

**Subject: Quotation for Supply and Installation of Electrical Items at EdCIL India Limited,  
18A, Sector 16A, Noida -201301**

Sir,

EdCIL (India) Limited intends to award the job of **Supply and Installation of Electrical Items** to reputed firms having adequate experience in the maintenance of Electrical Systems.

The quotation duly filled for "**Supply and Installation of Electrical Items**" as per the Annexure-I, & II must be sent in sealed covers to Assistant Manager (Admn.), EdCIL (India) Limited, EdCIL House, 18A, Sector-16A, NOIDA- 201301 latest by **22/01/2016**.

**GENERAL CONDITIONS /INSTRUCTIONS FOR SUBMISSION OF BIDS/APPLICATIONS/ TENDERS**

- 1 Sealed tenders are invited under single bid system directly from the established, registered, reputed firms and having sufficient Infrastructures for providing Electrical Maintenance and Repairing services.
- 2 The last date of receipt of offer in a sealed envelope as mentioned above and addressed to Engineer (Building Maintenance), EdCIL (India) Limited, EdCIL House, 18A, Sector-16A, NOIDA- 201301 is on or before **22/01/2016 at 1500 hrs.** in a sealed tender box kept in the ground floor of Corporate Office, NOIDA.
- 3 The Earnest Money Deposit (EMD) of **Rs. 2500/-** (Rupees two thousand five hundred only) in the form of Demand Draft/pay order drawn in favour of "**EdCIL (India) Limited**" payable at Delhi **is to be submitted along with bid.** Bids without EMD will be rejected. MSE's registered with NSIC/DIC/KVIC/KVIB/Coir Board/DHH etc., will be entitled for availing exemption from submission of EMD. The MSE's are required to submit relevant documentary evidence, well in advance to consider their bid.
- 4 The bids will be opened for evaluation after cut off time on the same day i.e. at **16:00pm on 22/01/2016.**
- 5 Rates on various items will be finalized after scrutinizing /checking the bids and the successful bidder will be communicated through the Letter of Intent (LOI) or Job order.
- 6 The EMDs of the unsuccessful bidders will be refunded without any interest.
- 7 All the pages/documents of the Tender should bear the dated signature of the tenderer. All the entries by the tenderer should be in one ink & legibly written. Any over-writing corrections & cuttings should bear dated initials of the tenderer. Corrections should be made by writing again instead of shaping or over-writing.
- 8 Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final.
10. Conditional tenders are liable to be rejected.
11. It is advised that Tenderer must visit the sites for assessment of job and site conditions on any working day during working hours. The contact details are as under:-

**Corporate Office – Mr. Vipul Bisht, Engineer (BM)**  
0120-2512001-006 (Extn.613)

## **Scope of Work:**

1. The agency should supply and install electrical items as mentioned in Annexure-II and should be of standard and reputed brand available in the market. Local make would not be considered for evaluation.
2. The installation of electrical items should be done in presence of EdCIL official on weekly offs/ holidays.
3. The agency should provide warranty of one year starting from the date of completion of installation of the electrical items at EdCIL House, Noida. Any repairing required within the warranty period should be done by the agency and EdCIL will not bear any cost for repairing.

## **Terms and Conditions:**

1. Quotations from only those agencies will be entertained which are submitted within stipulated time for services desired in the tender
2. The agencies should have valid Pan Number, Service Tax Number and Vat Number.
3. The agency should produce a certificate that the company is not blacklisted.
4. The company should produce a certificate that the company is not going on liquidation.
5. The electrical products supplied by the agency should be of standard and reputed make and agency has to get it approved from Engineer (BM) before bidding.
6. The agency shall bear all costs associated with the preparations and submission of their bid and EdCIL will in no case be responsible or liable to these costs, regardless of the conduct or outcome of the bidding process.
7. The agency has to complete the repairing work within 30 days of the issue of the job order.
8. The agency shall be responsible for handing over the Electrical system in working condition on completion of job.
9. The damage caused, if any, either to machines or to any other property of EdCIL due to negligence or otherwise, shall be at the risk, cost and responsibility of the agency.
10. No extra payment/compensation whatsoever on account of natural calamity/accident or otherwise will be made to the agency by the EdCIL except for the rates permitted under this contract.
11. No advance payment will be made. The payment of the supply and installation of electrical items will be made within 20 days on submission of bills by the agency after successful completion of work.
12. EdCIL reserves the right to reject or accept the quotations in whole or in part without assigning any reason.
13. The agencies registered with Medium, Small and Micro Enterprises (**MSME/NSIC**) will be given preference in finalizing agency as per the public procurement policy, 2012.
14. In case of agencies whose quotation are not considered for placing order, the Earnest Money deposit will be refunded without any interest within one month from the date of issue of purchase order to the successful agency.

