

केंद्रीय समाज कल्याण बोर्ड
CENTRAL SOCIAL WELFARE BOARD
महिला एवं बाल विकास मंत्रालय, भारत सरकार
Ministry of Women & Child Development, Govt. of India
डॉ. दुर्गाबाई देशमुख समाज कल्याण भवन
Dr. Durgabai Deshmukh Samaj Kalyan Bhavan
बी-12, कुतुब इंस्टीट्यूशनल एरिया, नई दिल्ली-110016
B-12, Qutab Institutional Area, New Delhi-110016
वेबसाइट : www.cswb.gov.in, ईमेल: cswb_1@yahoo.co.in
दूरभाष : 011-26964447 फ़ैक्स : 011-26866485

F. No. F. 7-10/(Comp. Elec. Main.)/2019-2020/Admn.

Dated : 18-06-2020

Subject:-NOTICE INVITING TENDER (NIT) FOR Comprehensive Maintenance of electrical equipment, installations & fittings of CSWB, New Delhi for One year

Tenders are invited for Comprehensive Maintenance of electrical equipment, installations & fittings of the Office of the Central Social Welfare Board, B-12 Qutab Institutional Area, New Delhi-110016 for a period of One Year from the date of acceptance of tender / award of work. The method of submission of tender, amounts of Earnest Money/ Security Deposit and General Terms and Conditions, applicable to contract have been mentioned in tender document. The interested firms may obtain the tender form from the Admn. Division of CSWB office or downloaded from website www.cswb.gov.in and www.eprocure.gov.in w.e.f. 19.06.2020 The schedule for the tender is asunder:-

i)	Tender Ref. No.	F. 7-10/(Comp. Elec. Main.)/2019-2020/Admn.	
ii)	Amount of EMD	Rs.50,000/-	
iii)	Cost of Tender Application Fee	Rs.100/-	
iv)	Tender document download start date and time	19-06-2020	11.30 AM
v)	Bid submission start date and time	19-06-2020	02.30 PM
vi)	Pre-Bid Meeting of the Tenderers date and time (in the office of CSWB, New Delhi)	25-06-2020	02.00 PM
vii)	Last date and time of submission of the Tender	03-07-2020	02.30 PM
viii)	Date and time of opening of tender	03-07-2020	03.30 PM
ix)	Venue of opening of the Tender	Central Social Welfare Board, B-12 Qutab Institutional Area, New Delhi-110016	
x)	Tender should be addressed to (containing separate sealed envelope of Technical & Financial Bid in a single Sealed envelope)	Shri A.K. Sinha, Joint Director, Central Social Welfare Board, Dr. Durgabai Deshmukh Samaj Kalyan Bhawan, B-12, Qutab Institutional Area, New Delhi-110016	

Competent Authority in CSWB has the right to accept or reject any or all Tenders without assigning any reason. Tender receipt after due date will not be considered due to postal delay or otherwise.

(A.K. Sinha)
Joint Director (Admn)

CENTRAL SOCIAL WELFARE BOARD

Issued to-----

Tender form for provision of Annual
Maintenance Electrical Work of CSWB

: Office of Central Social Welfare Board, Dr.
Durgabai Deshmukh Samaj Kalyan Bhawan,
B-12, Qutab Institutional Area,
New Delhi 110016

Name & Address of the
Tenderer

:

Name of the proprietor & contact person
Telephone
No.

:

ESI Code
No.

:

EPF Code
No.

:

Registration
Number

:

PAN
Number

:

Number of Employees on Rolls :
(Proof in the form of copy of ESIC/R.C.
for The contribution
period ended 31.3.2019
to be attached)

Details of EMD (Demand Draft No.
Date & Amount

(Details of break-up for the amount
quoted : _____
& Percentage of service charge may be furnished
in a separate sheet)

Signature (Name with Seal)

CENTRAL SOCIAL WELFARE BOARD,
DR. DURGABAI DESHMUKH SAMAJ KALYAN BHAWAN
B-12, QUTAB INSTITUTIONAL AREA, NEWDELHI-110603

The Chairperson/ Executive Director of Central Social Welfare Board, Dr. Durgabai Deshmukh Samaj Kalyan Bhawan invites sealed items rate/tenders from specialize/reputed firms/contractor for the following work on and on behalf of Central Social welfare Board.

