

No. 27018/03/2018- Ad.III
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

Hall No. 2, North Block,
New Delhi : the 28th May, 2018

e-TENDER NOTICE

e-Tender is invited for Comprehensive Annual contract for maintenance/repairing of Water Dispensers in the Ministry of Home Affairs for its offices located in the various buildings at North Block, NDCC-II, Jaisalmer House, Lok Nayak Bhawan, Sardar Patel Bhawan, Vigyan Bhawan & Major Dhyan Chand National Stadium, New Delhi. The contract will be valid for a period of **One Year (12 months)**.

2. The Tender shall be accepted under Single Bid System. The interested firms have to submit the Technical Bid and Financial Bid in a Single Bid online in the prescribed Performa through e-procurement portal <http://eprocure.gov.in/eprocure/app> only. Tenders sent by any other mode will not be considered and the same will be rejected summarily. All the documents in support of eligibility criteria etc. are also required to be scanned and uploaded along with the Tender documents. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

3. The **Earnest money Deposit (EMD)** of **Rs.50,000/-** (Rupees Fifty Thousand only) in the form of Demand Draft/Pay Order/Bankers cheque drawn in favour of **Drawing & Dispersing Officer (Cash)**, Ministry of Home Affairs, New Delhi has to be submitted to the Section Officer (Ad.III), MHA, New Delhi, Hall No. 2 (Jalebi Chowk), North Block, New Delhi by **10:00 A.M.** till **18/06/2018**. The Earnest Money will be refunded to the un-successful tenderer's/bidder's after finalization of the contract. After award of contract the contractor has to deposit 10% of total contract annual value as Performance Security Deposit.

4. All entries in the tender form should be legible, proper indexed with page numbering and filled-up clearly, if the space provided for furnishing information is insufficient; a separate sheet duly signed by the authorized signatory may be scanned and uploaded. No correction in the Bid is permitted.

5. The tenderer has to quote their rates for Comprehensive Annual Maintenance Contract for maintenance/repairing of Water Dispensers belonging to this Ministry and also to quote rates for spare parts of Water Dispensers, if required to be changed/replaced in the unforeseen circumstances as per the Performa given at **Annexure**.

6. Conditional bids shall not be considered and will be rejected summarily.

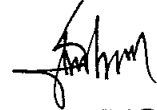
7. The Bid shall be opened online on the scheduled date and time at **11:00 A.M. on 19/06/2018**.

Contd..... 2/-

8. No bidding firm will be allowed to withdraw its bid after bids have been opened. If any firm intends to withdraw after opening of technical bids their EMD will be forfeited.

9. The Ministry reserves the right to reject any or all the tenders at any time or relax/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof, any inquiry after submission of the quotation will not be entertained.

10. The tender documents can be downloaded from the e-procurement portal/websites: <http://eprocure.gov.in/eprocure/app> from **29/05/2018** to **18/06/2018** upto **10:00 A.M.**

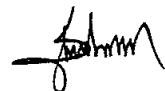


(SUNIL BAREJA)

Under Secretary to the Govt. of India.
Tele. No. 23093284

Terms & Conditions

- i) The contractor will maintain/repairing/replacement of parts of Water Dispensers as and when required.
- ii) The tenderers should also give necessary details of two contracts handled by them during last two years in the Government Ministry/Departments.
- iii) Tenders received after the stipulated date and time will not be considered.
- iv) The tendering firm has to upload copy of (i) Pan No. (ii) GST No. (iii) Service Tax No. and (iv) Tin No. etc.
- v) The Ministry of Home Affairs reserve the right to amend or withdraw any of the terms and conditions contained in Tender Document or reserve the right to reject any quotation/bid as a whole or in part without assigning any reason.
- vi) The contract can be terminated by this Ministry at any time if the work is not found satisfactory.
- vii) The contractor shall not employ any person who has not completed the eighteen years of age.
- viii) The department shall not be responsible financially or otherwise for any injury to the staff deployed by the contractor in the course of performing the duty for and on the behalf of the contractor.
- ix) If any information furnished by the contractor is found to be incorrect at any time, the tender/contract is liable to be terminated without any notice.
- x) No tenders through post/speed post/regd. post or courier will be accepted.
- xi) At present, the contractor should have been providing services at least two Government departments and their monthly billing is more that Rupees 50,000/- per month and also submit the performance certificate from at least two government departments for providing services from last two years.
- xii) The firm should not have been black listed by any Ministry/Department of the Government of India. The tendering firm/bidders shall have to give a certificated stating that they have not been blacklisted & banned with the Government Ministries/Department.
- xiii) The contract will be initially for a period of One Year. However, the contract may be extended subsequently, on mutual consent, for the period of not more than one year at a time on review of performance, depending upon the requirements and administrative convenience of this Ministry. The decision of the Ministry of Home Affairs in this regard will be final.
- xiv) Each page of the tender must be signed with seal of the proprietor.
- xv) The firm has also to upload the Income Tax Return and turnover for the last two years and the firm must have the annual turnover of Rs.25/- lakhs per annum.



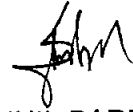
(SUNIL BAREJA)
UNDER SECRETARY TO THE GOVT. OF INDIA
Tele. No. 23094956

Contd..... 4/-

Copy to:

1. The Caretaker, North Block, NDCC-II Bldg., Jaisalmer House, Lok Nayak Bhawan, Sardar Patel Bhawan & Major Dhyan Chand National Stadium, New Delhi for pasting the copy of the tender/quotations inviting for Comprehensive Annual contract for maintenance/repairing of Water Dispensers in MHA on the Notice Board in their respective buildings.

✓ 2. SO (IT Cell) with the request to place it on Ministry's Website.



(SUNIL BAREJA)
UNDER SECRETARY TO THE GOVT. OF INDIA
Tel. No. 23094956

SL. No.	Name of Item/Spare parts	Rates in Rs. (Per Unit)
1.	Tap	
2.	Punching Tube	
3.	Water tank (Hot)	
4.	Top Cover	
5.	Pipes	
6.	Compressor	
7.	Wiring	
8.	Thermostat	
9.	Gas Filling charges	
10.	Tank Buffer	
11.	Relay	
12.	Water tank (Cold)	
13.	Condenser	
14.	Servicing (Comprehensive)	
	TOTAL =	