

## निविदा सूचना

संख्या: 07/26/ सम्पदा/ 2018-19- रावी टावर के आवासीय परिसर के विद्युत वस्तुओ का व्यापक  
वार्षिक रखरखाव

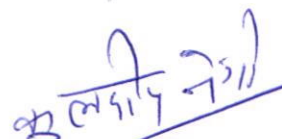
01.	निविदा आमंत्रण अधिकारी ,कार्यालय ,पदनाम एवं पता	निदेशक (कार्मिक), भारत के नियंत्रक महालेखापरीक्षक का कार्यालय, 9 दीन दयाल उपाध्याय मार्ग, न्यू दिल्ली वैबसाइट : <a href="http://www.cag.gov.in">www.cag.gov.in</a>
02.	अ) संबन्धित कार्य का नाम एवं ब) निष्पादन का स्थान	विद्युत वस्तुओ का व्यापक वार्षिक रखरखाव सी. ए . जी आवासीय परिसर रावी टावर, वैशाली, गाज़ियाबाद
03.	निविदा का प्रस्तुतीकरण	दिनांक 08.2.2019 से 22.02.2019, वैबसाइट <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a>

### प्रस्ताव अनुसूची:

प्रकाशन ( <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> )	08 फरवरी 2019
निविदा दस्तावेज़ डाउनलोड आरम्भ तारीख	08 फरवरी 2019
स्पष्टीकरण प्रस्तुत तारीख	11 फरवरी 2019
स्पष्टीकरण समाप्ति करने की तारीख	13 फरवरी 2019
प्रश्नों के स्पष्टीकरण की अंतिम तारीख	14 फरवरी 2019
निविदा अपलोड हेतु आरम्भिक तारीख	15 फरवरी 2019
निविदा अपलोड हेतु अंतिम तारीख	22 फरवरी 2019
निविदा खुलने की तारीख	25 फरवरी 2019

उपरोक्त निविदा संख्या:07/26/सम्पदा/2018-19 दिनांक 08 फरवरी 2019 - रावी टावर के आवासीय परिसर के विद्युत वस्तुओ का व्यापक वार्षिक रखरखाव के लिए संलग्न नियमो, शर्तो, दिशानिर्देशों के अनुसार निविदाएँ आमंत्रित की जाती है। निविदाएं, EMD के अतिरिक्त, भौतिक रूप मे भी स्वीकार की जाएगी।

इच्छुक निविदाकार, " केंद्रीय सर्वजनिक खरीद पोर्टल (CPPP)" की वैबसाइट <http://eprocure.gov.in/eprocure/app> से निविदा दस्तावेज़ डाउनलोड कर सकते है। निविदा दस्तावेज़ इस कार्यालय की वैबसाइट : [www.cag.gov.in](http://www.cag.gov.in) से भी प्राप्त की जा सकती है। ऑनलाइन निविदाएँ, भौतिक रूप मे जमा की गई EMD के सबूत की प्राप्ति के साथ उपलोड की जाएंगी। निविदाकार द्वारा भौतिक रूप मे जमा की EMD के सबूत की प्रति के बिना अपलोड की गई निविदा अपूर्ण मानी जाएगी और खारिज कर दी जाएगी।

  
(कुलदीप नेगी)

वरिष्ठ प्रशासन अधिकारी (सम्पदा)

Tender Enquiry No: 7/26/ सम्पदा/ 2018-19- "Comprehensive Annual Maintenance of Electrical items installed at Ravi Tower Vaishali, Ghaziabad

Online Tender Notice

(For "Comprehensive Annual Maintenance of Electrical items installed at Ravi Tower Vaishali, Ghaziabad, Uttar Pradesh

## Section-1- Invitation of Bids

### 1. Proposal for tender Enquiry:

- a) This office invites on line tenders for enquiry from the eligible vendors for Comprehensive Annual Maintenance of Electrical items for this office 9 storey residential building " Ravi Tower" at Sector IV, Vaishali. Ghaziabad, Uttar Pradesh. Detail of Electrical items is as under:

<b>S. No.</b>	<b>Particulars</b>	<b>Number of items</b>
1.	Exhaust Fan	40
2.	Ceiling Fan	200
3.	Tube Lights Fixtures	245
4.	Electricity Switch Boards	417
5.	Electricity Power Switch Boards	360
6.	Electricity Meters	40
7.	DG Sets Electric Meters	40
8.	Sodium/Mercury lights	04
9.	Corridor lights	45

