000W Rod element	1 Piece	
	Heater/sunflow repairing	1 Piece	
	Halogen Heater	1 Piece	
	Radiant Heater 9fin	1 Piece	
	Radiant heater 13fin	1 Piece	
18.	<b>Hot Case</b>		
	Repairing of hot case	1 Piece	
	Element of hot case	1 Piece	
	Thermostat of hot case	1 Piece	
	Iron Plug	1 Piece	
	China Plug	1 Piece	
	Jali for heater	1 Piece	
	Repairing of geyser	1 Piece	
	Element of geyser	1 Piece	
	Thermostat of geyser	1 Piece	
19.	<b>AC metal Box</b>		
	AC metal Plug	1 Piece	
20.	<b>New meeting indicator light</b>		
	Repairing of indicator light	1 Piece	
21.	<b>PVC Pipe size ½" per ft.</b>	1 Piece	
	<b>PVC Pipe size ¾" per ft</b>	1 Piece	
	<b>PVC Pipe size 1" per ft</b>	1 Piece	

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 नई दिल्ली/New Delhi

	PVC Pipe size 2" per ft	1 Piece	
	Metal pipe size ½", per ft.	1 Piece	
	Metal pipe size ¾" per ft.	1 Piece	
	Metal pipe size 1" per ft.,	1 Piece	
	Metal pipe size 2" per ft.,	1 Piece	
	PVC pipe band & metal pipe band ½" per ft.	1 Piece	
	PVC pipe band & metal pipe band ¾" per ft.	1 Piece	
	PVC pipe band & metal pipe band 1" per ft.	1 Piece	
	PVC pipe band & metal pipe band 2" per ft.	1 Piece	
22.	<b>Electric Kettle</b>		
	Philips & Murphy	1 Piece	
	Warmax & Inalsa	1 Piece	
	Fixing charges for all electrical item		

*H. K. Wadhwa*

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**List of Telephone accessories/ repairing & channeling of telephone work and purchase of telephone instrument**

S.No.	Items	Quantity	Rates (In. Rs.)
1.	Line Card+Coil Card	1 Piece	
2.	Green Foil/Hard PCB	1 Piece	
3.	Piezoelectric Transmitter/Receiver	1 Piece	
4.	Ringer Beetle/Tata	1 Piece	
5.	Holding Piece Upper	1 Piece	
6.	Cradle Switch	1 Piece	
7.	Plan Lead	1 Piece	
8.	Plan Box/Rozzett Box	1 Piece	
9.	Key Pad	1 Piece	
10.	IC1240,	1 Piece	
11.	IC 2560,	1 Piece	
12.	IC91611,	1 Piece	
13.	IC4013,	1 Piece	
14.	IC2418,	1 Piece	
15.	IC 3726,	1 Piece	
16.	IC1060	1 Piece	
17.	Connector	1 Piece	
18.	Volume knob	1 Piece	
19.	Cabinet	1 Piece	
20.	Preset100K	1 Piece	
21.	Capacitor1.5, 2.5V	1 Piece	

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22.	Flash Key	1 Piece	
23.	Redial key	1 Piece	
24.	Rubber Pad	1 Piece	
25.	Key Housing	1 Piece	
26.	Extra Ringer	1 Piece	
27.	Music on hold	1 Piece	
28.	Parallel Disconnecter	1 Piece	
29.	Cordless Battery	1 Piece	
30.	Power supply plan set/cordless	1 Piece	
31	Hybridge	1 Piece	
32	Line card(LCC)C-Dot EPABX	1 Piece	
33	Line card digital Panasonic	1 Piece	
34	Trunk line card digital Panasonic	1 Piece	
35	Line analog Panasonic	1 Piece	
36	Power supply(FCBC)C-Dot	1 Piece	
	<b>PVC CABLE</b>		
1.	Single pair	1 Piece	
2.	Three pair	1 Piece	
3.	Five pair	1 Piece	
4.	Ten pair	1 Piece	
5.	Twelve pair	1 Piece	
6.	Twenty pair	1 Piece	
7.	Cable Installation	1 Piece	
	<b>PVC CHANNEL</b>		
1.	PVC Channel1"	1 Piece	
2.	PVC Channel2"	1 Piece	
3.	PVC Channel Double Lock	1 Piece	
4.	PVC Channel grey colour double lock	1 Piece	

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5.	Channel Installation	1 Piece	
	<b>TELEPHONE INSTRUMENT</b>		
1.	Beetel B 15	1 Piece	
2.	Beetel B 11	1 Piece	
3.	Beetel Caller ID Phone M59	1 Piece	
4.	Beetel1+1Planset	1 Piece	
5.	Beetel1+2Planset	1 Piece	
6.	Beetel1+1speaker plan set	1 Piece	
7.	Beetel1+2speaker plan set	1 Piece	
8.	Panasonic KX-TS-500	1 Piece	
9.	Panasonic KX-TS-2375	1 Piece	
10.	Panasonic KX-TS-2378	1 Piece	
11.	Panasonic KX-TS-880	1 Piece	
12.	Beetel M 78 plan set	1 Piece	
13.	Panasonic KX-TC-3600	1 Piece	
14.	Panasonic KX-PG-4312	1 Piece	
15.	Panasonic KX-TC-3412	1 Piece	
16.	Panasonic KX-TG-2480	1 Piece	
17.	Panasonic KX-PG-3821	1 Piece	
18.	Beetel Combo	1 Piece	
19.	Panasonic KX-TC-3651 Cordless	1 Piece	
	<b>D.P.BOX</b>		
1.	10pair	1 Piece	
2.	20pair	1 Piece	
3.	30pair	1 Piece	
4.	50pair	1 Piece	
5.	Krone module10pair	1 Piece	
	<b>SERVICING</b>		

