Sealed Quotations / Tenders are invited by Manager(T) O&M-II,S-II, 220 KV Grid Sub-Stn. Masjid Moth, near DDA flats, outer Ring Road New Delhi-110048, from the experienced companies/contractors in the relevant business for the following works:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Quotation/ tender Enquiry No.</th>
<th>Name of Work</th>
<th>Estimated Cost(Rs)</th>
<th>Earnest Money Deposit (EMD) (Rs)</th>
<th>Quotation /Tender Fee(Rs) Non-refundable</th>
<th>Work Completion period</th>
<th>Scheduled Date/Time</th>
</tr>
</thead>
</table>
| 1      | No. F.DTL/F-1/2017-18/Mgr(T) O&M-S-II/Q.No-2/4 Dated 08.05.2017 | Printing and supply of log sheet and Maintenance registers under Manager (O&M) South-2 Division of Delhi Transco Limited | ------ | 800/- | 500/- | 30 days from the date purchase order. | Start of Sale of Quotation/ Tender 08.05.2017 10.00 A.M.  
Start of Bid submission 09.05.2017  From 10:00AM  
End of Sale of Quotation/ Tender 30.05.2017  Up to 5:00PM  
End of Bid Submission 31.05.2017  upto10:30 A.M  
Opening of Quotation/ Tender 31.05.2017 at 11:30 AM |

- Place from where Quotation/Tender can be obtained, submitted and venue for opening of Technical & Commercial Bids is mentioned below.
- Place of sale of quotation document: - office of Manager (T) S-II, 220 KV Grid Sub-Stn. Masjid Moth, near DDA flats, Outer Ring Road New Delhi-110048.
- Place of submission/opening:-O/o Dy.GM (O&M-II) South, Room No-48,1st Floor, Anarkali Complex, Jhandewalan, New Delhi-110055.
- Complete Quotation / Tender documents can also be downloaded from the websites of DTL [http://www.dtl.gov.in](http://www.dtl.gov.in) In case the enquiry document is downloaded from the web site then the enquiry document fee should be enclosed with Offer, clearly specifying the same on the face of offer envelop and bidder shall submit the tender in a Book Form, each page must be numbered and signed by the Bidders.
NOTE:
1. In case the enquiry document is downloaded from the web site then the enquiry document fee should be enclosed with offer, clearly specifying the same on the face of offer envelop.

2. The face of the envelope of quotation/enquiry must have following details, failing which the Quotation may not be opened/considered & liable to be rejected.
   
a) Name of work/supply.
b) Enquiry No. / Tender No. with Date.
c) Date of opening.
d) Details of Earnest money & Quotation/Enquiry document fee, FDR/DD/Pay Order No. with Date and Amount., Name of Bank & Branch.
e) Name and address of the party.
f) Registration No., if any.
g) Validity period of quotation must be atleast 120 days from the date of opening.

3. Incomplete quotations are liable to be rejected. Offer must be signed by the contractor/proprietor/authorized signatory with rubber stamp.
4. Rates quoted should be inclusive of all taxes & duties etc.

Other terms and conditions as per Annexure -‘A’, & ‘B shall also be applicable.

(Abhishek Jain)
Manager (T)O&M-II, S-II

Address: Manager (T) O&M-II, 220 KV Grid Sub-Stn. Masjid Moth, near DDA flats, outer Ring Road New Delhi-110048 Phone No. 011-26241262
No. F.DTL/F-1/2017-18/Mgr(T) O&M-S-II/Q.No-1/4 Dated:-08.05.2017

M/S ____________________________ ____________________________ ____________________________

Date of opening: 31.05.2017

Subject: - Printing and supply of log sheet and Maintenance registers under Manager (O&M) South-2 Division of Delhi Transco Limited.

It is requested to quote the rates in the following format with terms and conditions mentioned here under and as per Annexure-“A B & C”, enclosed herewith in the sealed envelope:-:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Description of items</th>
<th>Size</th>
<th>Qty</th>
<th>Unit Rate</th>
<th>Taxes</th>
<th>AMOUNT (RS) Inclusive Taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log Sheets</td>
<td>58.5x91cm</td>
<td>2000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>PTW Register</td>
<td>200Sheets</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Register,200Sheets</td>
<td>21x33.5CM</td>
<td>64</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total amount in including all taxes in figures:

Total amount in words Rupees :

1. The quotation documents can be purchased from the office of the Manager (T) O&M-II-S-II, 220 KV Grid Sub-Stn. Masjid Moth, near DDA flats, outer Ring Road New Delhi-110048 up to 30.05.2017 till 5:00 PM, i.e. the closing time of sale of quotation documents.