- b) Bids submitted in physical mode will be accepted, EMD, which may be submitted in form of original Demand Draft/ Banker's Cheque and acknowledged. Proof/receipt of submission of EMD should be scanned and uploaded on line alongwith bid offer.
- c) Intending eligible may download the Tender documents/details from the "Central Public Procurement Portal (CPPP)" website <https://eprocure.gov.in> for information.
- d) The bidders, who claim the exemption for tender fee/EMD should scan and upload necessary proof online alongwith bid offer and also submit a hard copy of the same in physical mode.
- e) Bids may be submitted online at CPP Portal <https://eprocure.gov.in/eprocure/app>. Vendors/Bidders may inspection the site physically between the periods from 10 th February 2019 to 20th February 2019.
- f) Bidders shall not temper/modify the tender form in any manner and provide all requisite information in prescribed formats.
- g) Bidders are advised to follow the instructions provided in the 'Instructions to the bidders at <https://eprocure.gov.in/e procure/app>.

## 2. Schedule of the proposal:

Sl. No.	Particulars	Description
1.	Tender Reference	07/26/Estates/2018-19
2.	Tender inviting authority	The Director (Personnel), O/o the Comptroller and Auditor General of India, New Delhi
3.	Name of tender	Comprehensive Annual Maintenance of Entire Electrical installation at Ravi Tower, Vaishali, Ghaziabad,UP
4.	Tender cost/fee	Nil
5.	Earnest Money Deposit (EMD)	Rs.10,000/-
6.	Date of publication of Tender Enquiry	08th February 2019 , 11.00 am
7.	Bid document download start date	8th February 2019, 03.00 pm
8.	Start date for seeking clarification if any	11th February 2019 11.00 am
9.	Last date for sending of queries, if any	13th February 2019, 11.00 am
10.	Date of providing clarification to the queries	14th February 2019, 3.00 pm
11.	Start date for submission of bids	15th February 2019, 11.00 am
12.	Last date and time for Submission of bids	22nd February 2019, 5.00 pm
13.	Date of opening of bids	25th February 2019, 3.00 pm
14.	Address of communication	O/o the C& AG of India, Pocker-9, Deen Dayal Upadhyay Marg, New Delhi-110124
15.	E-Mail ID	aoprotocol@cag.gov.in
16.	Contact person	Sr. AO (Estates/Protocol), O/o the C & Ag of India, New Delhi.
17.	Contact no.	Tel no.. 23509309

**Note: No bid shall be accepted after the due date and time given in the above schedule for any reasons whatsoever may be.**

## Section-II \_ Eligibility Criteria

1. The bidder (s) should fulfil the following eligibility criteria:
  - a) The bidder must be registered under appropriate authorities' i.e GST/PAN/Income Tax etc.
  - b) The bidder should have their registered office/branch office in Delhi with valid proof such as rental agreement, latest telephone bill copy, GST registration and property tax receipt etc.
  - c) Bank details for NEFT/RTGS payment alongwith copy of cancelled blank cheque in format Annexure-III (enclosed), in case of refund, if any, shall be provided alongwith bid documents.
  - d) The proof of legal entity in form of Limited or Private Limited Company under the Companies Act, 1956, if applicable , shall be submitted in form of incorporation documents such as MoA, AoA etc.

## Section-III: Instructions to the Bidders

### 1. Registration:

- a) Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal (CPPP).
- b) During enrolment/registration, the bidders should provide the correct/true information including valid e-mail ID & Phone/Mobile Number etc.

### 2. Preparation of bids:

- a) The bids and all accompanying documents should be legible for reading. If the documents submitted by the bidders are not legible/ readable, their bid will not be considered and stands rejected.
- b) Bidders shall search the tender mentioning name of the tender or the tender ID from the published tender list available on the site and download the complete tender document and should take into account corrigendum (s), if any published before submitting their bids.

### 3. Submission of bids:

- a) Bidders shall go through the tender document carefully to understand the documents required. Any deviations from these may lead to rejection of the bid.
- b) Bidders are required to submit duly authorized scanned copies of their bids electronically on the CPP Portal.

### 4. Bid opening and Evaluation

- a) After opening of the bids and verifying the EMD, the bids shall be scrutinized and evaluated by the competent authority/ committee with reference to parameters specified in the tender documents.
- b) The authority/committee will scrutinize the bids based on eligibility criteria and other compliance. The bidders shall be required to upload the self attested copies of the relevant documents in support of the documentary evidences for being considered during the evaluation. The bidder qualified in all or more categories as per eligibility criteria will be considered. Decision of the competent authority of this office will be final in this regard and binding on the bidders.

