

No. D-13024/1/2018-Admn.
Government of India
Ministry of Law and Justice
Legislative Department
Official Languages Wing

Room No. 730, 7th Floor,
Shastri Bhawan, New Delhi
Dated 1st February 2023

Tender Notice

Subject: Annual maintenance contract for service and maintenance of electrical equipment and petty electrical works for the year 2023-24.

This office requires the service of experienced contractor for repairing and maintenance of electrical equipment and petty electrical works as per list attached in this office for the year 2023-24. Sealed quotations are invited for the above-mentioned job on the terms and conditions mentioned in the following paras. If, you are interested to undertake the work, may send your quotation to the undersigned in sealed cover so as to reach by 17.02.2023. The cover should be marked as **QUOTATION FOR SERVICING AND MAINTENANCE OF ELECTRICAL EQUIPMENT AND PETTY ELECTRICAL WORKS**

2. The job will be entrusted to a successful tenderer under the terms and conditions mentioned below: -

- a) The successful firm will be required to do the work/job during the year 2023-2024. This office shall however, reserve the right to terminate the contract during the contract without assigning any reason there for.
- b) It shall be contractor's responsibility to make all electrical equipment under contract and electrical points to work satisfactorily in good working conditions throughout the contract period. For the purpose, he may have to put experienced person to work in the Wing so as to be available during the working hours.
- c) The work of repair and servicing is to be carried out in the office premises itself.
- d) The tenderer will have to supply spare part of heat convector, hot cases including plug, wire and switches wherever necessary., The rate of spare parts of electrical equipments and other electrical items for petty electrical work as per description given in the Annexure-I & II, attached with this letter, may also be submitted with quotation.

- e) This office reserves the right to accept or reject any quotation in full or in part without assigning any reasons there for.
- f) If the work of the contractor is found unsatisfactory or if the contractor dishonors the contract, the job will be got done by any other firm at the risk and expenses of the defaulting contractor.
- g) The bidding firm should be registered in Delhi/New Delhi and should have a well-established office in the limits of NCT of Delhi.
- h) The firm should have an experience of at least 3 years of working in Government offices and should enclose copy of experience.
- i) The firm may also furnish registration copy of Tin number, service tax number and Pan number certificate.
- j) The successful firm will have to furnish Earnest Money Deposit (EMD) of Rs. 10000/- (Rupees ten thousand only) in the form of demand draft in favour of Drawing & Disbursing Officer, Official Languages Wing, New Delhi. EMD will be forfeited if the successful bidder withdraws his offer in due course. The Security deposit will be refunded on expiry of the service contract. The Security Deposit will be forfeited wholly or partly if the work is not found to the satisfaction of this office.
- k) The successful bidder has to deposit performance security in the form of Account Payee Draft, Fixed Deposit Receipt from Commercial Bank, Bander Guarantee from a Commercial Bank amounting to Rs. 10,000/- in favour of Drawing & Disbursing Officer, Official Languages Wing, New Delhi. Security Deposit shall be forfeited if during the contract the services of the contractor are found unsatisfactory.

(Rakesh Kumar)

Deputy Legislative Counsel/HOO

Tele.: 23386923/23386709

To

The NIC, Legislative Department for uploading in the website of this Wing/Department.

List of electrical items, which are to be required during the petty electrical work.

| S.No. | Name of item | Rate |
|-------|------------------------------|------|
| 1. | 15 AMP Power Board (1+1) | |
| 2. | -do- (2+2) | |
| 3. | -do- (4+4) | |
| 4. | 5 AMP Board (1+1) | |
| 5. | -do-(2+2) | |
| 6. | -do- (4+4) | |
| 7. | Bell ordinary | |
| 8. | Remote Bell | |
| 9. | Bell Repair | |
| 10. | Bell Push switch | |
| 11. | Tube Fitting (without tube) | |
| 12. | Replacement of tube | |
| 13. | Tube Chowk 40 Watt | |
| 14. | Tube Starter 40 Watt | |
| 15. | Tube Fitting shift/repair | |
| 16. | Bulb 0 Watt | |
| 17. | Bulb 25 Watt | |
| 18. | Bulb 40 Watt | |
| 19. | Indicator Light Set | |
| 20. | Indicator Light repair/shift | |
| 21. | Holder Plastic | |
| 22. | Holder Brass | |
| 23. | Holder Tube size | |
| 24. | Plastic Channel 1" | |
| 25. | Plastic Channel 1.5" | |
| 26. | Fan Regulator Big | |
| 27. | Fan Regulator Electronic | |
| 28. | 2-Coir Wire per meter | |
| 29. | 3-coie wire per meter | |
| 30. | Hot Case element | |
| 31. | Switch/socket/plug 15 AMP | |
| 32. | Switch/socket/plug 5 AMP | |
| 33. | Tube Light 28 watt | |
| 34. | Chowk 28 watt | |
| 35. | Starter 28 watt | |
| 36. | Plug AC | |
| 37. | Condenser for ceiling fan | |
| 38. | Tube Light 40 watt | |
| 39. | Complete Tube Fitting | |