2. The sealed quotations are required to be submitted in the office of Dy.GM (O&M-II) South, Room No-48,1st Floor, Anarkali Complex, Jhandewalan Extn, New Delhi 110055 up to 10.30AM on or before 31.05.2017.

3. The offer shall be opened on the same day i.e. on 31.05.2017 at 11.30AM in the office of Dy.GM (O&M-II) South, Room No-48,1st Floor, Anarkali Complex, Jhandewalan Extn, and New Delhi 110055.

4. The eligible/interested participants can purchase the enquiry documents either from the office of the address mentioned at Sr no 1 or the same can be downloaded from DTL web site www.dtl.gov.in and the cost of documents as specified in the NIQ letter is required to be submitted along with the offer only by means of DD/BC/PO etc in f/o DTL.

Manager (T) O&M-II S-II

CC:
1. DGM(T): For kind information please.
2. AM(T)MM: Attend on Schedule date.
Annexure-A

1. The Sealed quotation should reach in the office of the Dy.GM (O&M-II) South, Room No-48, 1st Floor, Anarkali Complex, Jhandewalan, New Delhi-110055 latest by 10.30 A.M on or before 31.05.2017 & the same shall be opened at 11:30 A.M on 31.05.2017 in the office of Dy.GM (O&M-II) South, Room No-48,1st Floor, Anarkali Complex, Jhandewalan, New Delhi-110055.

2. The sealed envelope of the quotation must have the following details on the envelope itself:-
   a) Enquiry/Quotation No. & date.
   b) Name of the work.
   c) Validity Period (120 days)
   d) Details of Earnest Money i.e. DD No, Name of the Bank, Amount, Date etc.
   e) Date of Opening.
   f) Registration No. if any.
   g) Name of the contractor.
   If the bidder fails to mention above information on sealed envelope, their offer shall not be opened and liable to be rejected.

3. Bidder shall quote the rate of all the items and accept all the terms and conditions of NIQ/NIT failing which offer is liable to be rejected without any further communications.

4. Where the documents have been downloaded from DTL web-site the participant is also required to record the full particulars of the DD/BC/PO being submitted on account of cost of the documents on the envelop itself.

5. The rates should be as per the work annexure i.e. Unit Rate/Per No./Per Meter etc and the Applicable taxes be also quoted separately & the offer shall be valid for a period of Minimum of 120 days.

6. **RATES:** the rates quoted shall be firm and including of all taxes, duties etc. The rates should be quoted based on the units specified in words as well as in figures without any cutting, in case of difference of values/rates in figures and words or any confusion it will be constituted to take the rates, which are lowest.

7. **Qualification Requirement:-**
   A. Bidder should submit the attested copy of purchase order during last 07 years of the similar work (supply) executed in DTL or other State transmission utility
   B. The contractor must hold the PAN No. issued by the Income Tax Deptt. & is required to submit the copy of the same along with the offer.
   C. The contractor must also hold the TIN No. issued by the Sales Tax Deptt. of Govt. of NCT of Delhi & is required to submit the copy of the same along with the offer.

8. **DELIVERY:** The materials shall have to be delivered within 01 months from the date of PO at 220KV Masjid moth S/Stn. without any extra cost, failing which penalty shall be imposed-@1% per week subject to Maximum 10% on delayed portion of the order value.
9. **SECURITY:** The successful tenderer shall have to deposit the security at @ 5% of the total Ex-works price for the proper performance of the contract within ten days of receipt of purchase order failing which a penalty @ 0.05% per week subject to maximum of 2% shall be imposed.

10. If there is no improvement in proper execution of the order as per terms & conditions of this order, the order shall be cancelled within 15 days with written notice to you and no claim for damage will be entertained.

11. **GUARANTEE:** The material supplied shall be of reputed make and guaranteed for satisfactory operation for 12 months from the date of supply.

12. **MATERIAL APPROVAL:** The materials to be supplied shall have to be got approved by respective Asstt. Manager (T) 220KV S/Stn. Masjid Moth.

13. **PAYMENT:** Payment shall be made as per DTL norms through ECS after receipt and approval of materials & submission of bill by the party.