### 5. Site visit or material check-up:

- a) Bidders are advised to inspect, examine the site/material and its surrounding and satisfy themselves before submitting their tenders. A tenderer shall be deemed to have full knowledge of the site/material

whether he/she inspects it or not and no extra charges consequent on misunderstanding or otherwise shall be allowed. For inspection, bidders may contact on 011-23509255.

- b) The inspection for items should be carried out in presence of authorized staff from this office only.

**6. Earnest Money Deposit:**

- a) The bidders are required to deposit Earnest Money Deposit (EMD) of Rs. 10000/- (Rupees Ten thousand only) in form of Demand Draft/Banker's cheque in favour of Pay & Accounts Officers, O/o the C & AG of India, New Delhi.
- b) The original documents of EMD, in an envelope, should be submitted in this office with Sr. AO (Estates/Protocol) before bid submission deadline given in Section-I.

**7. Refund /Retention of EMD:**

- a) The EMD, without any interest accrued or as such will be refunded to the unsuccessful bidder within one month period.
- b) EMD of successful bidder will be adjustable within total offered cost.

**8. Forfeiture of EMD:**

- a) In case, where a bidder withdraws its bid during the period of Bid validity specified by the bidder on the bid document.
- b) In case, successful bidder fails to sign the contract or breach any of conditions of the contract.

**9. Contacting the Tendering Authority:**

- a) No bidder shall contact this office on any matter relating to its bid, from time of opening of bids to the time the contract is awarded. For any additional information, the competent authority reserves the right as whether such additional information should be considered or otherwise.
- b) Any efforts by a Bidder to influence this office in its decision on bid evaluation, bid comparison or contract award may result in disqualification of the Bidder's bid and also forfeiture of its EMD.

**10. Period of validity of bids:**

- a) Bids shall be valid for 60 days after bid opening date. A bid valid for a shorter period shall be rejected as non-responsive. In exceptional circumstances, the Tendering Authority may solicit the Bidders consent to an extension of the period of validity. Such request and response thereto shall be made in writing.

**11. Right to accept or reject any or all bids:**

- a) This office reserves the right to accept or reject any bid and to annual the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the bidder (s).
- b) Any deviation/irrelevant specifications in this tender will not be accepted. Final decision for accepting or rejecting any /all bid(s) will be at absolute discretion of competent authority of this office.

**12. Award of contract:**

- a) This office reserves the right to terminate the order in case of violence of terms & conditions or non-fulfillment of the essential requirement.
- b) This office reserves the right to cancel the order without assigning any reason whatsoever at any stage.
- c) This office reserves the right to disqualify the contractor for a suitable period who habitually failed to take the services. This office also reserves the right to blacklist a bidder for suitable period in case he/she fails to honour his/her bid without sufficient and reasonable grounds.

**13. Annulment of Award:**

- a) This office reserves the right to terminate the order in case of violence of terms & conditions or non-fulfilment of the essential requirement.
- b) This office reserves the right to cancel the order without assigning any reason whatsoever at any stage.
- c) This office reserves the right to disqualify the contractor for a suitable period who habitually failed to take the services. This office also reserves the right to blacklist a bidder for suitable period in case he/she fails to honour his/her bid without sufficient and reasonable grounds.



## **Section-IV: Conditions to the bidders**

### **1. Definitions:**

In this contract, the following terms shall be interpreted as indicated:

- a) "Tendering Authority" means the Director (Personnel), O/o the Comptroller and Auditor General of India.
- b) "Bidder" means any vendor that is participating in the tender process.
- c) "Price" means the total cost payable by the successful bidder in full as value of COAMC of Electrical items installed at Ravi Tower, Vaishali.
- d) "Contract" means the written agreement held between both parties.
- e) "Contractor" is the successful bidder to whom the contract will be awarded.

### **2. General Conditions:**

The period of annual contract shall be for one year from the date of award of the contract. The contract may be extended for another year by this office if vendor follow all below mentioned terms & conditions and provide satisfactory from the users. The contract can be extended upto maximum period of three years.

- a. All non-functioning/defective/damaged electrical installations {consumable as well as non-consumable, metal and non-metal etc} in Ravi Tower shall be replaced by the vendor and the cost therefor shall be borne by the vendor during the entire CAMC period.
- b. At least a qualified & experience electrician with mobile phone shall be provided at free of cost, round the clock to attend promptly the electrical problems/complaints in Ravi Tower.
- c. All replacements of electrical installations shall be made by using ISI certified materials. Replacement of electrical parts/instruments shall be of the same model, make & capacity or higher and the cost of replacement shall be borne by the vendor. However, the notional cost of repair/service and that of parts/accessories replaced etc shall be communicated to this office quarterly for record purpose.
- d. All kinds of electrical problems due to (i) erratic supply /non-supply of Electricity by UP State Electricity Board (ii) Fault in Electricity Board's assets like Common Electricity Metre, Main power supply line etc... shall be resolved

(in consultation with Electricity Board Authorities) by the vendor on priority basis.

