

**File No. 19/11/1000/2014-GA**  
**Government of India**  
**Ministry of Commerce & Industry**  
**Department of Commerce**  
**(General Administration Section)**

New Delhi 25 June, 2019

**TENDER NOTICE**

**Sub: - Comprehensive Annual maintenance Contract of L.I. and On-Line UPSs (without batteries) of various makes in Department of Commerce — reg.**

I am directed to say that online tenders are invited from the reputed firms engaged in the Comprehensive Annual maintenance Contract of UPS (without batteries) of various makes in Department of Commerce for one year from the date of award of the contract for the items mentioned in para 5 in Department of Commerce and at the residence of Hon'ble CIM and Minister of State (C&I) for period of one year from the date of awarding of Contract.

2. **The last date of submission of quotations is 09.07.2019 before 1500 hrs** - clearly stating that all the Terms & Conditions specified by this Ministry for this Purpose are fully acceptable to the vendor. For further details and obtaining of the tender documents, tender notices may be seen at the website of Ministry of Commerce at <http://commerce.gov.in> **The Technical Bids will be opened at 1630 hrs on the same date i.e. 09.07.2019 in Room No. 27-C, Udyog Bhawan, New Delhi.** Financial bids of only technically qualified bidders will be opened, the notice of which will be issued accordingly.

3. Incomplete or conditional tenders will not be entertained, The firm shall deposit **Bid Security (EMD) for an amount of Rs. 50,000/- (Rupees Fifty Thousand Only) from any Nationalized Bank in form Demand Draft (DD) in the form of Bank Draft in favour of Under Secretary (cash), Department of Commerce, Udyog Bhawan, New Delhi** along with the Technical Bids. The Earnest Money will be refunded to the unsuccessful bidders after finalization of the bids. The bid received without the EMD will be summarily rejected. The Successful tenderer will have to deposit the security money @ 10% of the contract value in the form of FDR and that must have validity beyond 90 days from the date of expiry of the contract to meet all the contractual obligations. Each page of both the Technical and Financial Bids are submitted to be signed and stamped by the authorized Signatory of the agency submitting the Proposal. You or your representative may be present at the time of opening of quotation.

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4. **The Bid Security will be forfeited in the following conditions: -**

- (a) If at any stage, any of the information/declaration given by the bidder is found false.
- (b) If a bidder withdraws his bid during the of bid validity specified in the terms and condition of tender.
- (c) In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.
- (d) In case of final selection of bidder, if he fails to furnish Performance Security in accordance with the terms and conditions of the tender.

5. The UPS details and their quantity which will be covered under AMC are as under:-

S. No.	Capacity of L.I. & On-Line UPSs & make	Qty
1.	625VA L.I. UPS (HI SINE)	45
2.	1.0 KVA L.I. UPS (HI SINE)	104
3.	1.5 KVA L.I. UPS (AAR KEY)	01
4.	2.0 KVA L.I. UPS (AAR KEY)	02
5.	30 KVA On-line UPS (AAR KEY)	04
6.	20 KVA On-line UPS (HARSH)	25
7.	15 KVA On-line UPS (HI SINE)	18
8.	5 KVA On-line UPS (HARSH)	03

6. Technical bid should include of the following documents:-

- a) The Registered Office or one of the Branch Offices of the Company/Firm/Agency should be located either in Delhi/New Delhi or NCR region of: Delhi.
- b) The Company/Firm/Agency should have valid registration no, registered with the appropriate registration authority,
- c) The Company/Firm/Agency should have at least 03 (Three) years experience in Hardware Sales/Annual Maintenance Contract in minimum 3 (three) Ministries/Central/State Government Departments, PSUs, Nationalized Banks etc. for last three consecutive years proof duly supported by documentary evidence and which should be enclosed with the technical bid.
- d) The Company/Firm/Agency should be registered with Goods Service Tax (GST) Department.
- e) The Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.

