

D-21011/05/2015-Ad.II
CABINET SECRETARIAT
RASHTRAPATI BHAVAN

New Delhi, the 23 November, 2015

To

(THE INTRESTED BIDDER)

Subject: Invitation to Tender for annual maintenance contract of UPSs.

I am directed to invite sealed Tenders for award of annual maintenance contract of UPS. Interested firms may send their tender along with a Bid Security Deposit of Rs.10,000/- (Rupees Ten Thousand Only) in the form of Account Payee Demand Draft from any nationalized bank in favour of "D. D. O, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi."

2. The tender document may be collected from Section Officer Ad.II, Room No. 6, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi-4 (Phone:2301-5937 & 2301-5938). The tender details/document can also be downloaded from the websites of www.cabsec.nic.in and www.eprocure.gov.in.

3. **The quotations may be submitted in two bids, viz. technical and financial in separate sealed covers.** Technical Bid should contain company profile and authenticated documents to prove the eligibility of all conditions as per Annexure-II. The Financial Bid should contain only the Financial Charges as per Annexure-III. Omission of any of the demanded documents may result in the rejection of their entire tender. They should go through the tender advertisement thoroughly and submit their quotations only if they meet terms and conditions of the Cabinet Secretariat.

4. The firms should submit the quotations in separate sealed envelopes. Both sealed covers should be placed in the main sealed envelope super scribed "**Tender for annual maintenance contract of UPS**" and the same should be addressed to "**The Under Secretary (Ad.II), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi**, and should be deposited in the **Tender Box** kept for the purpose in the **Reception Office of the Cabinet Secretariat, South East Wing, Rashtrapati Bhavan, New Delhi**, latest by **3:00 PM on 22nd December, 2015**. The quotation/tender received after the last date and time prescribed and or received in any manner other than through Tender Box would not be opened and would be summarily rejected. **No tenders through post/speed post/ reqd. post or courier will be accepted**

5. The Tender Opening Committee will open the technical bids at 3:30 PM on 22.12.2015 in Room No. 9, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi in the presence of participating bidders, who may like to be present in person or through their duly authorized representative. The Committee/competent authority will assess the ability of the agencies based on its record, profile and on such other criteria as per technical bids. The representatives of only those found successful at the technical bid stage would be allowed to be present at the time of opening of financial bids.

6. The Firms/bidders should not have been blacklisted by any Ministry/Department of the Government of India. The tendering firms/bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with Government Ministries/ Departments have not been banned.

7. The Secretariat reserves the right to cancel any or all of the Tenders without assigning any reason.


(Nilratan Das)

Under Secretary to the Govt. of India
Tel:2379 3211

Enclosure: Terms & conditions (Annexure-I) and formats of Technical Bid (Annexure-II) and Financial Bid (Annexure-III).

Copy to:

1. Technical Director (NIC), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi. The aforesaid letter may kindly be up-loaded in a non-editable version on this Secretariat's official website www.cabsec.nic.in and www.eprocure.gov.in under intimation of the office.
2. **All Ministries and Department of Govt. of India** located at New Delhi/Delhi with the request that the firms engaged by them for the purpose may be requested to submit their tenders, if interested.