- e. It shall be ensured that number of electrical points having Generator power back-up should not exceed five {viz. Three Lights and two Fans} in any residential flats of Ravi Tower at any point of time. A certificate alongwith resident' signatures in token of checking the electrical points having Generator power back-up shall be furnished to this office quarterly.
  - f. All electrical installations in the common areas (like corridors, staircases (inside and outside), Lifts, Lift room, basement, Ground floor, outside the building, Garage etc..) shall be cleaned and checked thoroughly(Preventive maintenance) on quarterly basis. As far as the electrical installations inside the residential flats are concerned, quarterly preventive check up is quite essential. The Exhaust fans lying inside the flats shall also be cleaned quarterly. Materials required for cleaning and checking of electrical installations/equipments shall be brought by the vendor. The vendor shall furnish a report on the 'cleaning of electrical installations' to this office quarterly.
  - g. All the electrical complaints shall be attended/resolved immediately. All the complaints/problems should be solved ONSITE. If any electrical complaint/problem could not be solved within an hour then a suitable standby arrangement/installation, wherever necessary/demanded by the residents/this office shall have to be provided by the vendor at free of cost and the problem should be solved as early as possible.
2. The electrician(s) provided by the vendor shall, inter alia, attend all kinds of problems/complaints promptly in respect of the following:-
- (a) all electrical installations including name board lights, Sodium/Mercury lamps etc., lying outside the building.
  - (b) all electrical installations including Generator panel, Generator Auto start facility, Main panel, earthing installation , main switches, power supply & power supply boards of water motors & submersible pump, Indicators, fans, Tube lights, Chokes, Starters, bulbs etc.. in the basement.
  - (c) all electrical installations including DBs, electrical sub-meters, MCBs EXIT lights, Tube lights, Chokes, Starters, bulbs, concealed/non-concealed wiring etc in all the floors, corridors, staircases, emergency staircases, lifts, lift room, etc..

- (d) all electrical installations including MCBs, Mains, switches, Sockets, regulators, tube light fixtures( including Choke, starter etc...) fans, exhaust fans, wiring etc. in all flats{in short, except bulbs, tube lights and other kinds of lights, all kinds of problems/complaints in respect of any electrical installations inside the flats shall be attended by the electrician}.
- (e) Any other electrical work(s) as assigned by Director (P) /SAO(Estates)/AAO(Estates)/Caretaker.
- (f) If the electrician sponsored by the vendor is going on leave or absent, suitable substitute(s) shall be provided by the vendor immediately. If the substitute(s) is/are not provided, a sum of Rs.100 per day shall be recovered from the CAMC charges apart from the penalty claim as mentioned in para 6 below.
- (g) In case of breach of any terms as mentioned in this contract, shall be terminated by this office without any notice and moreover the contractor shall be liable for black listing in various Departments of Government Sector including Ministries for a period of two (2) years.
- (h) The contract of the successful Firm/Company shall be continued upto three years without any enhancement in the contract value, if Firm/Company follows all aforesaid terms & condition and provides satisfactory services.
- (i) In case of any dispute/s, arising out of this contract during its tenure of operation the same shall be subject to the jurisdiction before courts of law in Delhi & NCR.
- (j) The vendor shall hand over all the major equipment (s) and other related components, installations & cabling etc., which are under COAMC in working condition on expiry of the contract.
- (k) The vendor, his sub-contractors, employees and agents shall keep the facts coming to their knowledge during or in connection with the performance of the COAMC as CONFIDENTIAL.
- (l) Competent Authority on its discretion may cancel the whole COAMC of vendor, whenever the work is found unsatisfactory

3. **Payment details:**

- a) The CAMC payment shall be made only at the end of each quarter proportionately.
4. GST and any other taxes & duties on materials/services and components for the work or the work as a whole shall be payable by the vendor. This office will not be responsible for or entertain any claim whatsoever in this respect.
5. An "Earnest Money Deposit (EMD)" to the tune of Rs.10,000/- (Rupees Ten thousand only) in the form of Crossed Demand Draft drawn in favour of "PAO, CAG of India shall be submitted.
6. The successful renderer here after referred to as contractor has to furnish "Bank Guarantee" for an amount equal to 10% of total contract value, with the acceptance of contract which would be valid up to the contract period irrespective of its registration statues etc. The performance security deposit will be forfeited,

if any deviation by the contractor is found from the instruction given by this office. After expiry of the contract, the same will be returned after deduction of dues, if any, without any interest.