| S. No. | Electrical Item | Rate Per Unit | Remarks |
|--------|---|---------------|---------|
| 1. | Fire Proof Molded Board with sheet (ISI Mark) | | |
| 2. | Fire Proof Bell (ISI Mark) | | |
| 3. | Fire Proof Remote Bell | | |
| 4. | Fire Proof Molded Push Switch | | |
| 5. | Fire Proof Molded Power Switch/Socket/Plug | | |
| 6. | Fire Proof Molded Light Switch/Socket/Plug | | |
| 7. | Fire Proof Light Copper Wire | | |
| 8. | Fire Proof Heavy Copper Wire | | |
| 9. | Fire Proof Copper Wire | | |
| 10. | Fire Proof MCB | | |
| 11. | Fire Proof A/C Molded socket | | |
| 12. | Fire Proof Molded A/C Point Box Complete | | |
| 13. | Fire Proof Complete Tube Light Fitting | | |
| 14. | Fire Proof Copper Tube Choc | | |
| 15. | Tube Stater | | |
| 16. | Bulb | | |
| 17. | Fire Proof Indicator Light set | | |
| 18. | Fire Proof Plastic Holder | | |
| 19. | Fire Proof Brass Holder | | |
| 20. | Fire Proof Fancy Holder | | |
| 21. | Fire Proof Side Holder | | |
| 22. | Molded Big regulator | | |
| 23. | Fire Proof Electronic regulator | | |
| 24. | Molded channel | | |
| 25. | Fire Proof Thermostat | | |
| 26. | Fire Proof Element | | |
| 27. | Board Repair | | |
| 28. | Bell Repair/shift | | |
| 29. | New Wiring | | |
| 30. | Replacement of tube | | |

| | | | |
|-----|---|----------------------|----------------|
| 31 | Tube fitting shift/repair | | |
| 32 | Tube 40W | | |
| 33 | Tube 18W | | |
| 34 | Tube 15W | | |
| 35 | Still tube | | |
| 36 | Indicator light shift/repair | | |
| 37 | Electrical Chock | | |
| 38. | LED Tube Light | | |
| 39. | LED complete tube light fitting | | |
| | FANS | | |
| | | Rate Per Unit | Remarks |
| 1. | Fixing of Fan | | |
| 2. | Motor rebinding | | |
| 3. | File Proof Bush | | |
| 4. | File Proof condenser | | |
| 5. | On/off switch | | |
| 6. | Fire Proof shaft | | |
| 7. | Fire Proof Motor rotator | | |
| 8. | Fire Proof Resistance | | |
| 9. | Fire Proof Four way switch | | |
| 10. | Fan Blade | | |
| 11. | Move Gear | | |
| 12. | Fire Proof Fan Motor Starter | | |
| 13. | Fan Jali | | |
| 14. | Fire Proof Capacitor Connection Connector | | |
| 15. | Service/Maintenance charges of Fan | | |
| | COOLERS | | |
| | | Rate Per Unit | Remarks |
| 1. | Replacement of Pads | | |
| 2. | Replacement of pad Jali | | |
| 3. | Fire Poof Motor Bush | | |

| | HEATER /BLOWER | Rate per Unit | Remarks |
|-----|------------------------------------|----------------------|----------------|
| 1. | Service/Maintenance of room heater | | |
| 2. | Service/ Maintenance of Blower | | |
| 3. | Service/ Maintenance of Oil Heater | | |
| 4. | Fire Proof Heater rod 10" | | |
| 5. | Fire Proof Heater rod 12" | | |
| 6. | Fire Proof Pan Set | | |
| 7. | Patti | | |
| 8. | Fire Proof Switch Regulator | | |
| 9. | Motor rewinding | | |
| 10. | Fire Proof Element | | |
| 11. | Fire Proof Motor Shaft | | |
| 12. | Fire Proof Plug 5AMP | | |
| 13. | Fire Proof Plug 15AMP | | |
| 14. | Fire Proof Connector | | |
| 15. | Fire Proof Holder | | |
| 16. | Fire Proof China Clay | | |
| 17. | Fire Proof Bush Bearing | | |
| 18. | Fire Proof Motor Shaft | | |
| 19. | Fire Proof 1000 Watt Element | | |
| 20. | Fire Proof 2000 Watt Element | | |
| 21. | Fire Proof China Plat | | |
| 22. | Fire Proof Motor Fan Blower | | |
| 23. | Fire Proof Blower Fan | | |
| 24. | Fire Proof Blower Jali | | |
| 25. | Fire Proof Blower Stand | | |