

Government of India
Ministry of Law and Justice
Department of Legal Affairs

....

New Delhi, the 16th March, 2012

To

The website of the Ministry of Law and Justice

Subject: All inclusive service contracts for the servicing maintenance and upkeep of the Small Electrical Works of the Ministry of Law and Justice, Department of Legal Affairs during the financial year 2012-2013.

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Sir,

I am directed to say that this Department requires the service of the contractor who is prepared to undertake the job of servicing, maintenance and upkeep of the Small Electrical Works during the financial year 2012-2013 and to invite sealed quotations for the above job subject to the terms and conditions mentioned in the following paragraph. In case you are interested in undertaking the work, you are required to submit your quotations to the undersigned by name in double sealed cover, the outer cover being addressed to the undersigned, so as to reach the undersigned not later than 11.00 AM on 30.3.2012. The outer cover should be prominently marked with words "QUOTATIONS FOR SERVICING AND MAINTENANCE OF SMALL ELECTRICAL WORKS FOR THE YEAR 2012-2013"

2. The quotations will be opened at 3.30 PM on 30.3.2012 in Room No.410-D Wing, Shastri Bhawan, New Delhi. You may be present at that time, or else may depute one of your representatives to be present at that time.

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

(a) The service contract of the successful bidder would be for a period of one year from the date of acceptance of the terms and conditions. This Department shall however reserve the right to terminate the contract at any time without assigning any reason.

(b) The job will be entrusted on the basis of all inclusive rate on "As is where is" on competitive rates basis.

- (C) The tenderer is required to specifically mention the rate of all the items of work as per the annexure enclosed. For this purpose, you are requested to examine the condition of all the equipment in question before tendering your rates.
- (d) The repair and maintenance of all the equipments under contract would be the responsibility of the contractor.
- (e) It may particularly be noted that after the contract is awarded, the contractor will be required to fix all the required accessories in question, bring them in perfect working order so that these are ready for use before the commencement of the next session. The contractor will be required to depute, competent persons to inspect the equipment at least once in a week and put one whole time expert mechanic on duty exclusively for this Department on all working days to attend the works and whenever defect arises there in any complaint to this effect is made.
- (f) 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.II(LA) Section of the Department and no extra payment would be made on this account.
- (g) 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 entitle proportionate deductions in the bill in respect of the total period.
- (h) The successful tenderer will be required to furnish a "Security Deposit" of Rs.2,000/- (Rupees two thousand only) before the commencement of the contract. The security deposit shall be in the form of Demand Draft in favour of the Cash Officer (LA), Department of Legal Affairs, New Delhi. The security deposit will be refunded only after the expiry of the contract. The security deposit will be forfeited if during the period of contract, the services of the contractor are found unsatisfactory in any respect or if any of the condition of the contract is contravened toward any damage due to negligence on the part of the contractor, besides any action that may have to be taken against the contractor.
- (i) Any sum of money due and payable to the contractor including the security deposit, under this contract shall be appropriated by this Department or by any other person(s) contracting for and on behalf of the President of India and set off against any claim to this Department and of such person(s) for the payment of a sum of money arising out of other or under any contract with this Department or such person(s).

- (j) 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/parts at the risk expenses of the defaulting contractor.
- (k) The contract can be terminated summarily by this Department at any time if the work of the contractor is found unsatisfactory. In this connection, the decision of the undersigned shall be final and binding on the contractor.
- (l) Payment of the work done and services rendered will be made to the contractor after completion of the work.
- (m) A specific mention must be made in your quotation to the effect that the terms and conditions mentioned above are acceptable to your firm in full.
- (n) The undersigned reserves the right to accept or to reject any quotation(S) in full or in part without assigning any reason therefore.
- (o) The tender must be sent in the items of the work as given in the Annexure enclosed duly signed by the tenderer.

3. You are requested to indicate also the name of the Ministry/Department where you have undertaken such assignment

Yours faithfully,



(G.D.Sharma)

Under Secretary to the Govt. of India
Tel. 2338 9127

Rates for items of work

Sl.No. Rate for goods/items of work

Rates

1. 15 AMP power board(1+1)
2. -d0-(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 Choke
14. Tube starter
15. Tube fitting shift/repair
16. Bulb 0 watt
17. Bulb 25 watt
18. Bult 40 watt
19. Indicator light set
20. Indicator light repair/shift
21. Holder plastic
22. Holder brass
23. Holder tube side
24. Plastic Channel 1"
25. Plastic Channel 1.5"
26. Fan regulator big
27. Fan regulator electronic
28. 2 coir wire per mtr
29. 3 coir wire per mtr
30. Hot case element
31. Switch/socket/plug 15 MP