Name of work	Estimated Cost (for one year)	Earnest Money	Cost of Tender (Non-Refundable)	Time Allowed	Last date of receipt of Application Upto 03-07-2020 at 2.30 pm.
Comprehensive maintenance of Electrical Equipment's, Fittings and installations and two lifts of CSWB, Dr. Durgabai Deshmukh Samaj Kalyan Bhawan New Delhi- 110603	Rs. 25 Lakhs	Rs.50,000/-	Rs. 100/-	One year	

Instructions to bidders

2. Specialized firms/ contractors who fulfill the following requirements whether registered with CPWD or not shall be eligible to apply. The tender shall be submitted in two parts viz. (i) Technical bid. (ii) Financial bid. Joint ventures are not accepted.
3. Tenderers should have minimum 3 years' experience of similar work i.e. repair/maintenance of electrical goods, sub-station, DG Set, Pump House for water supply, maintenance of lift etc. in Govt., State Govt. or PSU by March 2019. The applicant shall submit certificates from clients/owners in support of his claim. Such certificates shall be signed by an officer not below the rank of Executive Engineer or Project Manager or equivalent.
4. Tenderers should have had average annual financial turnover upto Rs. 50 Lakhs (Fifty Lakhs only) or above of Electrical Maintenance during the last three years ending 31st March 2019. The applicants shall submit a statement duly certified by Chartered Accountant or ITRs in support of his claim.
5. Should not have incurred any losses during the last five years ending 31st March, 2019 duly certified by the Chartered Accountant or as per returns submitted by the applicant to the Income Tax Department.
6. The contract will be valid for a period of one year from the date of commencement of contract. The rates agreed and accepted herein shall remain unchanged during the

operative period of this Agreement and the Agency. Period of contract may be extended depending upon satisfactory performance.

7. The Agency shall not transfer or assign or share benefits of this Agreement with anyone without express written permission of the CSWB.

8. The Agency shall be responsible for taking care of all equipment furniture, fixtures and fittings in the office campus.

9. The Agency should obtain all necessary permits/licenses from the authorities of concerned department, etc. at its own cost.

10. If any information furnished by the applicant is found incorrect at later stage, he shall be liable to be debarred from tendering/ taking up of work in Central Social Welfare Board. The department reserves the right to verify the particulars furnished by the applicant independently.

11. Self-attested copies of all the documents are required to be submitted along with the application.

12. The CSWB reserves the right to reject any application/Tender with T & C enclosed without assigning any reason, what so ever and is not bound to accept the lowest or any tender.

Documents to be submitted along-with Tender

1. Demand Draft of Rs. 50,000/- as earnest money should be of any Scheduled/ Nationalized Bank payable at Delhi and to be drawn in favour of Pay & Accounts Officer, Central Social Welfare Board, New Delhi.
2. Service Tax Registration Code Number (copy of the allotment of code No.)
3. GST Registration Certificate copy.
4. Detailed information about Institution (Agency), name of proprietor, telephone No. in case of Partnership firm- name and address of the partners and copy of the Partnership Deed. In case of company, company Registration Certificate.
5. Audited Balance Sheet and P&L A/c for the year 2016-17, 2017-18 & 2018-19 along with Audit Report.
6. Number of persons employed number-wise and work-wise.
7. The agency should be duly registered by the appropriate authority for doing Electric Contract Work.
8. Copy of the PAN Card and self-attested copy of Income Tax Return for the Assessment Year 2016-17, 2017-18 and 2018-19.
9. EPF and ESI Registration Code Number (copy of the allotment of code No. and latest deposit of the challan)
10. Certificate / proofs in support of their experience in this field indicating in which other Governmental offices or PSU, they are having been working in this field. Certificate of present work being done in various Govt. Organizations.

