No.D-21013/11/2018-Admin.-III
Government of India
Ministry of Information & Broadcasting
A-Wing, Shastri Bhawan, New Delhi: 110001

Shaetri Bhawan, New Delhi
Dated 03.07.2018

To

All Intended Persons / Firms.


E-tenders are invited from only Delhi based Agencies/Firms/Individuals for annual contract for purchase/ repairing/ maintenance of electrical goods for use in the Main Sectt., Ministry of Information & Broadcasting for a period of one (01) year from the date of awarding the contract. The tender may be curtailed/ terminated without assigning any reason or giving prior notice. Firms dealing in supply of genuine ISI marked electrical items may quote their rates for ISI marked Electric items.

2. **Brief Description of the Selection Process:** The Ministry of Information & Broadcasting will adopt two stage selection process i.e., financial bids of only those firms will be considered who qualify the technical terms and conditions as per the tender. The bid shall be accepted online only through Central Public Procurement Portal website: [http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) and NO other format for submitting the bids shall be accepted. Evaluation of the bids will be carried out and **successful bidders**, finalized for empanelment, will be required to carry out/start the work immediately on as is where is basis in the Ministry of Information & Broadcasting after award of the tender on the basis of quoted rates and terms and conditions mentioned in this tender document. The rates will have to be quoted in Indian Rupees (INR) on per item basis. Only those bidders who will qualify the eligibility criteria as mentioned in terms and conditions will be considered for selection.

3. The scanned copy of the demand draft of Rs. 20,000/- (Rupees twenty thousand only) as Earnest Money Deposit (EMD) must be uploaded with the bid. The EMD shall be in Indian Rupees (INR) and shall be in the form of Demand Draft from any of the Nationalized Bank/Scheduled Bank in favour of “Section Officer (Cash), Ministry of Information & Broadcasting, New Delhi payable at New Delhi”. The original demand draft of EMD of Rs. 20,000/- in the form of Demand Draft is also required to be submitted in a sealed envelope superscribed “Annual Contract for purchase/ repairing/ maintenance of electrical goods”, before the closing date and
time of e-submission of online bids to Section Officer (Admn.III), Ministry of Information & Broadcasting, A-wing, Room no. 548, Shastri Bhawan, New Delhi, failing which the bids will not be considered. The eligible suppliers/firms under applicable rules of GFR-2017 are exempted from furnishing Earnest money deposit along with their bids as per the provision made. In such a case, a copy of the order issued by the concerned organization and the copy of registration in this regard should be accompanied with other documents.

4. The successful bidders shall have to deposit Rs. 1,00,000/- (Rupees One Lac only) as performance security by means of Bank Guarantee from a Nationalized Bank/Scheduled Bank in favour of “Section Officer (Cash), Ministry of Information & Broadcasting, New Delhi payable at New Delhi”. EMD of the unsuccessful bidders shall be returned after finalization of the contract. No interest shall be paid on the EMD amount.

5. The Ministry reserves the right to cancel the process of tender/contract at any point of time without assigning any further reason.

6. Intended persons / firms may quote the rates as per enclosed performa. Terms & Conditions for the contract/quotations are enclosed which will required to be signed by the Contractor.

(Shailsh Gautam)
Under Secretary to the Govt. of India
Ph. No. 23384990
Terms And Conditions

1. The successful firm will be required to start working immediately on as is where is basis after award of the contract. The Ministry, shall, however, has the right to terminate the contract at any time without assigning the reason thereof. The contract may also be extended for further period subject to the quality of service provided by the firm and also ascertained by this Ministry.

2. All the interested tenderers are required to enclose latest ITR for the last three assessment year along with their tender.

3. The firm quoting the rates should be registered with GST. Copy of registration certificate should be enclosed.

4. If the work of the contractor is found unsatisfactory or if the contractor dishonors the contract, the job will be entrusted to any other firm/party at the risk and expenses of the defaulting contractor.

5. The contract can be terminated summarily by this Ministry at any time if the contractor dishonors the contract or if the work of the contractor is found unsatisfactory and in such case the job will be entrusted to any other firm/party at the risk and expenses of the defaulting contractor. In this connection, the decision of the Ministry shall be final and binding on the contractor.

6. The contractor will be required to depute competent persons to inspect the equipments at once after lodging a complaint and put at least two (02) whole time expert electrician with mobile phone on duty exclusively for this Ministry on all working days, if required on holidays also, to attend/ provide the equipments and whenever, defect arises therein or any complaint to this effect is made. In case the complaints of maintenance/ repair of the item are not attended to within the same day penalty of Rs. 500/- will be levied per day thereafter.

7. The work is to be carried out in the office premises itself. However, only such work as cannot be done in the office premises will be allowed to be done outside with written permission of the Section Officer, Admn.III Section of the Ministry or any other authority of the Ministry and no extra payment would be made on this account. The firm must have its office and workshop in Delhi only.

