

National Highways & Infrastructure Development Corporation Ltd
(A Public Sector under the Ministry of Road Transport and Highways Govt. of India)

3rd Floor PTI Building
4, Parliament Street
New Delhi-110001

F.No. NHIDCL/HQ/Admn./Electrical Works/2018

Dated: 09.05.2018

TENDER DOCUMENT

Tender for rate contract for maintenance, supply and repair of misc. electrical items for one year in National Highways & Infrastructure Development Corporation Ltd (NHIDCL) at its office at 1st, 2nd, 3rd Floor of PTI Building & its office at Jeevan Tara Building.

Earnest Money Deposit	: Rs.5,000/-
Publish Date	: 09.05.2018
Bid submission Start Date	: 10.05.2018
Bid submission End Date & Time	: 01.06.2018 (1500 hours)
Bid Opening Date & Time	: 01.06.2018 (1600 hours)

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TENDER NOTICE

Sub: Tender for rate contract for maintenance, supply and repair of misc. electrical items for one year in National Highways & Infrastructure Development Corporation Ltd (NHIDCL) at its office at 1st, 2nd, 3rd Floor of PTI Building & its office at Jeevan Tara Building.

The National Highways & Infrastructure Development Corporation Ltd invites sealed tender under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced firms for maintenance, supply and repair of electrical items in National Highways & Infrastructure Development Corporation Ltd (NHIDCL) at its office at 1st, 2nd, 3rd Floor of PTI Building & its office at Jeevan Tara Building.

2. The initial period of contract would be for a period of one year from the date of award, extendable upto a further period of one or two years on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the Competent Authority.

3. The Technical Bid and Financial Bid are to be submitted separately in sealed covers and should be placed in another cover super scribed as tender for maintenance, supply and repair of electrical items and should be dropped in the Tender Box kept for the purposes at the Reception of NHIDCL at 3rd Floor, PTI Building, 4-Parliament Street, New Delhi-110001, on or before the prescribed date and time.

2. The tender documents can be downloaded from NHIDCL website www.nhidcl.com. The crucial dates for the tender are as under:-

Publish Date	09.05.2018
Bid Documents Download/Sale Start	10.05.2018
Bid submission Start Date	10.05.2018
Bid submission End Date & Time	01.06.2018 (1500 hours)
Bid Opening Date & Time	01.06.2018 (1600 hours)

3. The interested parties may submit sealed tender to undersigned along-with an Earnest Money of Rs. 5,000/- (Rupees Five Thousand only) in the form of Demand Draft/ Pay Order drawn in favour of "**National Highways & Infrastructure Development Corporation Limited, New Delhi, payable at New Delhi**", failing which the tender shall be rejected summarily. The last date of submission of tender is **01.06.2018** Up to 3:00 pm.

4. General Terms and conditions of the tender are given in **Annexure-I**. The details of Technical Bid is given at **Annexure -II** and Financial Bid at **Annexure-III**.

5. The technical bid will be opened only by Bid Evaluation Committee in the NHIDCL at 3rd Floor PTI Building, 4, Parliament Street New Delhi- **01.06.2018 at 04.00 (PM)**. The Financial bid will be opened only for the bidders who qualify technically.

6. NHIDCL reserves the right to amend or withdraw any of the Terms & Conditions contained in the Tender Document or to reject any or all bids without giving any notice or without assigning any reason thereof. The decision of the National Highways & Infrastructure Development Corporation Limited in this regard shall be final and binding on all the bidders.

GM (Human Resources)
NHIDCL

Copy to: Manager (IT) - for uploading in NHIDCL website.

General Terms and conditions

1. Parties:

The parties to the contract are the firm (the tenderers to whom the work has been assigned) and **National Highways & Infrastructure Development Corporation Ltd** herein after called **NHIDCL**.

2. Address:

For all purposes of the contract including arbitration there under the address of the firm mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the **NHIDCL**. The firm shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. Earnest money:-

The interested Agencies may submit the bid complete in all respects along with the Earnest Money Deposit (EMD) for Rs.5,000/- (Rupees Five Thousand only), in the form of Demand Draft/ Pay Order drawn in the favour of **National Highways & Infrastructure Development Corporation Limited, payable at New Delhi**, and other requisite documents in a sealed envelope addressed to GM (HR) and drop it in the tender box kept at the Reception at 3rd Floor PTI Building, 4- Parliament Street, New Delhi-110001, alongwith the 'Technical Bid' in Physical form

- i. The tenders found without Earnest Money Deposit will be summarily rejected.

4. Security Deposit:

The successful bidder shall furnish a performance security of an amount of Rs. 20,000/- in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency but hypothecated to the **Managing Director, National Highways & Infrastructure Development Corporation Limited, New Delhi** or Bank Guarantee issued in favour of **Managing Director, National Highways & Infrastructure Development Corporation Limited, New Delhi** covering two months in addition to the initial period of contract. On subsequent renewal/ extension of the contract, the FDR/ BG shall accordingly be renewed by the successful bidder for two months in addition to the extended contract period.

