

No. 21/5/2010-Admn.

Government of India

Ministry of Mines

Shastri Bhavan, New Delhi.
Dated the 27th January, 2011.

Subject: **ANNUAL MAINTENANCE CONTRACT for maintenance and repair of UPS for the period of one year installed at Shastri Bhavan & CGO Complex, New Delhi.**

Sealed quotations are invited from reputed/registered firms for award of Annual Maintenance Contract for maintenance & repair of UPS of various ratings installed in the Ministry of Mines, Shastri Bhavan & its office located at CGO Complex as per details mentioned at appendix 'A' for a period of one year from the date of award of the Contract. The prospective firms should have atleast 5 years experience of supply, maintenance and repair in Government Departments and should furnish a copy of the PAN, Service Tax Registration and "Experience Certificate" with their quotations.

2. It is, therefore, requested to send the rates/quotation for the above mentioned items in a sealed cover so as to reach the Section Officer, Administration Section in Room No. 338, A wing, Shastri Bhavan, New Delhi – 110001 by 11.30 A.M by **21.02.2011**. The quotation and its envelope must be super-scribed "**QUOTATIONS FOR ANNUAL MAINTENANCE CONTRACT FOR UPS**". Earnest Money of Rs.10,000/- (Rs. Ten thousand only) may please be attached with the quotation in the form of Demand Draft in favour of "**Pay & Accounts Officer, Ministry of Mines**". The quotations should also indicate the response time and service commitment. The tenderers should have sufficient staff and communication facilities to respond to breakdowns in shortest possible time.

3. The payment shall be released in four quarterly installments.

4. The Ministry reserves the right to reject any or all quotations without assigning any reasons thereof.

5. The quotations received will be opened at 3.00 PM on the same day i.e. **21.02.2011** in the Ministry. The tenderers or their representatives may, if they so desire, be present at the time of opening of quotations.

Contd.....2/-

6. The Terms & Conditions of the contract will be as follows:-
- (i) **Period:** The successful firm will be required to start working immediately after award of the contract. The Ministry shall, however, has the right to terminate the contract at any time without assigning any reason thereof.
 - (ii) The firm shall have to attend all complaints on receipt of information from the users directly with the prior approval of Administration Section. The services should be provided on regular basis during office hours and in case of emergency beyond office hours or holidays etc.
 - (iii) The firm will be required to undertake maintenance/repairs of UPS at Shastri Bhawan & office located at CGO Complex, New Delhi or any other location as decided by competent authority.
 - (iv) For payment purpose, the bills should be submitted month-wise on the prescribed format requisition-wise along with the work completion report/user certificate.
 - (v) No increase in amount shall be considered at all during the full period of AMC. No any other charges will be payable like transportation, fare etc. for providing the services.
 - (vi) Conditional tender will not be entertained. Similarly, quotations received after stipulated date and time will also not be considered under any circumstances.
 - (vii) Representative of the firm will not remove any part(s) or whole from the equipments without permission of the competent authority in the building where the equipments are installed.
 - (viii) The rates will be for a period of one year and the firm will not be allowed to increase the rate once approved for a period of one year.
 - (ix) Firm whose tender has been approved will have to provide all parts required for running the equipment including Batteries. The tenderer will have to supply original parts as required to run the equipments. The cost of Batteries and other spare parts may also be indicated.
 - (x) The firm will intimate their registration number, sales tax number, PAN, TIN number, Service Tax registration number with the tender papers.
 - (xi) The successful tenderer would be required to deposit an amount of Rs.10,000/- (Rs. Ten thousand only) in the shape of Fixed Deposit with any of the scheduled Bank pledged in the name of the undersigned which will be released on the successful completion of the contract.

- (xii) The firm will have to repair the equipment within 24 hours of its complaint. If not, the Ministry will get repairs carried out from outside and the expenditure so incurred on such repairs will be deducted from the AMC payment, due to the firm.
- (xiii) The representatives of the firms may inspect all the UPS on any working day by obtaining appointment from Section Officer (Admn.) before they submit their rates for AMC.
- (xiv) The existing numbers of UPS mentioned in the Appendix A may change during the currency of the contract. For any such alterations, intimation shall be given to the contractor and if any new addition is not maintained through warranty clause but through AMC, charges for maintenance shall be payable to the contractor at the rates agreed upon. Similarly, the deletion shall also be intimated to the contractor and charges shall be deducted for the purpose of payment to contractor.
- (xv) This Ministry can terminate the contract at any time without assigning any reason, if the work of the contractor is found unsatisfactory. In this respect the decision of the Ministry will be final and binding on the contractor. The Ministry reserves the right to reject any quotation in whole or in part without assigning any reason thereof.
- (xvi) The rates may be quoted as per Annexure-I, Taxes (VAT, Service Tax) if any, may be specifically and separately indicated in the quotation.

7. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by this Ministry.

(Pramod Chand)
Under Secretary to the Government of India
Tele: 23384743

Copy to:-

1. Director, NIC, Shastri Bhawan with the request to place the aforesaid notice on the website of the Ministry for wider publicity.

APPENDIX-A

Name of the Firm :

Registered/Postal Address

Telephone No.

E-mail

PAN No.

VAT/TIN No.(if applicable)

Service Tax Registration (if applicable)

UPS			
S.No.	Rating	Quantity	AMC charges per unit (in Rs.)
i.	500/625 VA	73	
ii.	800 VA	86	
iii.	1 KVA	03	
	Total	162	
2.	UPS BATTERIES	Charges per unit (in `)	
		Buy back (in `)	Total Price per unit (in `)
i.	7 AH		
ii.	17 AH		
iii.	26 AH		
iv.	42 AH		
v.	65 AH		
3.	Any other item(s)		
4.	Remarks		

Particulars of EMD :

(i) DD No.

(ii) Date

(iii) Amount

(iv) Bank (drawn on)

Signature with seal