7. If any defect(s) is (are) noticed or any complaint made by the residents during the contract period, the levy of compensation for any dislocation of work due to delayed rectification or any other reason, will be decided by the Director (P) of this office to enforce penalty claim from the vendor.
8. If for any reason, the vendor is not able to attend the complaints/problem, the job shall be got done from some other firm or from the open market and the expenditure incurred thereon shall be recovered from the vendor. This may also entail the termination of the contract.
9. The vendor shall not sublet the whole or part of the works without the prior written consent of the Director (P) of this office. Such consent if given shall not relieve the vendor from any liability or obligation under the contract and vendor shall be responsible for the acts, defaults and neglects of any agents, his agents' servants or workmen as fully as if they were the acts, defaults or neglects of the vendor, his agents' servants or workmen.
10. The vendor shall at all times during the currency of contract confirm to and comply with the regulations and by laws of the U.P. / NCT or Central Government or of this office and of all other local authorities, the provisions contained in the various labour acts enacted by the State Legislature and the Parliament in force and the rules made there under including those under Minimum Wages Act, Workmen Compensation Act, Provident Fund Regulation etc. for welfare and protection of workers or for the safety of the public and other insurance provisions.
11. The vendor should indemnify this office against any liability for compensation due to injury to his own workmen or to other persons inside the premises while executing the work and for any damage to the property.
12. The vendor shall observe all environmental norms and laws while carrying out the replacement/repair works.
13. The vendor shall hand over all the Electrical installations of Ravi Tower in working condition on expiry of the contract.
14. **Legal jurisdiction:** All legal disputes are subject to jurisdiction of Delhi Courts only.

### Annexure-1: Bid

Duly self attested copies with office seal of each required document (s) are to be uploaded as stated below:

a) Details of the bidder:

Name of firm : \_\_\_\_\_

Name of authorized person : \_\_\_\_\_

Designation : \_\_\_\_\_

Contact No. (Mobile/Landline) : \_\_\_\_\_

E-Mail ID : \_\_\_\_\_

Corresponding Address : \_\_\_\_\_

b) Proof of submission of EMD Yes/No

c) In case of exemption availed for EMD, a valid certificate from NSIC/MSME etc.

Yes/No

d) Copies of Original Registration Certificates:

(i) Incorporation Certificate Registration of the company.

Yes/No

e) Audited financial statements for last three financial years(copies of P&L statements along with Balance sheet for the year 2015-16, 2016-17, & 2017-18). Yes/No

Copy of proof having registered office/branch office in Delhi with valid proof such as rent agreement/latest telephone bill copy/GST registration certificate/ property tax receipt etc. Yes/No

f) Self attested bid document duly signed and affixing office seal in all pages including blank financial bid page.

I/We certify that all terms and conditions of the bid/tender documents are acceptable to us.

**Signature of authorized person**

Name:

Designation:

Company Seal:

Date:

Place:

## Annexure –II

### Bank Details for NEFT/RTGS Payment

Sl. No.	Particulars	Description
1.	Name of Bank	
2.	Branch Name	
3.	Account Type	
4.	Account No.	
5.	Name of Account holder (s)	
6.	IFSC Code	

The bidder is requested to enclose copies of bank cancelled cheque for verification of details.

#### Signature of authorized person

Name:

Designation:

Company Seal:

Date:

Place:

**Annexure-III**

**" Non –Disclosure agreement"**

<b>Tender Inviting Authority</b>	<b>Bidder/Contractor</b>
Office of the Comptroller and Auditor General of India Pocket-9, Deen Dayal Upadhayay Marg, New Delhi-110124 Phone: 23509309	

1. I/We, the undersigned certify that I /We have gone through the requirement and terms & conditions of the tender enquiry and undertake to comply with the same.
2. The rates quoted are final and binding upon us.
3. I/We give the rights to the competent authority of office of the Comptroller and Auditor General of India to take appropriate action as deems fit in case, contravenes of any of directions or terms & conditions of the tender enquiry is observed against the firm or its representative (S) at any stage.
4. I/We hereby agree and undertake to maintain such information as confidential and undertake not to use any of part or the whole of such information.

**Signature of authorized person**

Name:

Designation:

Company Seal:

Date:

Place: