

D-21013/1/2012-PMG
PRIME MINISTER'S OFFICE
(General Section)

South Block, New Delhi-110011

Dated, the July, 2012

6/8

Subject: Annual Contract for repair/maintenance of UPSs – Reg.

Prime Minister's Office intends to put approximately 228 UPSs under comprehensive Annual Maintenance Contract (AMC) for a period of **two years**, which can be extended on mutual agreement for further one year. The details of the UPSs are given at Annexure-I. The quantities of UPSs to be put under AMC are subject to variation.

2. **SEALED TENDERS** are invited for the Maintenance/Repair of UPSs on the terms and conditions enumerated below.

- 1) The firm should be in existence for over five years in the business.
- 2) The firm should have previously executed an Annual Maintenance Contract for at least two years with Government Ministries / Departments / Government or Semi-Government Organizations including Public Sector Undertakings. A copy of such Contract should be furnished along with the bid.
- 3) The firm should produce self attested photocopies of documents related to allocation of PAN (Permanent Account Number) and Service Tax Number.
- 4) The other terms & conditions for awarding the AMC shall be as under:
 - a) The Contract will be valid for a period of two years. However, the Contract may be terminated prematurely at the discretion of the Prime Minister's Office.
 - b) The rate should be quoted per UPS for two years as per the enclosed proforma.

- c) The quantity of UPSs under AMC could be subject to variation, in which case, the payments would be calculated and made on a pro-rata basis.
- d) The rates quoted will remain in force for the period of Contract. No demand for revision of rate on any account shall be entertained during the Contract period.
- e) The awardee shall depute at least one skilled person to this Office for attending to breakdowns. Such person should be equipped with mobile phone to ensure his availability.
- f) The firm will prepare and maintain a log book for the machines to be taken under the AMC.
- g) The firm would take up any reported fault within one hour. As far as possible, the repairs would be carried out on site itself. However, in case the equipment is taken to the workshop, the firm would provide a stand-by equipment for the same.
- h) If any UPS is not repaired within two days or if the firm fails to provide a stand-by, then a penalty of ₹200/- (**Rupees Two Hundred only**) per day or part thereof will be charged for delay beyond the two days till such time the UPS is repaired.
- i) The AMC for UPSs shall be comprehensive in nature and shall include replacement of batteries and all parts.
- j) UPSs are installed at PM's Office in South Block/PM's House/Rail Bhawan/Parliament House. On receipt of complaints, the repairs should be carried out immediately in the Office premises. In case the UPS is required to be taken outside the premises for repair, the freight/transportation charges will be borne by the firm. No extra charges will, however, be payable on this account.
- k) It may also be noted that in case of contractor backing out in midstream without any explicit consent of this Office, he will be liable to recovery at higher rates, vis-a-vis those contracted with it, which may have to be incurred by this Office on maintenance of UPSs for the balance period of Contract through alternative means.
- l) No advance payment in any case would be made. However, quarterly payment after satisfactory completion of each quarter would be made. A

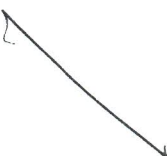
service certificate of individual UPS should be submitted along with the Bill.

- m) The successful tenderer will be required to furnish **Security Deposit of ₹15,000/- (Rupees Fifteen Thousand only)** within ten days from the date of acceptance of the tender. The Security Deposit shall be in the form of Bank Guarantee / FDR in favour of the Section Officer, Prime Minister's Office, South Block, New Delhi-110011. The Security Deposit money will be refunded only after the expiry of the Contract, subject to the satisfactory service / performance during the period of the Contract. The Security Deposit will be forfeited if during the period of Contract the services of the contracted agency are found to be unsatisfactory in any respect.
 - n) The Contract shall be terminated at any time without assigning any reason. In this respect, the decision of the PMO will be final and binding on the contractor. The Competent Authority reserves the right to reject any quotation in whole or in part without assigning any reason thereof.
3. Interested parties may submit their documents in the attached proforma duly completed and signed, to the undersigned by name in sealed covers. The sealed covers containing the tender and superscribing as **"QUOTATIONS FOR MAINTENANCE / REPAIRING OF UPSs OF PRIME MINISTER'S OFFICE"** and complete in all respect should be submitted at the Dak Counter in Prime Minister's Office, South Block, New Delhi-110011 **by 3.00 PM on or before 21.08.2012.**
4. All the tenderers should read and understand the terms & conditions of the Contract as detailed out in the foregoing paragraphs before furnishing their quotations, as no change or violation of the aforesaid terms and conditions are permissible once the quotations are accepted by this Office.
5. The quotations should be accompanied by earnest money of **₹7500/- (Rupees Seven thousand five hundred only)** in the form of Demand Draft of any nationalized bank drawn in favour of Section Officer, Prime Minister's Office, South Block, New Delhi-110011, without which the quotation will not

be considered. The earnest money will be returned to all the unsuccessful tenderers after finalization of the Contract.

6. The tenders received within the stipulated time on the last date of receipt of quotations will be opened at 3.30 P.M. on the same day i.e. on 21.08.2012. The tenderers may be present at the time of opening of tenders, or may, if so desire, depute one of their representatives to be present at the time of opening of tenders.

7. Any dispute regarding the Contract shall be resolved through arbitrator to be nominated by Additional Secretary or Secretary in this Prime Minister's Office. The Contract shall be subject to the Indian law and the jurisdiction of the courts located in Delhi.



R. Mythili
31/8/12
(R. Mythili)

Under Secretary to the Government of India

1. To all Government Departments.
 2. On PMO web-site.
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S. No.	MAKE OF UPS	QUANTITY
1	AC COM	01
2	APC	01
3	COLOR Z	01
4	CLASSIK	11
5	DELT RON	01
6	KARVS	02
7	LUMINOUS	04
8	MAX POWER	01
9	MICROTEK	93
10	NEXUS	01
11	PARADYNE	01
12	PULSE TECH	03
13	SAMTEK	32
14	SOLUS	04
15	SOMAX	01
16	SUPER COM	01
17	TRUE POWER	32
18	PHOTON	01
19	VENUS	37
	TOTAL	228

PROFORMA

Name of the firm / company / Agency	
Complete Address & Telephone Number	
Whether EMD of ₹7,500/- enclosed in the form of Bank Draft / Pay Order (No. and date)	
Name & Address of the Department / Ministries and other organizations where, at present, the firms has contract (self certified duly stamped copies of contract letters be attached).	
PAN Number / STN	
15 Digit Service Tax Code No. and VAT A/c number.	
AMC Rates per UPS for 2 years.	

(Signature with name & address)