

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

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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