14. **REJECTED MATERIAL:** The contractor will have to replace/repair free of cost such quantity/quantities, which may not be accepted due to defect or inferior quality/poor workmanship within reasonable period mutually agreed from the date of information in this respect. Rejected materials shall have to be removed within a fortnight from the date of intimation against replacement or refund of payment made, failing which the Deptt. shall have the right to dispose them off in any manner it likes.

15. **ARBITRATION:** If any dispute/question of controversy arises between DTL and contractor relating to the contract/order or any clause or thing contained therein, the dispute shall be referred at the arbitration of G.M.(O&M)II or his nominee and the decision of the G.M.(O&M)II or his nominee shall be final and binding on both the parties.

16. **QUANTITY VARIATION:** During the execution of the Contract, DTL reserves the right to increase or decrease the quantity of item under the contract but without any change in unit price and other terms & condition. However, such variation shall not be subject to any limitation for the individual items but the total variation in all such items under the contract shall be limited to plus twenty five of minus five percent (+25/-5%) of the Contract Price.

17. **EXEMPTION:** Earnest Money is to be deposited by all tenderers/bidders, whether registered with DGS&D/NSIC/DTL or such bodies except the exempted categories as per the relevant government rules like small scale enterprises etc. Such exempted category bidders claiming E.M.D. exemption shall enclose the verified copy of exemption certificate issued by relevant govt. agency, along with the bid failing which their bid shall liable to be rejected.

18. **INTEREST & REFUND OF EMD:** No interest is payable by DTL on the amount of Earnest Money deposited by the Tenderer/Contractor. Earnest Money is held by DTL till obligations are satisfactorily and completely discharged by the Tenderer/Contractor. The amount of the Earnest Money shall be refunded to the unsuccessful bidders immediately after decision taken by the authority competent to accept/reject the tenders.

19. **BLACK LISTING:** Any Party making post tender development directly or indirectly may be black listed for a period up to 3 years. In case tenderer amends/modifies/revise/withdraws the prices/price structure of the offer without the consent of Delhi Transco Limited, after the
tender opening and during the period of validity of their offer (i.e. 120 days), the Earnest Money in full or part deposited by them shall be liable to be forfeited or their offer liable to be rejected. They shall also be debarred from participating in future tenders of DTL for the period ranging from 1 to 5 years and shall be placed under Black List. If the supplier fails to supply the material in full or in part within stipulated delivery period specified in the purchase order of material/equipment is found to be defective or failing of fulfill the Guaranteed Performance of the Contract as specified in the Purchase Order, they shall be debarred or black listed from participating in future tender of DTL for the period ranging from 3 to 5 years.

20. **PRICE BASIS:** All prices and price components of materials and services under the subject contract shall remain firm during execution of contract and no price variation whatsoever will be allowed on any of the components.

21. **REPLACEMENT OF DEFECTIVE AND REJECTED MATERIAL:** The contractor shall replace free of cost at destination any such quantities of material or any parts thereof, which be found defective due to inferior quality or bad material or workmanship etc. during the guarantee period within 30 days or the intimation to the effect. The material on receipt at purchaser’s office/site shall be verified and inspected by the purchaser. If the material is not found to purchaser’s satisfactions and specifications the same shall be rejected and the intimation thereof shall be conveyed to the contractor. The contractor shall also be intimated of the shortage and / or damages in the material received in the Purchaser’s site/offices. The rejected / short Supplied / damaged stock shall be replaced free of cost at destination within 7 days of intimation from DTL failing which the cost of such material shall be recovered from any amounts due to the contractor. Rejected supplies shall be removed within 10 days of receipt of intimation failing which the contractor may lose the claim of material.

22. **SUB-LETTING OF CONTRACT:** The contractor shall not unreasonable with hold, assign or sublet his contract or any substantial part thereof, without the written consent of purchaser. Such subletting shall not in any way be interpreted as releasing the contract from his liability & obligations under the contract.

23. **FORCE MAJEURE:** No liability shall be attached to contractor for non operation of execution of their obligation under this contract as a result of Force Majeure or any other factor beyond the reasonable control of the Management. No liability shall be attached to contractor for any damage due to natural calamities such as Earth vibro meter/Quake, War, Civil Commotion and Willful damage.

24. **TAXES AND DUTIES:** All the statutory taxes and levies applicable on supplies and services are inclusive in the Contract Price. DTL shall not bear any liability whatsoever on this account. DTL shall make statutory deduction at source in accordance with the statutory provisions including income Tax Act, as applicable from time to time, for which necessary TDS certificate(s) shall be issued to you in due course.

