

No. 4/2/2013 -Gen/ 296  
Government of India  
Ministry of Commerce and Industry  
Directorate General of Foreign Trade  
(General Section)

Udyog Bhavan, New Delhi,  
New Delhi, the 4<sup>th</sup> June, 2013

**Tender Notice**

**Sub:- Comprehensive Annual Maintenance Contract of UPS and Inverters in the Directorate General of Foreign Trade, Udyog Bhavan, New Delhi.**

The Directorate General of Foreign Trade invites quotations from Delhi based interested firms for Comprehensive Annual Maintenance Contract of UPS and Inverters. The quotations in sealed cover superscribed "**Quotation for Comprehensive Annual Maintenance Contract of UPS & Inverters**" containing Technical and Financial bids in separate sealed covers should be addressed to the Foreign Trade Development Officer (General Section) Room No. 202 (Tele: 23063451), Udyog Bhavan, New Delhi. The last date of receipt of quotation is by **3.00 P.M 26<sup>th</sup> June, 2013**. The quotation should be accompanied with an **EMD of Rs. 15,000/- (Rupees Fifteen Thousand Only)** drawn in favour of "Accounts Officer, Central Pay & Accounts Office (DGFT), New Delhi" without which the quotation will not be considered. The successful bidder will be required to provide a **Security Deposit of 5% of the value of annual contract** upon award of the contract. The technical bid will be opened on **26<sup>th</sup> June, 2013 at 03.30 P.M.** The financial bids of only those firms will be opened which will qualify the technical bids, after 2-3 working days. Those tenderers, who wish to be present, may do so at this office.

2. The prospective bidders are requested to go through the enclosed Terms and Conditions of the contract carefully. **The bid documents (Technical and Financial) are to be submitted as per Annexure I & II.** The quoted rate should be inclusive of all charges except taxes. Incomplete or ambiguous bids without documentary proof will not be considered.



(Harit Kumar Shakya)

Foreign Trade Development Officer

Tele: 23063451

To

1. EDI with a request to publish the tender on DGFT website.
2. CPP Portal.

Terms and conditions of the contract are as under:-

- 1) The currency of contract will be valid for one year which may be extended for one year with the consent of both the parties;
- 2) No extra payment, whatsoever, on account of natural calamities or otherwise will be made except what is permitted under this contract. It shall be responsibility of the contractor to carry out maintenance work of Inverters satisfactorily throughout the year.
- 3) It shall be the responsibility of the contractor to hand over back to this office all the equipments under contract , in working condition at the end of the contract period;
- 4) The mechanic deputed by the firm will report to General Section of this office in Udyog Bhavan daily on all working days in post lunch session even if there is no complaint. Normally, a mechanic of the firm should be available within an hour of making complaint. In case that mechanic is not available due to leave etc, the firm shall make arrangement for another mechanic. If needed the firm's mechanic shall have to attend the complaints after office hours and on Saturdays/Sundays/ Holidays. The Inverters have to be set right on the same day or latest by the next working day. The mechanic should have minimum of 2 years experience about repair/ service work of Inverters. The mechanic should have a mobile. The firm shall give its help desk telephone number also. In case of need, the firm shall provide qualified engineer (Diploma /Degree Holder) also;
- 5) The work is to be carried out in the office premises itself. However, only such work which cannot be done in the office premises will be allowed to be done outside with the written permission of the Foreign Trade Development Officer or any higher officer. No extra payment would be made on this account ;
- 6) The Inverters will have to be set right at the earliest possible but not later than 4 hours from the time of complaints ;
- 7) If a complaint is not rectified within 24 hours from the date of booking of the complaint, penalty of Rs. 20/- per working hour may be levied. Further, this Directorate may put appropriate cut in the payment if service is not found up to the mark;
- 8) The contractor will ensure Inverters are serviced every quarter. The firm shall obtain work voucher from all the users of the Inverters and the same will be attached with the respective bills;
- 9) If the work is found un- satisfactory or in disregard of the contract, this office is at liberty to entrust the job to any other firms/ party at your risk / expenses ;
- 10) The firm shall devise monitorable system for regular maintenance. The report shall be submitted to General Section;
- 11) The contract can be terminated by this office at any time without assigning any reasons and the decision of this Directorate shall be final and binding;
- 12) The payment will be made quarterly.
- 13) The contract is not transferable .
- 14) The batteries should be of ISI branded and having proper warranty facility.
- 15) The security amount of 5% of the value of the AMC shall be deposited with this Directorate within 15 days from the date of award of the contract.

PROFORMA FOR TECHNICAL BID

To,  
The Deputy Director General of Foreign Trade  
Directorate General Of Foreign Trade  
Room No-202, Udyog Bhawan  
New Delhi-110011

**Subject:-Comprehensive Annual Maintenance Contract of UPS & Inverters in the Directorate General of Foreign Trade, Udyog Bhavan, New Delhi.**

Sir,  
I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General Of Foreign Trade letter No. 4/2/2013-Genl dated June, 2013. The information regarding technical details as desired is as per following details:-

1. Name of tendering Company/Firm/Agency : \_\_\_\_\_
2. Name of Proprietor/Director of Company/Firm Agency. : \_\_\_\_\_
3. Full Address of Reg. Office : \_\_\_\_\_  
Telephone No : \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_
4. The details of the PAN, Service tax number and other Statutory Registration.( Copy enclosed) : \_\_\_\_\_
5. Name of the organizations with similar contract (Copies of contracts & Satisfactory certificates from concerned Departments/PSUs etc. is to be enclosed) : \_\_\_\_\_
6. EMD details (Amount, Name of the Bank, Branch : \_\_\_\_\_  
DD date and No. etc.)

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and are competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having been obtained, through fraudulent means/concealment of information.

(Signature of Authorised Person)

Name of the bidder:  
Complete Address:  
Address(Work), If any,  
Contact Nos.

PERFORMA FOR FINANCIAL BID

To,

The Deputy Director General of Foreign Trade  
Directorate General Of Foreign Trade  
Room No-202, Udyog Bhawan  
New Delhi-110011

**Subject:-Comprehensive Annual Maintenance Contract of UPS & Inverters in the Directorate General of Foreign Trade, Udyog Bhavan, New Delhi.**

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General Of Foreign Trade letter No. 4/2/2013-Genl dated June, 2013. The information regarding financial details as desired is as per following details:-

S.N.	Description	Rate
1.	UPS	
2.	Inverter	

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and are competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having been obtained, through fraudulent means/concealment of information.

(Signature of Authorised Person)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.