15. The EMD amount of the successful agency will be kept as a security deposit and the amount may be forfeited in case of non-performance during the warranty period.
16. In all matters of dispute relating to the proposed AMC the decision of EdCIL (India) Ltd. shall be final and binding of the agency.
17. Arbitration and Settlement of Disputes:

EdCIL and the supplier shall make every effort to resolve amicably by direct informal negotiation any difference or dispute arising between them under or in connection with EdCIL order.

If after thirty (30) days from the commencement of such informal negotiations, EdCIL and the supplier have been unable to resolve amicably the dispute; either party may require that the dispute be referred for resolution to the formal mechanisms as specified here under:

- a) Any dispute or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the provisions of the Arbitrations & Conciliation Act,1996 and the award made in pursuance thereof shall be binding on the parties. The arbitrator shall be the Chairperson and Managing Director, EdCIL or any other person appointed/ nominated by him.
- b) The performance under this contract shall not stop for any reason whatsoever during the said dispute/proceedings, unless the service provider is specifically directed by EdCIL to desist from working in this behalf.
- c) The venue of arbitration shall be in Delhi.
- d) The language of proceedings shall be in English.
- e) The Law governing the substantive issues between the parties shall be the Laws of India.

It is also a term of the contract that if any fees are payable to the arbitrator, these shall be paid equally by both the parties.

It is also a term of the contract that the arbitration shall be deemed to have commenced on the date of the arbitrator issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.

Yours faithfully,

(Vipul Bisht)  
Engineer (BM)

## **Annexure – I**

### **Supply and Installation of Electrical items at EdCIL INDIA LTD., 18-A, Sector 16-A, Noida-201301.**

1. Name of the tenderer (in Block Letter) \_\_\_\_\_

2. Address \_\_\_\_\_

3. Telephone No. \_\_\_\_\_

4. Detail of enclosed Bank Draft towards EMD

Bank & Branch Name	DD No. & Date	Amount (Rs.)

5. Registration No. of the Firm \_\_\_\_\_

(please enclose the copy of registration)

6. VAT No. \_\_\_\_\_

7. Service Tax No. \_\_\_\_\_

8. PAN No. \_\_\_\_\_

9. Experience \_\_\_\_\_

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in the tender. Accordingly, I/We hereby offer the rate for supply and installation of Electrical items.

Signature \_\_\_\_\_

Name \_\_\_\_\_

(in block letter)

Official Seal of the firm

**Financial Bid for Supply and Installation of Electrical Items at EdCIL House, Noida:**

S.No.	Electrical Item	Nos.	Rate	Total Amount without tax
1	<b>630 Ampere Load Changeover Switch with steel sheet enclosure</b>	2		
2	<b>10KVAR Capacitor Duty Contactor</b>	1		
3	<b>15 KVAR Capacitor Duty Contactor</b>	1		
4	<b>25 KVAR Capacitor Duty Contactor</b>	1		
5	<b>50 KVAR Capacitor Duty Contactor</b>	3		
6	<b>Auxillary Contactor 240 Volt</b>	2		
7	<b>Miscellaneous items (Ferrules, Wires, ties, thimbles etc.)</b>			
8	<b>Installation charges</b>			
	<b>Total Cost without taxes</b>			

**Note:** The electrical items supplies should be of standard and reputed make and should be approved from Engineer (BM) before bidding (local make would not be considered for evaluation). The cost should not include taxes. Make should be mentioned in above financial quote.

Signature \_\_\_\_\_

Name \_\_\_\_\_

(in block letter)

Official Seal of the firm