GENERAL SCOPE OF WORK

The premises where the office of the Central Social Welfare Board is located will require the following items of work from the Contractor for the Annual Maintenance of all the electrical equipment, fittings. The maintenance service will include keeping all the electrical equipment, fitting & installation in perfect working conditions with replacement of all defective major and minor parts, cleaning oiling, greasing etc. regularly:

I. Sub-Station: 11KV/440 V comprising of 400 KVA transformer.

- a. Replacement of indication lamps/meters.
- b. Cleaning of Sub-Station rooms and panels externally.
- c. Inspection of panels and cables for visual sign of over-hauling.
- d. Visual inspection of interior of control panels and rectification of any defect, if existing.
- e. Checking of leakage conditions, oil level in transformer.
- f. Drawing samples of oil and getting it tested for impurities/strength and replace /filter the oil.
- g. Thorough check up of controls by switching off the power supply.
- h. Checking connections for proper tightness.
- i. Installation resistance checking, earth resistance checking and servicing of switchgears.
- j. Repair and maintenance of 2 (two) lifts (KONE and Thyssen).

II D.G. SETS (1 Nos.): 3 Phase AC alteristor 165 KVA 102- Amp. 1500 RPM & 150 KVA.

- i. Daily inspection i.e. checking and correcting the level of water in the radiator, oil in the radiator, oil in the pump and diesel in the diesel tank.
- ii. Maintenance of battery and replacement, if required.
- iii. Checking of belt tension.
- iv. General cleaning of the DG Set/room.
- v. General maintenance (quarterly servicing) of the DG Sets including change of oil(quarterly).
- vi. The qualified operators in the Sub-Station will also operate the DG Sets.
- vii. The diesel for DG Sets will be supplied by the contractor.

III Pump house (For Water Supply System)

- i. Operating the pump regularly.
- ii. Checking of system regularly
- iii. Lubricating pump and motor quarterly.
- iv. Checking of controls quarterly.
- v. Charging of chlorinator, as and when required.
- vi. Cleaning of underground and overhead tank quarterly.
- vii. Checking of overflowing system in overhead tanks regularly and rectifying the defects, if any.

- viii. Servicing and repair of all the motors fitted in the pump house including rewinding whenever required.

IV Electrical fittings, Appliances and Cooling Devices.

The items for maintenance will include Air Conditioner (70 Nos.), Refrigerator (5 Nos.) Water Coolers (3 Nos.), Hot Cases, Ceiling Fans, Tables/ Pedestal/ Exhaust Fans, Voltage stabilizers, Room Heaters, Heat Convector, PA System, Regulators of fans and lighting system etc.

- i. Cleaning, oiling & greasing of all electrical items.
- ii. Checking of all fittings every day for smooth functioning.
- iii. Replacement of fault/ defective wires & cables and minor occasional additions/alterations.
- iv. Replacement of all the defective HRC,s MCB,s Isolators, Main Switches, Sockets, (Power & light) plugs, Monitor starters, pressure gauges etc.
- v. Rewinding /repair of motor/pump/ compressor in all the equipment mentioned above.
- vi. Replacement of all tube lights, bulbs, chokes, starters, condenser including lights in the building and its compound.
- vii. One (1) full time qualified electrician's along with one (1) helper should be available in the office for attending day-to-day complaints and emergency service.