एच० के० वडिया H. K. WADIA  
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1.	Telephone	1 Piece	
2.	Cordless	1 Piece	
3.	Planaset	1 Piece	
4.	Colour I.D. Telephone	1 Piece	

*H. K. Wadhwa*

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S.No.	No.of UPS	Rates (in Rs.) for each UPS/Battery	Total Amount in Rs.
1.	250 (Approx.)		
2.	Seven AH Batteries of 120Volts		



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इस्पात मंत्रालय, Ministry of Steel  
उद्योग भवन/Udyog Bhawan  
नई दिल्ली/New Delhi

1.	Telephone	1 Piece	
2.	Cordless	1 Piece	
3.	Planset	1 Piece	
4.	Colour I.D. Telephone	1 Piece	




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**Hiring of Coolers and filling of the water in the Coolers installed in the Ministry of Steel**

S.No.	Item of work	Rates (in Rs.) for each cooler
1.	Hiring charges, maintenance & water filling of Desert Cooler full season (June 2015 to September 2015)	

  
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उद्योग भवन/Udyog Bhawan  
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S.No.	Item	Rates (in Rs.)
1.	AMC of C-Dot256port EPBAX system with full time resident engineer	

  
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उद्योग भवन/ Udyog Bhawan  
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**DETAILS OF BANK ACCOUNT**

(Real time Gross Settlement(RTGS)National Electronic Fund Transfer (NEFT) facility for receiving payments)

Sl.No.	Particulars	To be filled by the bidder
1.	Name of Account Holder	
2.	Address of Account Holder	
3.	Name of the Bank	
4.	Name and Address of the Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I, hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institute responsible.

Date:

Name:

Place:

Designation

Seal

Note: Please attach a photocopy of the cheque.



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## **Annexure-IX**

### **Instructions for Submission of e-Tender (in two bids system-Technical Bid and Financial Bid)**

As per the directives of Department of Expenditure, Ministry of Finance, this tender document has been published on the Central Public Procurement (CPP) Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in submission of e-Tender through the CPP Portal. More useful information for submitting online bids on the CPP portal may be obtained at [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)

### **REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the CPP Portal (<https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.) with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID, password and the password of the DSC/e-Token.

### **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid Documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

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3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and they should be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.

4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'My Space' area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and either details of the instruction.

4. ***Bidder should upload their Technical Bid (information furnished by the firm for evaluation of technical bids given in Annexure-II) and Financial Bids (information furnished by the firm for evaluation of financial bids given in Annexure-III) alongwith the other requisite document in .pdf format.***

5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. the bidders should follow this time during bid submission.

6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket layer 128 bit encryption technology.

7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9. ***The e-Tender has been invited under two bids system (Technical Bid and Financial Bid).*** The interested firms are advised to submit their bids-Technical Bid and Financial Bid "on-line" by visiting the Central Public Procurement (CPP) Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)). The bids will be accepted as e-Tender only i.e. the bidders will submit their bids on the e-Procurement Portal, in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the Firm on the Central Public Procurement (CPP) Portal are pre-requisite for e-tendering.

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10. Bidder should prepare the Earnest Money Deposit (EMD) as per the instructions specified in the tender document. The original should be dropped in a sealed cover superscripted with '**Annual Maintenance Contract for minor electrical repair and supply of electrical fittings/accessories work, supply of Cooler from June to September,15, C- DOT EPABX exchange and UPS**' in the Tender Box fixed outside Room No. 64, Ministry of Steel, UdyogBhavan, New Delhi on or before the last date of bid submission. The details of the Demand Draft, physically sent, should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid will be rejected.

11. The firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted alongwith the bid.

12. The firms are required to upload copies of the following documents along with the *Technical Bid* (information furnished by the firm for evaluation of technical bids) in .pdf format, failing which their Bids shall be summarily/uprightly rejected and will not be further considered:

(a) Scanned copy of Annexure-II (information furnished by the firm for evaluation of technical bids)

(b) Scanned copy of Earnest Money Deposit (EMD)

(c) Scanned copy of PAN Card

(d) Scanned copy of VAT/TIN//Sale Tax registration certificate

(e) Scanned copy of work experience certificate

(f) Scanned copy a Annexure-VIII (details of bank account of firm)

(g) Scanned copy of cheque from account furnished in Annexure-VIII

(h) Scanned copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc.

13. Conditional and incomplete bids shall not be considered and will be treated as un-responsive bid and rejected out-rightly at the very first instance.

14. The Ministry of Steel reserves the right to annul any or all bids without assigning any reason.



(H. K. Wadhwa)

Under Secretary to the Govt. of India

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