- f) Copy of PAN card/IT return.
- g) Certificate of annual return of the last three years certified by CA,
- h) Proof of having successfully executed minimum 03 {AMC} AMC of UPS in 03 (three) Ministries Departments/PSUs/Nationalized banks.
- i) The firm should have minimum turnover of Rs, 50 Lakhs for the last three Consecutive years towards the sale/services in various Govt, Departments and the documentary proof of the services provided of the said amount may be enclosed with the Technical Bid,
- j) The tenderer should have original ASP (Authorized Service Provider) of any OEM of the equipment to be put under AMC. A certificate to the effect must be enclosed. The decision of the Department in this regard will be binding and final,
- k) The earnest money amounting to Rs, 50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft in favor of Under Secretary (Cash), Department of Commerce at New Delhi.
- l) The firm has to submit the Technical Bid in Prescribed performa as per annexure "A" with attested copies of the documents indicating compliance with the above specifications/ requirements should be kept with the Technical Bids,

7. **Financial Bid:-**

The financial bid should contain the rate against on each item as per Annexure —B and the bidders have to submit the Financial bid as per attached performa, if not, the tender would be summarily rejected.

8. **GENERAL TERMS AND CONDITIONS OF CONTRACT**

- a) Preventive maintenance would be carried out on monthly basis. A Preventive Maintenance Report from the user would be submitted to General Administration Section failing which an appropriate, penalty by way of fine would be imposed,
- b) Any reported fault would be taken up by the service engineers 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 for the same.
- c) For each unattended fault during the prescribed period a penalty of Rs.100/- will be imposed.

- d) It shall be the responsibility of the firm to make all the UPS work satisfactorily throughout the contract period and also to hand over the UPS to the Department in working condition.
- e) In case the contracting firm is not able to accept the contract after it is awarded or if it is not working to do work after accepting the contract it will be liable to pay the damage to the Department including the extra rate which the Department will have to pay to any other contractor for getting such work done.
- f) The above act of backing out would automatically debar the contractor from any further dealing with the Deptt. and the EMD amount would also be forfeited.
- g) The engineers would be equipped with Mobile phones to ensure their availability, numbers of phones would be provided immediately. If any engineer is required to take leave, a suitable replacement would have to be provided,
- h) Department reserves the right to cancel the contract at any time without giving any reasons.
- i) No advance Payment in any case would be made. However, quarterly payment will be made, after receipt of a client satisfaction report to be signed by each user of the UPS,
- j) Performance Security, @ 10% of the total contract value, in form of Bank Guarantee/Demand Draft would have to be deposited by the Successful bidder within 15 days of the issuance of the letter of Contract. the EMD would be returned to the successful bidder after he deposits the performance security,
- k) The firm would have to submit "monthly user satisfaction report' along with the bill.
- l) Replacement of parts (if any) will be at the firm's cost with original spares of the brand/make of the UPS.
- m) The awarder has to provide services in Udyog Bhawan, at the residence of Ministers if needed. Ministry at different locations in New Delhi and NCR,
- n) Pro-rata payment would be made for those UPS which are taken out of AMC during the period of AMC,
- o) The firm which is awarded the contract for the comprehensive maintenance of UPS (with batteries) should hand over all the UPS under their maintenance to the successor in a satisfactory condition.

(v) The firm who will quote the lowest rate will be L-1 and the said contract will be awarded for a period of one year from the date of award of contract subject to fulfilling all the terms and conditions specified in the tender document.

(w) It may be noted if a bidder who has quoted L-1 prices for most of the items will be given an opportunity to accept the Contract if he consents to supply others items at L-1 rates quoted by other bidders,