TERMS & CONDITIONS

I. Uniforms & Safety Gear

- i. All staff will be well groomed.
- ii. While on duty, all employees will wear the uniform provided by the company. The uniform would be worn as designed.
- iii. Headgear/ wear would be worn on duty for safety and as part of uniform as and where required.
- iv. All uniforms would be clean and in good conditions.
- v. All the staff will wear safety Shoes, for safety reason closed shoes would be given.
- vi. The staff will ensure wearing respective work masks, safety gloves and belts as and when required.
- vii. All Staff would be trained on Safety and First Aid.
- viii. Use of firefighting equipment and Mock drill would be conducted for all staff.
- ix. The staff would be trained to face emergency situations, and as such it would be conducted in coordination with the clients training department.
- x. The work is to be carried out in the office premises itself. However, only such work as cannot be done in the office premises will be allowed to be done outside with written permission of DD (Admn.) and not extra payment would be made on this accounts.

II. GENERAL CONDITIONS

- i. For the proper maintenance of the electrical equipment & installation mentioned in the above details, a qualified and experienced Supervisor should be deployed in the office who will be responsible for overall supervision of the work. As regards the Supervisor / Electrician, he shall be an Electrical Diploma Holder / Supervisor license Holder or ITI / PWD license holder with minimum 3 years' experience.
- ii. The Board will also require the services of electricians for attending occasional repairs at Chairperson office-cum-residence.
- iii. Items for maintenance of electrical installation, which could not be specified in above details, will also be covered under this contract.
- iv. The Contractor shall not transfer or assign or share benefit of the arrangement with anyone else without the permission in writing of the CSWB. The Contractor shall at all times indemnify the Office against all claims for compensation under the provision of any law for the time being in force/brought into force by or in respect of any workmen employed by the Contractor in carrying out the contract and against all costs and expenditure incurred by the office in connection therewith. The CSWB shall be entitled to deduct any amount due from all the money paid or payable by way of compensation as aforesaid and costs or expenses in connection with any claim thereto. For this purpose an Indemnity Bond will have to be executed.
- v. The Contractor will co-operate with other Contractor in the campus of the office while performing their duties. The Contractor will have to follow the norms/guidelines of the discipline as directed by the office.
- vi. Any dispute arising out of the terms of this contract or interpretations of any clause herein shall be settled by mutual discussion between the nominated authorities of the CSWB and the contractor or its authorized representative. Executive Director, CSWB will be the final authority in resolving such disputes.
- vii. If, during the course of this contract, any minor or major damage is caused by the Contractor or his workmen to the persons or property of the CSWB, after joint investigation by the CSWB and the Contractor, any claims arising therefrom shall be recovered from the contract by the CSWB, settled and dealt with directly by the Contractor and the Contractor shall render all assistance to the CSWB, if any enquiry is held thereon.
- viii. No GST/ Service Tax will be paid to the contractor. GST/ Service Tax will be reimbursed to the contractor/vender only after produce/submission of valid proof of GST/ Service Tax deposited to the contractor authorities.
- ix. The employees employed by the Contractor shall be its employees and the CSWB in no way be responsible or liable for their wages, salaries, bonus, ESI, PF, Gratuity etc. or any other compensation notice pay etc.
- x. In case the workers engaged by the contractor have any grievance, they will take it up with the Contractor without any delay on the campus in the presence of an officer of CSWB. If the Contractor's workers were to resort to

agitation resulting in damages to CSWB property or hindrance to its work, the Contractor would be liable to pay damages to CSWB.

- xi. The contract period for the work shall be (1) One year initially which can be extended on the basis of satisfactory performance during the contract period.
- xii. The bids must be submitted in the prescribed Performa only. The bids with deviation beyond the Performa will be summarily rejected.

III. PAYMENT TO CONTRACTOR

- i. Where escalation in price is due to Government policy for which prices are controlled by Government or Govt. agency, the contractor will be allowed escalation in prices.
- ii. Contractor will make the payment as per Govt. of NCT of Delhi orders issued time to time to the employees on 7th of each month, to its staff by cheque, and enclose a copy of acquaintance roll along with bill of the subsequent month, copy of Bank Passbook/Statement and even if payment to the firm from Central Social Welfare Board is delayed and also comply with statutes, Rules & Regulations from time to time including Miscellaneous Provision Act and Workman's Compensation Act. In case of non-payment of wages to the employees by the contractor, this office will not have any responsibility towards it.
- iii. The contractor shall be paid on monthly basis by ECS or through PFMS after submission of valid documentary proof of payment of EPF, ESI, Monthly report regarding Checking and Maintenance of D.G Set & Sub-Station, Pump House. and after rendering the services satisfactorily. For release of payment, the contractor is required to submit the bill in triplicate along with copy of acquaintance roll and attendance sheet, Monthly report etc.

