

F.No.D-21011/1/2012-Admn.CAS

Government of India

Ministry of Law & Justice

Department of Legal Affairs

Central Agency Section

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2<sup>nd</sup> Floor, ILI Building,

New Delhi, dated 21<sup>st</sup> November 2012.

To,

Subject : All inclusive service contract for the servicing maintenance and upkeep of small electrical works of the Ministry of Law & Justice, Department of Legal Affairs, Central Agency Section, Supreme Court Compound for one year w.e.f. 1.1.2013.

Sir,

I am directed to say that this section requires the service of the contractor who is prepared to undertake the job of service maintenance and upkeep of small electrical works for one year i.e 1.1-2013 to 31-12-2013 of the Department of Legal Affairs, Central Agency Section and to invite sealed quotations for the above job and the items and conditions mentioned in the following paragraphs of this letter. In case you interested in undertaking the work, you are requested to submit your quotations by post 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 16.00 hrs on 17-12-2012. The outer cover should be prominently marked with words " QUOTATIONS FOR SERVICING AND MAINTENANCE OF SMALL ELECTRICAL WORKS.

2. The quotations will be opened at 16.00 hrs on 19-12-2012 room No. 75 A, Central Agency Section, Supreme Court Compound, New Delhi. You may be present at the time, if you so desire you may depute one of your representative to be present at that time.

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

- a) The successful firm will be requested to do the work during 1-1-2013 to 31-12-2013. This section shall however reserve the right to terminate the contract at any time without assigning any reasons.
- b) The job will be entrusted on the basis of all inclusive rate contract on "As is where is" on competitive rates.
- c) It may be specifically mentioned the rates as per the annexure enclosed. For the purpose, you are requested to examine the condition of all the equipment in question before tendering your rates.
- d) It shall also be the responsibility of the contractor to hand over back to this Section all the equipments under contract in working condition at the end of the contract period.
- e) No extra payments, whatsoever, on account of natural calamities or otherwise will be made to the contractor except the all inclusive rates and the rates permitted under this contract. It shall be the contractors responsibility to make the items in working condition throughout the period of the contract.
- f) 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 expenses of the defaulting contractor.
- g) The contract can be terminated summarily by this Section 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.
- h) Payment of the work done and services rendered will be made to the contractor after completion of the work.
- i) 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.
- j) The undersigned reserves the right to accept or to reject any quotation in full or in part without assigning any reason therefore.
- k) The tender must be sent in the following manner :

**List of items**

- 1. 15 AMP power board (1+1)
- 2. 15 AMP power board (2+2)
- 3. 15 AMP power board (4+4)
- 4. 5AMP board (1+1)
- 5. 5AMP board (2+2)
- 6. 5AMP board (4+4)
- 7. Bell ordinary
- 8. Bell Remote
- 9. Bell repair
- 10. Tube fitting with tube
- 11. Tube fitting sets with tube
- 12. Replacement of tube
- 13. Tube chock
- 14. Tube starter
- 15. Tube fitting shift/repair
- 16. Indicator light set
- 17. Indicator light repair/shift

18. Holder plastic
19. Holder brass
20. Holder tube side
21. Plastic channel 1"
22. Plastic channel 1.5"
23. Fan Regulator electronic
24. Fan Regulator big
25. 2-core wire per mtr
26. 3-core wire per mtr
27. Hot case element
28. Switch/ Socket/ Plug 15 AMP
29. Switch/ Socket/ Plug 5AMP
30. MC 32 AMP
31. Copper wire per mtr.
32. A/C Plug/ Switch/ Top
33. Heater Rod

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

Yours faithfully

(D. S. MAHRA)

Dy. Govt. Advocate/HOO

1. All Ministries/ Departments of the Government of India, New Delhi/ Delhi.
2. Notice Board.
3. Website [http; // lawmin.noc.in](http://lawmin.noc.in) of Department of Legal Affairs, NIC Unit, Shastri Bhawan, New Delhi.



