

RAJIV GANDHI NATIONAL INSTITUTE OF YOUTH DEVELOPMENT

Ministry of Youth Affairs & Sports, Govt. of India

Post box No.6, Sriperumbudur PO, Tamilnadu - 602 105

**TENDER DOCUMENT FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF UPS
SERVICES FOR TWO YEARS**

No: A-22014/1/2017-ADMIN

Date: 24.03.2017

EMD to be deposited along with the Tender	:-	Rs.10,000/-
Closing Date & Time of submission of Tender	:-	As per CPPP website
Date & Time of opening of Technical bid	:-	As per CPPP website
Date & Time of opening of Financial Bid	:-	As per CPPP website

Note:-

- This tender document contains 8 pages and bidders are requested to sign on all the pages.
- This tender document can also be downloaded from the website www.rgniyd.gov.in and tender fee Rs.100/- may be remitted at the time of submission of tender in form of DD in favour of "The Director, RGNIYD payable at Sriperumbudur".
- The Bids should be sealed by the bidder and superscripted "Tender for Comprehensive AMC of UPS Services for Two years" and send to The Director, Rajiv Gandhi National Institute of Youth Development, Ministry of Youth Affairs and sports, Govt. of India, Post box No.6, Sriperumbudur PO, Tamilnadu - 602 105.

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I accept the above conditions

(Full signature of the contractor with seal)

TENDER DOCUMENT

1. The prospective tenderers may satisfy themselves about the requirements by visiting the RGNIYD on any working day between 10.00 a.m. and 4.00 p.m. before submitting their tenders.
2. The tenders should be submitted in the specified form in a sealed cover with the name of the contractor written on the inner envelope.
3. The tenderers shall enclose copies of the following documents:-
 - i. Permanent Account Number Details
 - ii. Registration Certificate Details
 - iii. Sales Tax/VAT/ Service Tax Registration No.
 - iv. Bidders Address Format Details
 - v. Latest Income Tax Clearance Certificate.
 - vi. Bankers Details
 - vii. Audited Profit and Loss Account and Balance Sheet Details for last 3 Years
 - viii. Work Orders for Comprehensive AMC of UPS's
 - ix. Work Completed Certificate Copies
 - x. List of their clients with self-attestation for whom they have been executing similar work for the last 3 years along with copies of work orders and other details.
4. While submitting the tender, the Contractor shall deposit an Earnest Money of Rs.10,000/- by Demand Draft/Pay order drawn in favour of Director, RGNIYD payable at Sriperumbudur on any Nationalized Bank, which will be refunded to the unsuccessful tenderers within a month.
5. Tenders without EMD / incomplete tenders / tenders without signature in each page are liable to be rejected.
6. EMD will be liable to be forfeited if the Contractor selected for the work fails to sign the formal agreement or to start the work on the date stipulated in the work order.
7. If any relative of the tenderer is an employee of the RGNIYD the name, designation and relationship of such employee shall be intimated to the Director, RGNIYD in writing while submitting the tender.
8. The EMD remitted will not bear any interest for the period retained by RGNIYD.
9. The tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.

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10. Before signing the agreement, the contractor shall deposit 10% of the annual value of contract (adjusting the EMD) as security deposit, which would be released on expiry/termination of the contract after adjustment of dues, if any. No interest shall be accrued on the deposit.
11. The contract is for a period of two years only and it may be extended for further period of maximum of three years at the same tendered rate. The Contractor shall execute an agreement on a non-judicial stamp paper worth Rs.100/- before taking up the contract, agreeing to abide by all the terms and conditions mentioned therein.
12. RGNIYD reserves right to accept or reject any or all the tender.
13. In case of any dispute, the disputes will be settled in Chennai Jurisdiction only.
14. For any clarification regarding technical details of UPS you may visit our campus during working days only between 10 a.m to 4 p.m before submission.

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TERMS & CONDITIONS

1. The firms who are not willing to accept the departmental conditions need not quote and participate in this bidding.
2. The preventive maintenance service should be carried out once in every month and any emergency service if any should be attended immediately.
3. All the repairs, Service and Spares should be provided without any extra cost during the AMC Period as the above AMC is a comprehensive one so it covers all spares/Labours/On-Site-Support.
4. Battery inter connecting wires should be connected properly without any loose connections.
5. During the preventive maintenance, the system and battery terminals should be cleaned and general performance should be checked and Vaseline should be applied periodically to prevent the corrosion on battery leads.
6. At the time of every service / breakdown, the AMC firm should ensure the proper functioning of the following safety device mechanism available in the UPS systems and it should be certified during each service by the service engineer:
 - i. Output under voltage trip
 - ii. Output load over current trip
 - iii. Output over voltage trip
 - iv. DC voltage high trip
 - v. DC voltage low trip
7. The purpose of the awarding the unit service contract is to ensure and to keep the unit in good working conditions and to work to the optimum efficiency.
8. The probable date on which the service to the UPS units will be carried out should be intimated well in advance to the RGNIYD officers in writing by the AMC firm to whom the AMC is awarded.
10. The signature of the officer in charge of the maintenance shall be got after the units are serviced.
11. If the service on the specified date is not possible it shall be carried on the subsequent day without fail with concurrence of the officer in charge of the maintenance.
12. No advance payment will be made for the service contract.
13. The AMC charges will be paid by quarterly basis and the payment will be paid after the successful completion of every quarter. The necessary Bills/Invoices may be submitted accordingly.

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14. All the components should be checked thoroughly to work in perfect conditions and it should be ensured that all the safety devices work perfectly.

15. The UPS should be removed from the site to their workshop only for any major repairs/service only and the same shall be fixed at no extra cost and no transport provided by RGNIYD.

16. If the UPS taken to Workshop for service, the contractor should provide the stand by UPS for Uninterrupted work in the site.

17. The rates quoted should be inclusive of all Taxes.

18. The Service tax shall be paid separately as per rules in force (Presently it is 12.36%) and shall not be included in the rate.

19. The amount falls due from the contractor on account of this contract even after recovering from the bills and adjusting the security deposit and any other contract awarded to the contractor, the amount is liable to be recovered under the provision of the Revenue Recovery Act.

20. All the electrical contact points and connections should be checked and minor adjustments made if found necessary. No advance payment on any portion of service will be made under any circumstances.

21. If the firm discontinues the services at any time during the period of contract the security deposit deposited by the firm shall be forfeited. The charges spent to put the units under running conditions will be recovered from the firm against the payments due to them.

22. The selected firm shall pay a security deposit @ 10% of the value of the contract, which shall be in the form of D.D and deposit shall be retained for the entire contract period. The deposit will be refunded on expiry of contract. The deposit will bear no interest during the entire contract period.

23. The selected firm shall also sign an agreement in the prescribed format on a non – judicial stamp paper of value of Rs.100/- and accepted by the authorized signatory on behalf of RGNIYD.

23. If the firm violates the above conditions or known to violate the above conditions action will be taken to terminate the contract and also to ban the firm taking future contract in RGNIYD. The security deposit will also be forfeited.

24. The complaint should be attended within 24 hours from the time its logged in and there is no limit of breakdown calls to be attended with no extra cost

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25. Repair and corrective work should be executed within 72 hours from the time of attending a complaint, failing which a penalty of Rs.100/- per day / per unit will be charged.

26. Preventive maintenance should be carried out once in a month as per schedule and also service report to be signed by RGNIYD officials else 20% of the amount will be deducted from the total bill amount for the particular period.

27. In case any of the persons deployed by the contractor does not come up to the mark (or) indulges (or) disorderly conduct the contractor shall immediately withdraw such persons on the report of the RGNIYD in this respect.

28. Payment will be made on quarterly basis against the submission of bills along with the copies of the service reports duly signed by the RGNIYD officer's in-charge of UPS maintenance.

29. It shall be the sole responsibility of the contractor to ensure safety of the user and if there is any loss to the institute on account of dishonesty and or due to any lapse on the part of the contractor

30. RGNIYD shall not be responsible for death, injury or accident to the contractor's employee which may arise out of and in the course of their duties at RGNIYD premises

31. The contractor should provide all the safety equipment's for their employees. In case of any accident due to negligence or unsafe work that require medical attention, the contractor is wholly responsible and RGNIYD will not entertain any claim, compensation, penalty, etc.,

32. After the completion of contract period all the UPS should be handed on good working condition in all respect

33. Modification / alteration in the design / specification of any equipment / material will not be permitted. However, it may be relaxed the above stipulation in exception circumstances. In such case prior written approval to be obtained from RGNIYD authority and also No objection certificate from original equipment Manufacturer in such case of major modification

34. For repairing or replacement the contractor should use OEM or OEM approved spares only.

35. Rule 160(ii) of the General Financial Rules, 2005 is applicable for all Vendors.

I accept the above conditions

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UNDERTAKING BY THE SUPPLIER

We have carefully gone through the various terms and conditions listed above for providing Comprehensive Annual Maintenance contract for UPS's listed in the schedule. This service contract shall be valid for two year. We agree to all these conditions and offer to provide the same listed in the bid at RGNIYD. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Name & Signature of the firm

Address:

PIN

Email ID :

Phone No.(O):

(R):

(M):

Place :

Dated :

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(Full signature of the contractor with seal)

FINANCIAL BID

Description of item	Qty	Rates quoted by tenderer		
		Unit Rate (Rs)	Total (Rs)	In Words
APC 15 KVA UPS SURT 15K UXI	1			
Numeric 20KVA UPS	1			
APC 10 KVA UPS SURT 10000UXI	2			
APC 6 KVA UPS SURT 6000UXI	1			
APC 20 KVA UPS SUVT 20KH	1			
APC 2KVA UPS	1			
APC 1KVA UPS	2			

Note:

The Quantity may increase depending upon the completion of warranty period of new systems, if any.

Date:

(Full signature of the Contractor)

Place:

Seal:

I accept the above conditions**(Full signature of the contractor with seal)**