IV. SECURITY DEPOSIT

The contractor will deposit an interest free amount of Rs. 50,000/- as security deposit in the form of DD/Pay Order in the name of P&AO, CSWB. Earnest money deposits of the successful tenderer shall be treated as security deposits.

V. FINALIZATION OF BID

- i. The organization is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process and may start new tendering process following GFR or allot parts of the work to different agencies without assigning any reasons thereof.
- ii. After evaluation of financial bid, if the rate quoted by two or more firms comes to equal, then the bid may be, finalize on the basic of financial turnover and experience in the same field.
- iii. Contract should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document.
- iv. Tender will be decided on the total cost of all the particulars as per Annexure B.

The EMD is liable to be forfeited if the successful Agency fails to undertake the work from the stipulated date. On award of the contract to the successful bidder, the EMD amount of other bidders will be returned to them without any interest.

- v. The successful bidder shall have to deposit a Performance Security of Rs. 1,25,000/- in the form of an Account Payee Demand Draft/Pay Order from any national bank in favour of Pay & Accounts Officer, Central Social Welfare Board/Fixed Deposit Receipt from a commercial bank/Bank Guarantee from a commercial bank within five days of acceptance of offer. The Performance Security deposit will be forfeited, if any deviation by the contractor is found from the instructions given by CSWB. The Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor.
- vi. Bid security will be refunded to the successful bidder on receipt of Performance Security.
- vii. CSWB will not be responsible or be liable for any laws that are in force/that may come into force from time to time in respect of personnel engaged by the contractors and he will be solely responsible for the terms and conditions of their services, safety, health, statutory requirements etc.
- viii. CSWB will not be responsible for death, accident or injury to the Contractor's employees engaged by him, which may arise in the course of their duty at CSWB premises, nor shall CSWB be responsible and be liable to pay damages or compensation to such persons or to third parties. The Contractor shall at all time indemnify and keep CSWB indemnified against all claims which may be under the Workmen's Compensation Act or any statutory modification payable in consequence of any accident or injury sustained by any workman or other person/ persons.
- ix. If the contractor employee is on leave, reasonable amount as per wages rate may be deducted from the bill, if substituted in not provided.

VI. PENALTY

- i. In the event of unsatisfactory performance and not attending the complaint timely penalty of Rs. 1000/- only on each occasion would be deducted by the Central Social Welfare Board from the Contractor's bill as a penalty. In the event of any complaint / job that may remain unattended for un-reasonably long time, without any justified reasons, the CSWB would get such complaints / jobs attended to through other agencies at the risk and costs of the contractor.

VIII. TERMINATION OF CONTRACT

The contract can be terminated by either party by giving a minimum 30 days clear notice in writing to the other within the currency of contract.

IX. AGREEMENT

The Contractor will be required to sign an agreement on a non-judicial stamp paper of Rs.100/- for the above contract as per Performa prescribed by CSWB.

(A. K. Sinha)
Joint Director (Gen. Admn.)