9. **AMC CHARGES**

(i) AMC Charges for the Systems would be applicable after finalizing the Tender,

10. **PAYMENT TERMS**

- (a) The payment will be released on quarterly basis. The Company will submit quarterly bill along with the Preventive Maintenance Reports(PMR) within one week of completion of the quarter to General Administration Section, Department of Commerce, Udyog Bhawan, New Delhi.
- (b) The Department reserves the right to cancel any or all the tenders without assigning any reason,
- (c) In case the successful bidder(s) breaches any condition(s) of the tender at any stage, the legal action as per rules/laws shall be, initiated against the agency concerned. In that case security money deposited shall be forfeited after giving proper opportunity through show cause notice.
- (d) The tendering firm must be registered with the Service Tax Department and they must submit the latest Service Tax Clearance Certificate. In absence of these documents, the tender will not be entertained,
- (e) All the firms participating in the tender must submit a list of their owners/partners etc. along-with their valid Telephone numbers and a Certificate/undertaking to the effect that the firm is neither blacklisted by any Government Department nor any criminal cases registered against the firm.
- (f) The tenderers may represent themselves personally or through authorized representative, if any, at the time of opening of tender.
- (g) The Committee in order to satisfy itself may conduct a spot enquiry to verify soundness, capability and viability of the firm,
- (h) A copy of the terms and conditions duly signed by the tenderer in token of having understood and agreed to the same should be attached along-with the tender.

11. **Special Provisions for Micro, Small and Medium Enterprises (MSME):-**

a) Preference shall be given to the Micro and Small Enterprises registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Commission or Director of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises. The Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and small Enterprises.

b) The tender is subject to the provision of Rule 173 of General Financial Rules, 2017 which enable a bidder to question the bidding conditions, bidding process and/ or rejection of its bid. Accordingly, enquiries in this regard by a bidder will be responded to if the request is received in writing timely in General Administration Section of this Department.



**(R. K. OJHA)**

**UNDER SECRETARY TO THE GOVT. OF INDIA**

**PH: 2309-5063**

**R. K. OJHA**  
**Under Secretary**  
**Ministry of Commerce & Industry**  
**Department of Commerce**  
**Udyog Bhawan, New Delhi**

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**APPLICATION-TECHNICAL BID**

**For providing AMC of UPS in Department of Commerce, New Delhi**

- 1, Name of Tendering Company/Firm/Agency  
(Attach certificate of registration)
  2. Name of proprietor/Director of Company/Firm/Agency:
  3. Full Address of Regd. Office:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - 4, Full address of Operating Branch:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - 5 (a) Banker of Company/Firm/Agency  
(Full Address)\_\_\_\_\_
- (Attach certified copy of statement of A/c for the last three years) -
- (b) Telephone Number of banker\_\_\_\_\_
  6. PAN/GIR No. \_\_\_\_\_  
(Attached attested copy)
  7. GST Registration No. \_\_\_\_\_  
(Attached attested copy)
  8. E.P.F.O. Registration Number \_\_\_\_\_  
(Attach attested copy)
  9. E.S.I, Registration Number, if any \_\_\_\_\_  
(Attached attested copy)
  10. Authorized service provider of OEM Certificate \_\_\_\_\_

10. Financial turnover of the tendering Company/Firm/Agency for the last three Financial Years with documentary proof thereof, (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (in Rs. Lakhs)	Remarks, if any
2017-18		
2016-17		
2015-16		

11. The details of providing AMC of UPS for the last three consecutive years in various Govt. Departments and the documentary proof of the services provided of the said amount may be enclosed with the Technical Bid.

11. Additional information, if any  
(Attach separate sheet, if required)

Signature of authorized person

Name:

Seal:

Date:

Place:

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**APPLICATION- FINANCIAL BID**

For providing AMC of UPS in Department of Commerce, Udyog Bhawan, New Delhi

S. No.	Capacity of L.I. & On-Line UPSs	Qty	Rates per UPS Per year	%age of GST	Total Amount (in Rs.) Per year
1.	625VA L.I. UPS (HI SINE)	45			
2.	1.0 KVA L.I. UPS (HI SINE)	104			
3.	1.5 KVA L.I. UPS (AAR KEY)	01			
4.	2.0 KVA L.I. UPS (AAR KEY)	02			
5.	30 KVA On-line UPS (AAR KEY)	04			
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8.	5 KVA On-line UPS (HARSH)	03			

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## **DECLARATION**

1. I..... Son/Daughter/Wife of Shri\_\_\_\_\_ Signatory of the agency/firm mentioned above is competent to sign this declaration and execute these tender documents.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide Vv them:
3. My agency has not been blacklisted/debarred from participating in tender of any Ministry/Department of Government of India and Government of India undertaking in the last Three Years,
4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief I / we / am/ are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Signature of authorized person**

**Full Name:**

**Seal:**

**Date:**

**Place:**