5. Right of acceptance:-

(I) The **NHIDCL** reserves the right to reject any or all tenders/bids without assigning any reason thereof and also does not bind itself to accept the highest/lowest quotation only.

(II) Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's bid/offer.

6 Communication of Acceptance:-

The NHIDCL in due course will inform successful tenderer of the acceptance of his/her tender.

7. Penalty:-

In the event of the contractor failing to observe or perform any of the conditions of the work as set out herein or execute the work with regard to material and quality to the satisfaction of and the time fixed by the NHIDCL etc., the deposited money will be forfeited by the NHIDCL and the contract will be terminated immediately at any time without assigning any reason. In this regard, **the decision of the NHIDCL will be final and binding on the contractor.** The contractor shall be liable to the loss(es), if any, that may be suffered by the NHIDCL, due to his/her actions and/or omissions at the time of executing the work.

8. Scope of work:

- a. The Scope of work relates to servicing, repair, supply and fixing of electrical items. The initial period of contract would be for a period of one year extendable upto a further period of one or two years on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the Competent Authority on the same terms & Condition. However, the grant of extension of contract will be sole discretion of the NHIDCL. Office of the firm should be located within Delhi/NCR area.
- b. Firms having experience in the relevant field, and having the requisite competence/capacity to do/ handle such jobs effectively are eligible to participate in the tender process. The firm should have experience of similar work of not less than 3 years in Govt. Departments/Organisations/PSUs.
- c. Copies of experience certificates, award letters and performance certificates of last three years should be provided (years i.e. 2014-15, 2015-16 & 2016-17)
- d. The firm participating in the tender must have PAN No/GST no. The documentary proof of PAN No., GST No. must be submitted.
- e. The rate quoted against each item in the BOQ will be excluding taxes, which will be paid as per rules.
- f. It is cautioned that any firm which discloses its Rates in the technical bid will be summarily rejected.
- g. It will be the **responsibility of the contractor to depute at least one good skilled/qualified electrician with helper (both with mobile numbers)** in NHIDCL every day for doing the day to day repair / maintenance works. The services of electrician may be required on Saturdays/Sundays/Holidays on need basis. If the electrician does not come on any of the working day or fails to do the required electrical work, the work will be got done by the NHIDCL at the cost of contracted agency.
- h. The electrician/helper engaged by the firm will not have any claim for appointment in NHIDCL under any circumstances and no daily wages or pay will be paid to them under any circumstances.
- i. A penalty of Rs.200/- per day will be imposed if the electrician does not report in NHIDCL in time. **The unrealistic rates viz, free of cost / complementary shall not be entertained. Rates per unit as sought vide proforma may be furnished only.**

- j. The work is to be carried out in the premises of National Highways & Infrastructure Development Corporation Ltd (NHIDCL) at its office at 1st, 2nd, 3rd Floor of PTI Building & its office at Jeevan Tara Building.
- k. Only such works which cannot be done in the office premises, would be allowed to be done outside. No extra charges will, however, be payable on this ground.
- l. The contractor will use his/her own transport mode/facility for this purpose and no claim for providing this facility or transportation charges will be entertained by NHIDCL.
- m. NHIDCL reserves the right to terminate the contract at any time without assigning any reason thereof. The matter regarding renewal of contract beyond the initial period of contract of one year shall be at the sole discretion of NHIDCL.
- n. The competent authority in NHIDCL reserves the right to accept or reject the quotations in full or part without assigning any reason. NHIDCL also reserves the right to call for fresh quotations in the event of non-receipt of requisite number of quotations or non-acceptance of the quotation(s) received.

9. **Breach of Terms and conditions:-**

In case of breach of any of the terms and conditions mentioned herein, the NHIDCL will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by this NHIDCL and in that event, the security deposit i.e. "at least 10% to the total of the deposited money" shall also stand forfeited. In case, the balance money/security deposits fall short of the amount of damages/losses chargeable by the NHIDCL, the contractor shall pay the same to the NHIDCL immediately on receipt of a demand letter from the NHIDCL.

10. **Subletting of Work:-**

The firm shall not assign or sublet the work or any part of it to any other person or party without first obtaining permission in writing of the NHIDCL, which it will be at liberty to refuse if it thinks fit.

11. **Right to call upon Information Regarding Status of Work etc.:**

The NHIDCL will have the right to call upon any information pertaining to the work at any point of time and the firm will be bound to provide the information on receipt of the NHIDCL in this regard.

12. **Terms of payments:**

The payment will be made after satisfactory completion of the jobs and on furnishing of necessary compliance slips/receipts from the concerned staff/section.

13. **Extension:**

The contract may be extended in favour of firm by the competent authority of this NHIDCL on the request of firm, on the same rates, terms & conditions as in the present contract on the basis of satisfactory service for further one year.

14. **Arbitration:**

- i. In case of any dispute the matter will be referred to the Arbitrator appointed by the NHIDCL.
- ii. All the disputes are subject to Delhi jurisdiction only.

15. **All the Tenderers are requested to submit the Tender Acceptance Letter as per Annexure- I.**

Technical Bid

- 1.Tender Ref. No.....
- 2.Name of Tenderer.....
- 3.Complete Office Address (With email) of Tenderer
.....
4. Contract details of authorized person of Tenderer who have signed the tender.
 - a) Name:
 - b) Designation:
 - c) Phone (Office):
 - d) Mobile No.:
 - e) Email address:
5. Document to be enclosed with the Technical bid is as under:-
 - a) Scanned Copy of EMD payment details (DI Number Bank Details)
 - b) Scanned Copy of PAN/VAT/TIN.
 - c) Scanned Copy of Undertaking Tender Acceptance Letter on letter head as per **Annexure – IV**.
 - d) Details of contract with Central Govt./State Govt./PSU etc. for last three years.

Signature of Tenderer with rubber Stamp

Date.....

Place... ..

ANNEXURE-III

LIST OF ITEMS FOR WHICH RATES ARE REQUIRED

S.N.	Name of the items	R.P.U. (in Rs.)	Taxes	Remarks if any
1	Supply of Extension Board (1 Power point & 2 Electrical point with 15 Mtr wire)			
2	Supply of Extension Boards (3 Power points and 3 Electrical point with 15 Mtrs wire)			
3.	Repair of Extension Board.			

Misc. Electrical Items

4	Remote Call Bell			
5	Change of Cell (AA Size)			
6	Electric Call Bell			
7	Supply & fitting of 5 Amp Socket			
8	Supply & fitting of 15 Amp Socket			
9	Supply & fitting of 5 Amp Switch			
10	Supply & fitting of 15 Amp Switch			
11	Supply & fitting of 5 Amp Plug			
12	Supply & fitting of 15 Amp Plug			
13	Supply & fitting of metal plug for ACs and water cooler			
14	Supply & installation of CFL 9 watts in table lamp			
15	Supply & fitting of CFL (i) 15 watts.			
	(ii) 20 watts.			
	(iii) 23 watts.			
16	Supply and installation of Engagement Light with 10 Mtrs wire.			
	New bulbs of engagement light			
17	Repair of Engagement Light			
	Change of Holder(brass)			
	Change of Holder(ceramic)			
18	New Wire (3 core flexible rubber type) per Mtrs.			

19	New Wire (2 core flexible rubber type) per Mtrs.			
20	New Multi Plug (Power)			
21	New Multi Plug (Light)			
22	Conducting of wire in PVC baton per meter			
	i) ½ inch			
	ii) 1 inch			
	iii) 1 ½ inch			

Pedestal / Wall Fan

23	Servicing of Pedestal/Table Fan (Including oiling, greasing, cleaning etc.)			
24	Switch (single)			
25	Switch (complete set)			
26	Fan blades (plastic)			
27	Fan blade (metallic)			
28	Repair of fan motor (complete with change of shaft/bush) oiling etc.			
29	Motor rewinding			
30	New Motor			
31	Condenser/Capacitor			

Hot Case (Big) / (Small)

32	Hot case element (Big Size)			
33	Hot case element (Small Size)			
34	Thermostat			
35	Hot case indicator lamp			
36	Heat shield			

Heat Convector

37	Heat convector thermostat			
38	Heat convector element			
39	Heat convector fan blade			
40	Heat convector motor repair			
41	Heat convector new motor			

Note:

- (i) The quoted Items must be ISI marked.
- (ii) The applicable taxes must be indicated in the quotation, failing which, it would be presumed that the quoted rates are inclusive of taxes.
- (iii) THE AGENCY WHICH QUOTES MAXIMUM NUMBER OF L1 FOR THE NUMBER OF ITEMS LISTED ABOVE WILL BE CONSIDERED FOR AWARD OF WORK for maintenance, supply and repair of electrical items FOR ONE YEAR IN NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD (NHIDCL) AT ITS OFFICE AT 1ST, 2ND, 3RD FLOOR OF PTI BUILDING & ITS OFFICE AT JEEVAN TARA BUILDING.

Tender Acceptance Letter
(to be given on Company Letter Head)

To

.....
.....

Subject: Acceptance of Terms & conditions of Tender. Tender Reference No.....

Name of Tender/Work:-
.....
.....
.....
.....

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above cited "Tender/Work" from the website(s) namely
.....
.....as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. to (including all documents like annexure(s) etc), which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.

3. I/We hereby unconditionally accept the tender conditions of the above mentioned tender documents(s)/corrigendum(s) in it's totally/entirely.

4. I/We do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/'Public Sector Undertaking.

5. I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Place:

Date:

(Signature & Rubber Stamp of authorized representative of the Firm/ Tenderer)

UNDERTAKING

We hereby undertake that the damage caused, if any either to the all type of Electrical items or to any other property of the Government through our negligence or otherwise shall bear our risk and responsibility and that we shall make good the financial or any other loss that is resultantly sustained by the Government. We also undertake to agree that the decision of the GM (HR) NHIDCL in this context or any other matter related with this contract shall be final and binding on us.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature (in full)-----

Stamp of the firm-----