**Signed and Delivered
For an on behalf of
CSWB New Delhi**

**Signed and Delivered For
and on behalf of Prop.**

Name:

Designation

Date

Place

Name:

Designation

Date:

Place:

ANNEXURE-A

TECHNICAL BID FOR COMPREHENSIVE ELECTRIC MAINTENANCE

1	Name of the Organization/Firm/Company				
2	Status of ownership – Proprietorship firm, Partnership firm, Pvt. Ltd Company				
3	Registered Address (Attach Proof)				
	Telephone No.				
	Mobile No.				
	Fax No.				
4	Name of the Contact Person / Authorized Person with Mobile Number				
5	Year of Establishment (Please Enclosed Registration Certificate / Partnership Deed of Firm as Annexure -I)				
6	Registration & License No. of the Agency under Contract Labour (Regulations and Abolition) Act (Copy enclosed as Annexure- II)				
7	Registration with Tax Authorities (Please enclosed copy of registration with relevant authorities to be enclosed as Annexure-III-A, III-B, III-C, III-D, III-E and III-F)				
a	PAN Number				
b	Service Tax No.				
c	GST Registration No.				
d	EPF Registration No.				
e	ESI Registration No.				
f	TIN / VAT No.				
8	Annual Turnover (Should not be less than Rs.50.00 lakh)				
	Year	Turnover (Rs. in Lacs)	Income Tax paid	VAT paid	Service Tax paid
	2016-2017				
	2017-2018				
	2018-2019				
	(Copies of Income-Tax returns / Assessment Orders for AY 2016-17, 2017-18 & 2018-2019 to be enclosed as Annexure IV-A, IV-B and IV-C and Audited Accounts – Balance Sheet and Profit & Loss A/c for 2015-16, 2016-2017 & 2017-18 to be enclosed as Annexure V-A, V-B and V-C)				

**Signature of Proprietor
(Name with Seal)**

9	Details of EMD						
a	DD No. and Date						
b	Issuing Bank Name & Branch						
c	Amount						
10	Manpower details indicating number of Electrician, Lift Operators, Pump Operators etc. with the agency in Delhi & India.						
11	Details of similar Contract executed during last 3 years in Govt./State Govt./PSU.						
	Sr. no.	Details of client along with address, Tel./ Mobile No and FAX No.	Value of Contract (in Rs.)	Duration of Contract		Nature of Contract	No of Person Deployed
				From	To		
	(If the space provided is insufficient. a separate sheet may be attached) Please attach the job order and Completion Certificate /Work Experience certificate from the Govt. Office/PSU as Annexure VI)						
12	Has your firm/company ever been black listed at any time in the past by any organization						

DECLARATION

- I,..... son/ daughter / wife of Shri ...
..... Proprietor/ Director/ authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute the tender document,
- 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/we am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of the authorized person of the Agency with seal)

Name:.....

Seal:.....

Address:.....

Phone no.

Place:

Date:.....

Annexure-B

Financial bid for the work of Comprehensive AMC of Electrical Equipment & Fitting of CSWB, New Delhi

Name of the Firm / Company:

Sr. No.	Particulars	Super-visor (1 No) (Skilled Category)	Elec-t-ric in (1 No) (Skilled Category)	Lift Oper-ator (1 No) (Semi-Skilled Category)	Sub Station/Pump operator (3 Nos) (Semi-Skilled Category)		Helper (1 No) (Unskilled Category)	Total
					Cost of 1 person	Total Cost for 3 person		
1	2	3	4	5	6	7 (8*3)	8	11 (3+4+5+7+8)
A	Basic Pay per month (which should not be less than the Minimum Wages fixed by Labour Deptt., Govt. of NCT, Delhi)							
B	EPF (13.00%)							
C	ESI (4.75%)							
D	Sub – Total (A+B+C+D)							
E	Total of Column (3+4)							
F	Maintenance Charge for 2 Lifts (per month)							
G	Service / Agency Charge (per month) (If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered)							
H	Others, if any							
I	Cost per UNIT (Including Service Charge)							
J	GST (..... %)							
	Grand Total Amount (in words) :							

No columns should be left blank.

Signature of the authorized signatory
with date & Seal

INDEX

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3	PAN Number	Annexure-III-A	
4	Service Tax Registration Certificate	Annexure-III-B	
5	GST Registration Certificate	Annexure-III-C	
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Date:

**Signature
(Name with Seal)**