25. **TERMINATION OF CONTRACT:** DTL reserves the right to terminate the contract after giving 2 week notice in case of performance of the contractor is not found satisfactory or on account of non-compliance of any of the condition of the contract. In such case the security
The deposit shall also be forfeited without prejudice to right of the DTL to take any other action of recover any loss suffered by the DTL due to non-performance of the contract.

26. The supply has to be completed as per site requirement and in consultation with respective Asstt. Manager (T) 220KV S/Stn. Masjid Moth Road.
27. Delhi Transco Limited reserves the right to reject the offer/offers without assigning any reason.
28. Delhi Transco Limited reserves the right to cancel the order, if found unsatisfactory performance and will have the right to procure material from other party at the Risk and Cost of the contractor.
29. In case of opening day is holiday/closed day, opening date may be treated as the next working day or can be postponed by the officer opening authority.
30. Items are to be supplied as per technical details/specifications of sample/items. Bidder can visit site for further details of items during working hours on any working day.

Signature of the contractor with Rubber stamp.

Mgr (T) O&M-II,S-II

ANNEXURE ‘B’

1. The DTL reserves the right to accept or reject any offer in whole or part without assigning any reason.

2. The rates should be quoted based on the units specified in words as well as in figures without any cutting, in case of difference of values/rates in figures and words or any confusion it will be constituted to take the rates, which are lowest.

3. The rates should be firm in all respects.

4. The rates quoted should be valid for 120 days from the date of opening of quotations/tenders except during negotiation if required.

5. Earnest money @ 2% of the total value of the works, is specified shall be deposited along with tender/quotation by bank draft/FDR of any scheduled bank of Delhi in favour of DTL. The same shall be refunded without interest after decision of the case, without earnest money offer will not be opened. In the event of the offer if accepted, it can be adjusted towards the security deposit amount.

6. Security Deposit: - Apart from earnest money the successful party will have to deposit security through demand draft/FDR at the rate specified under clause 09 of Annexure-A for due performance of the contract. The successful tenderer shall have to deposit the security at @ 5% of the total contract value within 10 days of receipt of Order failing which penalty @ .05% per week up to maximum 1% of total contract value shall be levied. Failure to deposit the security deposit money on the part of the contractor within the said period shall amount to backing out of the offer entitling the earnest money to be forfeited out right.. No interest will be payable on the above amount and on security deposit. Any damage caused to the material/tools of the undertaking will be recovered from the security deposit/earnest money or other running bills. Safety of DTL material & property handed over to the contractor will be responsibility of the contractor.
7. In case of opening day is holiday/closed day, opening date may be treated as the next working day or can be postponed by the officer opening authority.
8. Incomplete tender/quotations will be rejected summarily.

9. **Qualification Requirement:**
   a) Bidder should submit the attested copy of purchase order during last 07 years of the similar work (supply) executed in DTL or other State transmission utility
   b) Self attested Copy of Permanent Account No. (PAN card).
   c) d) Self attested Copy of Service Tax Registration certificate.

10. Following document should be submitted along with the offer, failing which offer is liable to be rejected.

Manager (T) 220KV O&M,S-II

SIGNATURE OF THE CONTRACTOR WITH STAMP
### ANNEXURE’ C’

**Scope of Supply**
Details of items no 03, Register are required for Lodhi road and Masjid moth S/stn are as under

<table>
<thead>
<tr>
<th>S.No</th>
<th>Description</th>
<th>Size</th>
<th>220KV Masjid moth</th>
<th>220KV Lodhi Road</th>
<th>Qty.(in Nos)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gas pressure and air pressure of Breaker Register (21x33.5CM)</td>
<td>200 Sheets</td>
<td>5</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>Individual Fault Register (21x33.5CM)</td>
<td>200 Sheets</td>
<td>5</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>LA Register (21x33.5CM)</td>
<td>200 Sheets</td>
<td>5</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td>D.G Register (21x33.5CM)</td>
<td>200 Sheets</td>
<td>5</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>5</td>
<td>Max&amp; Min Load Register (21x33.5CM)</td>
<td>200 Sheets</td>
<td>5</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>6</td>
<td>Energy Meter reading register (21x33.5CM)</td>
<td>200 Sheets</td>
<td>5</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>7</td>
<td>PTW Register</td>
<td>200 Sheets</td>
<td>10</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>8</td>
<td>Register,21x33.5CM</td>
<td>200 sheets</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
</tbody>
</table>