

F.No.19011/2/2023-Admn.
Government of India
Ministry of Chemicals and Fertilizers
Deptt. of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi
Dated: 31.10.2025

NOTICE

Subject: Inviting proposals for awarding contract for maintenance of telephone line in the Department of Chemicals and Petrochemicals-regarding.

Department of Chemicals & Petrochemicals intends to award annual contract for maintenance of telephone line, cabling and supply of instrument in the Department of Chemicals and Petrochemicals. The Department is looking for reputed firms having adequate familiarity/experience in the field.

2. Proposals are invited in envelope prominently marked as "ANNUAL MAINTENANCE CONTRACT FOR TELEPHONE LINE" from interested vendor on the above stated subject. The proposal may be submitted in Room no. 434- C, Shastri Bhawan, New Delhi within 5 calendar days of publishing this notice on this Department's website. The firm fulfills the following minimum criteria may only apply:-

- A. Firms will be entertained which are registered for the services desired in the notice and have PAN No. The quotation must be submitted in the proforma given at Annexure-I
- B. The notice should be accompanied with the Earnest Money Deposit of 5,000/- in the form of DD/ Pay order from any of the Nationalized Bank in favour of P&AO (Sectt.), Department of Chemicals and Petrochemicals, New Delhi.
- C. The firm should have an experience of 5 years in related works. It should produce a certificate from Government Departments or Public Sector Undertakings/reputed private institutions/firms to the effect that the Firm has given satisfactory service/performance along with the bids, without which bid is liable to be rejected.

3. Terms and conditions of the notice & resultant contract shall be under:-

- a. The successful bidder would have to deposit an amount of Rs. 2000/- as security deposit in the form of Bank Guarantee drawn in favour of P&AO, (Sectt.), Department of Chemicals and Petrochemicals, New Delhi.
- b. The advance payment will not be made in any condition.
- c. During the period of contract the firm will have to depute a qualified person to General Section of the Department from 9AM to 5-30 PM every working day (Mon-Fri) to rectify the problem of Telephone line.
- d. The Department reserves the right summarily to terminate the contract at any time without assigning any reason.

- e. The contract will be valid for one year or relocation of the Department to other building in view of development of Central Vista Project.
- f. The contractor shall be responsible for payment of wages/settlement of dues with workers engaged by the firm as per prevailing labour/wage laws in force in NCT of Delhi and the Department of Chemicals and Petrochemicals shall not be a party to any dispute between the contractor and workers.
- g. The contractor shall have more than one engineer readily deployable for any telephone line related work, available on call, to attend to the work of this Department, on all working days.
- h. The Prospective bidders are free to see the installed exchange and seek any clarifications and also understand the kind of requirements. For this purpose, Section officer(Admn.), R. No. 434-C, Shastri Bhawan, New Delhi-110001. (Telephone No. 23383575) may be contacted with prior appointment on any working day before closure of the notice.
- i. The contract may be extended further in case of services given by company is found satisfactory, at the sole discretion of the Department.
- j. All matters/disputes pertaining to the notice and resultant contract shall be settled by the Head of the Department or Officer nominated by him/her for the purpose. The contract terms are interpretable under the applicable Indian Law subject to the jurisdiction of NCT of Delhi.



(Shibu Das)

Under Secretary to the Govt. of India
Telephone No. 23386013(o)

Copy to NIC, for display on the website of the Deptt.

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Ministry of Chemicals & Fertilizers
Department of Chemicals & Petrochemicals

Application Proforma for Award of Contract for Telephone Line and Cabling Work

1. Name of the Firm / Agency:

2. Full Address (with Telephone, Mobile, Email):

3. Name of the Proprietor / Authorized Person:

4. Registration Details:

- (a) GST Registration No.: _____
(b) PAN No.: _____
(c) Labour / Service Registration (if applicable): _____
(d) EPF / ESI Registration (if applicable): _____

5. Experience Details:

(Please attach copies of work orders / completion certificates)

S. No.	Name of Department/Organization	Nature of Work	Value of Contract (₹)	Period	Remarks
1					
2					

6. Details of Technical Staff / Technicians Available:

7. Financial Details:

- (a) Average Annual Turnover (last 3 years): ₹ _____
(b) Copies of audited balance sheets / ITR enclosed: Yes / No

8. Equipment / Tools Available for Cabling Work:

9. Any Past Experience with the Department of Chemicals & Petrochemicals:

10. Declaration:

I/we hereby certify that the information provided above is true and correct to the best of my/our knowledge and belief. I/we understand that if any information is found to be false, our bid/contract is liable to be rejected/cancelled.

I/we also agree to abide by the terms and conditions laid down by the Department of Chemicals & Petrochemicals for this contract.

Date: _____

Place: _____

Signature of the Applicant / Authorized Signatory

Name: _____

Designation: _____

Seal of the Firm: _____

Annexure-1

Sl. No	Items		Charges (in Rupees)
1	Annual Maintenance Charge		
2.	Cable	1 Pair 2 Pair 3 Pair 4Pair 5 Pair 10 Pair 20 pair	
3	PVC Channel Providing & Fixing		
5	Simple Line Card		
6	Roget		
7	A/C DC Adaptors for plan		
8	Instrument Cleaning & Service		
9	Plan Set/Roget/Line Code		
10	Any other items/work		
11	Tax/Vat		
12	Total		