

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

**Room No. 730, 7<sup>th</sup> Floor,  
Shastri Bhawan, New Delhi  
Dated 6<sup>th</sup> May 2019**

**Tender Notice**

**Subject:** Annual maintenance contract for service and maintenance of electrical equipment and petty electrical works for the year 2019-20.

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 2019-20. 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 17.05.2019. 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 2019-2020. 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.

( S.K. Chitkara )  
Director (Admn.)(OLW)  
Tele.: 23388007/23386709

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		
	<b>FANS</b>	<b>Rate Per Unit</b>	<b>Remarks</b>
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		
	<b>COOLERS</b>	<b>Rate Per Unit</b>	<b>Remarks</b>
1.	Replacement of Pads		
2.	Replacement of pad Jali		
3.	Fire Poof Motor Bush		

4.	Fire Proof Motor rotator		
5.	Motor Kit leg		
6.	Motor Kit Ring		
7.	Bearing		
8.	Bearing Kit Cooper		
9.	Fire Proof Capacitor/Condenser		
10.	Fire Proof Motor Shaft		
11.	Fire Proof distribution		
12.	Fire Proof Distributor Pipe		
13.	Fire Proof Heavy Pump		
14.	Fire Proof Cooper cooler Kit		
15.	Fire Proof exhaust fan		
16.	Cooler Fan Blade		
17.	Cooler Heavy Steel Cover		
18.	Cooler Heavy Plastic Cover		
19.	Services Charges Cooler		
20.	Outer Slide Paint		
21.	Inside		
22.	Tank Paint Only		
23.	Cooler Installation		
24.	Iron Stand		
25.	Wooden Stand		
26.	Fire Proof Regulator		
27.	New Cooler Tank		
28.	Pump Rewinding		
29.	Fire Proof Namda cover		
30.	Fire Proof Pump Bush		
31.	Fire Proof Pump Base		
32.	Pump Cap		
33.	Pump fan		

	<b>HEATER /BLOWER</b>	<b>Rate per Unit</b>	<b>Remarks</b>
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		