8. Failure to repair/servicing the equipments in question within the reasonable time, without adequate reasons or to return the repaired machine within a week’s time at the maximum, may entail deduction in the bill i.e., Rs. 500/- per day for such failure or for the delay after one week as the case may be.

9. The firm should be ESI/EPF registered firm.

10. All the interested bidders are requested to enclose the certificate towards annual turnover in respect of the firm for the last three years along with their tender. Minimum annual turnover of the firm must be Rs. Twenty(20) Lacs.
11. No increase in amount shall be considered at all during the currency of the Annual Contract. No other charges like transportation fare etc., will be payable.

12. The intending contractors must have at least five (05) years of experience of similar work i.e., Annual Contract for purchase/repair/maintenance of electrical goods in at least 03 Ministries/Departments/PSU’s/Central Government/State Government etc. Bidders are requested to kindly indicate the name of the Ministries/Department/Office where they have undertaken such assignments and enclose the experience certificate along with satisfactory work done report received from the concerned Ministry/Department.

13. The firm must attach an undertaking to the effect that it has not been blacklisted/debarred by any Centre/State government Ministry/Department during last five years.

14. Conditional tender will not be entertained. Similarly quotations received after stipulated date and time will also not be considered under any circumstances.

15. The Ministry reserves the right to accept or to reject the quotation(s) (full or in part) without assigning any reason thereof.

16. The firm must be authorized dealer of reputed firm like Philips, bajaj etc. and should supply genuine ISI marked products.

17. Scanned copies of PAN/GST registration must be attached with the bids.

18. Any financial loss/damage to any part of the equipment/machines of the Ministry caused by the firm/engineers of the firm would be deducted from the performance security/bills.

19. The bidders may also indicate whether they belong to Micro & Small Enterprise Category.

20. It may also be indicated whether the bidder belongs to SC/ST Category.

21. A specific mention must be made by the bidder in the quotations to the effect that the terms and Conditions mentioned above are acceptable to firm, in full.

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Amendment of Bidding Document:

1. At any time prior to the deadline for e-submission of bids, the Ministry may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.

2. Any amendment in the bidding document, at any time prior to the deadline for e-submission of bids, will be uploaded as "corrigendum" on http://eprocure.gov.in/eprocure/app and www.mib.nic.in. Such amendments modification shall be binding on all the prospective bidders.

3. Ministry at its discretion may extend the deadline for the e-submission of bids if the bid document undergoes changes during the bidding period, in order to give prospective bidder time to take into the consideration the amendments while preparing their bids.

4. The Ministry reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or impart without giving any notice or assigning any reason.

5. Ministry of Information & Broadcasting also reserves the right to call for additional information from the Bidders.
## Cover 1-Bid

(following documents to be uploaded online in .pdf format)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Document</th>
<th>Type</th>
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<tbody>
<tr>
<td>1.</td>
<td>Scanned copy of EMD</td>
<td>.pdf</td>
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<tr>
<td>2.</td>
<td>Scanned Copy of PAN Card and GST registration no./ certificate</td>
<td>.pdf</td>
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<tr>
<td>3.</td>
<td>Scanned copy of Income Tax return filed for last three (3) years</td>
<td>.pdf</td>
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<td>4.</td>
<td>Scanned copy of annual turnover certificate for last three years</td>
<td>.pdf</td>
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<td>5.</td>
<td>Scanned copy of work experience certificate for similar work i.e.,</td>
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<td>annual contract for purchase/ repairing/ maintenance of electrical</td>
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<td>goods etc. with satisfactory work done report as per the terms and</td>
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<td>conditions mentioned in the tender</td>
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<td>6.</td>
<td>Scanned copy of the tender acceptance letter duly signed and</td>
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<td>sealed by the Agency/Firm as a token of Acceptance of the terms</td>
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<td>and conditions</td>
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<td>7.</td>
<td>Scanned copy of registration of the firm in ESI/EPF, if applicable</td>
<td>.pdf</td>
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Annexure-B

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of the contract as stipulated in the tender notice no:..............................
dt: ...................... Accordingly, we hereby submit information desired and the rates quoted as under:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Details to be given by the bidder</th>
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<tbody>
<tr>
<td>1.</td>
<td>Firms' Name &amp; full Postal Address</td>
<td></td>
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</tbody>
</table>
| 2.    | Details of EMD  
DD/PO No. & date  
Drawn on Bank(upload copy)  
*If exempted attach the requisite proof. |                                  |
| 3.    | GST Registration No. [copy to be enclosed(upload copy)]                       |                                  |
| 4.    | Details of PAN Card. [Copy to be enclosed (upload copy)]                     |                                  |
| 5.    | Copy of Income Tax return for last three (3) years (upload copy)             |                                  |
| 6.    | Certified copies of requisite work experience as per tender document (upload copy) |                                  |
| 7.    | Copy of the tender acceptance letter duly signed and sealed by the Agency/Firm as a token of Acceptance of the terms and conditions of the tender (upload copy) |                                  |