General terms and conditions

1. The firm should have at least 3 years' experience in maintenance of UPSs in Ministries/ Departments. List of clients indicating the year of working for these organizations along with work order must be enclosed.
2. Interested firms may send their tender along with a Bid Security Deposit of Rs.10,000/- (Rupees Ten Thousand Only) in the form of Account Payee Demand Draft from any nationalized bank in favour of "D. D. O, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi."
3. Duly constituted committee shall open and evaluate the bids for AMC and batteries separately and accordingly accept the bid(s) on the basis of lowest quote.
4. The AMC will be given for a period of one year from the date of the award of the contract. The rates quoted by the firm will remain in force for the entire period of contract. No request for revision of rate on any account shall be entertained during the contract period.
5. The contract shall automatically expire unless extended further by mutual consent of the firm and this Secretariat.
6. The firm, who is awarded AMC, must ensure that they will not service it through outsourcing. Any such default would lead to blacklisting.
7. The firm shall provide services during office hours in Cabinet Secretariat, Rashtrapati Bhavan, New Delhi and its other Offices situated in Delhi (including Saturdays/Sundays and Holidays) without any additional cost.
8. The total number of UPSs mentioned in the **Annexure III** may change during the currency of the contract. In case of inclusion of UPS after expiry of warranty, charges for maintenance shall be payable to the firm at the rates agreed upon. Similarly, the deletion also be intimated to the firm and charges shall be deducted for the purpose of payment to firm.
9. The service engineer would take up any reported fault **within two hours**. As far as possible, the repair work should be carried out on-site itself.
10. If any UPS is not repaired within 24 hours, or there is a need to take the UPS to workshop of the firm, the firm shall have to provide a stand-by UPS for the same. The Department will not make any payment towards cartage and any other such expenditure. The equipment taken out of building for repair should be returned within three days.
11. If the firm fails to repair the UPS within 3 days and 'stand-by UPS' provided does not work, then a penalty of Rs.200/- (Rupees Two Hundred Only) per day or part thereof will be charged for delay.
12. The firm shall be responsible for payment of wages/settlement of dues with service personnel engaged by them as per prevailing labour/wage laws in force in NCT of Delhi



and the Cabinet Secretariat shall not be a party to any dispute between the firm and its service personnel.

13. The Annual Contract shall be operative immediately after award of the contract. Cabinet Secretariat shall, however, has right to terminate the contract at any time if the services of the firm is found not satisfactory. In this respect, the decision of Cabinet Secretariat will be final and binding.
14. **The firm would use only genuine spare parts of reputed brands.** No advance payment will be made in any case. The payment shall be made on Quarterly basis, on presentation of bill in triplicate.
15. The Cabinet Secretariat reserves the right to reject all or any quotation without assigning any reason.
16. If the Firm commits breach of any of the terms and condition or is not able to complete the work in time repeatedly or the quality of work is not satisfactory, the contract will be cancelled and security deposit shall be forfeited.
17. The contract shall be subject to the Indian Laws and Jurisdiction of the Courts located in Delhi.



Technical Bid

Subject: Invitation to Tender for annual maintenance contract (AMC) of UPSs installed in Cabinet Secretariat.

S. No.	Particulars	To be filled by the Tenderer
1	(a) Name of Firm/Agency	
	(b) Address	
	(c) Name of proprietor	
	(d) Telephone No.	
	(e) Mobile No.	
	(f) Email address	
	(g) Name of business partner, if any	
2	Details of EMD i. Amount ii. Draft No. iii. Date iv. Issuing Bank	
3	Proof of 3 years' experience in the form of attested copies of contract letters entered with the Ministries/ Department with a list of Clients for contracts of UPSs (attach a complete list)	
4	List of attested copies of latest i. the audited accounts for the period ii. IT Returns filed and iii. IT Clearance Certificate iv. Sales Tax Certificate	
5	List of attested copies of i. PAN/TAN Card ii. Service Tax Registration Number	
6	Attested copies of Performance Certificates from existing Government Clients.	

Note: Only requisite documents are to be attached.

**Signature of the authorized signatory
of the Tenderer with seal of the Firm**

Place:-

Date:-



Financial Bid

Subject: Invitation to Tender for annual maintenance contract (AMC) of UPSs installed in Cabinet Secretariat.

'A' – Rate for Comprehensive AMC

S. No.	Item head with no in bracket	Rate for comprehensive repair per Unit for one year in Rs. (without Battery	Applicable Taxes, if any	Net Rate for Unit for one year
1	UPSs (219 of APC 1100 VA)			

'B' – Rate for APC Battery

S. No	Rate for each APC Battery (Outlets 230 V, 4.7A, 50/60 Hz, 660w and Total output current of both the batteries together is 6A) with minimum 6 month warranty, if required to be replaced	Applicable Taxes, if any	Net Rate for each Battery
1			

