

No. 21/1/2013-Admn.

Government of India
Ministry of Mines

Shastri Bhavan, New Delhi.
Dated the 22nd July, 2013.

Subject: **ANNUAL 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 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 Annexure 'I' 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" from their respective organizations while submitting their quotations.

2. The sealed cover containing the tenders and super-scribed as under and complete in all respect should be dropped in the tender box placed at the "**Information & Facilitation Centre**", Ministry of Mines, Garage No.23, Ground Floor, "A" wing, Shastri Bhawan, New Delhi by 12.00 hours by **12.08.2013**. 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 quotations would be opened on **the same day i.e. 12.08.2013** at 3.30 P.M. in the Ministry of Mines or on a suitable date, to be intimated later by the Tender Opening Committee in the presence of the tenderers or their representatives who may like to be present.

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5. The Terms & Conditions of the contract will be as follows:-
- (i) 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 in case of violation of any provision of Terms & Conditions of this tender Notice.
 - (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.

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- (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, Invertors and Batteries on any working day by obtaining appointment from Section Officer (Admn.) before they submit their rates for AMC.
- (xiv) The existing numbers of UPSs mentioned in the **Annexure I** 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.

6. 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.

V. Prasad
(V. Prasad) *22/7/13*
Section Officer (Admn.)
Tele: 2338 1631

To

1. CPP Portal
2. Director(NIC) with a request to upload the tender document on the website of this Ministry.

