

F.No. 4/2/2013-Genl./ 630
Government of India
Ministry of Commerce & Industry
(Department of Commerce)
(General section)

Udyog Bhawan, New Delhi
Dated: - 9th September, 2013

Tender Notice

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

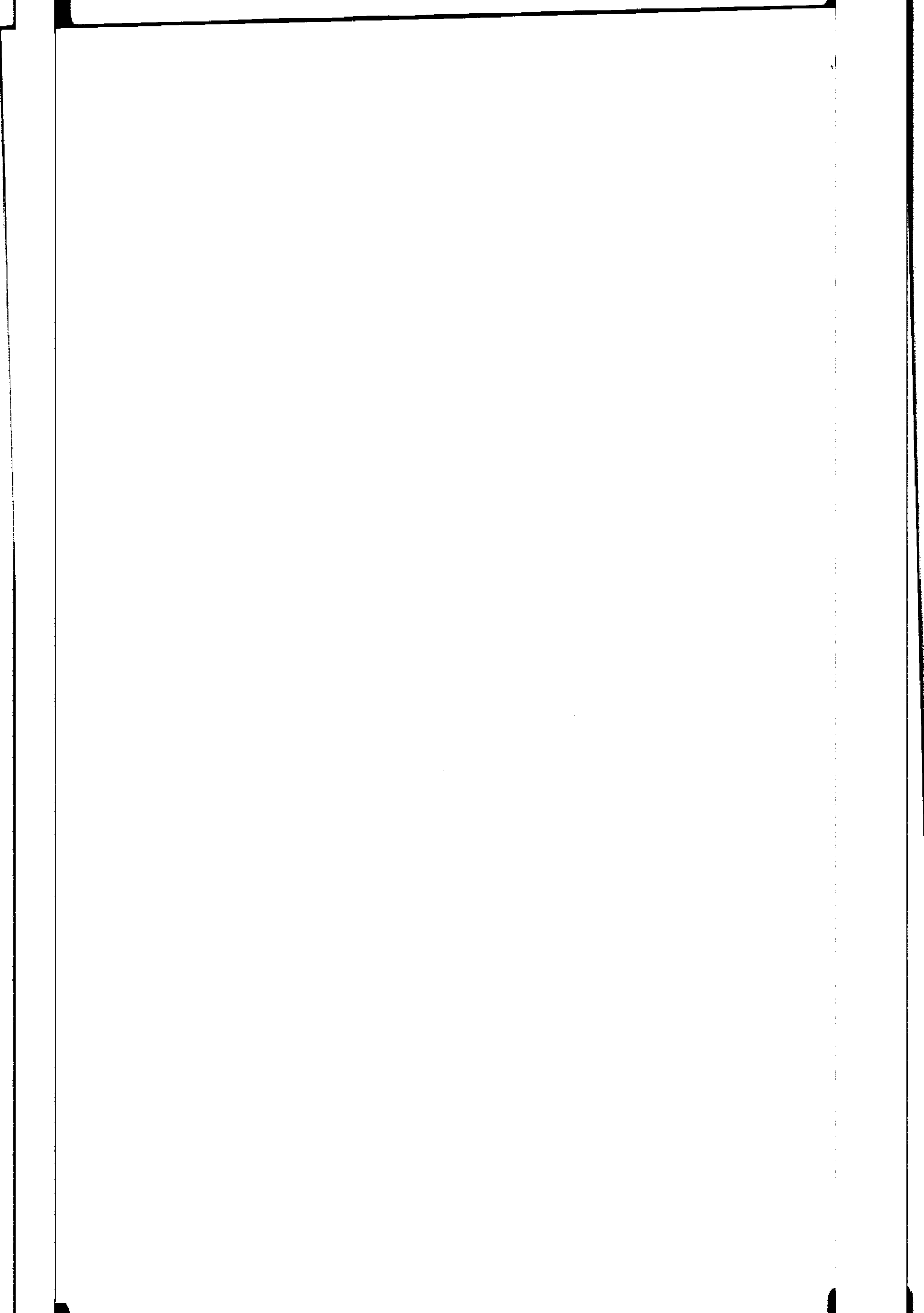
The Directorate General of Foreign Trade invites quotations from Delhi based interested firms for Comprehensive Annual Maintenance Contract of UPS and Inverters. The quotation in sealed cover superscribed "Quotation for Comprehensive Annual Maintenance Contract of UPS & Inverters" should be addressed 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 30th September, 2013. The quotation should be accompanied with an EMD of Rs. 15000/- (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 bid will be opened on 30th September, 2013 at 3.30 P.M. in Room No. 207.

2. The prospective bidders are requested to go through the enclosed Terms and Conditions of the contract carefully. The price bid documents are to be submitted as per Annexure I. 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
9.9.2013
(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 contract will be valid for one year which may be extended for another 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 Bhawan 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 invertors. The mechanic should have a mobile phone. The firm shall give 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 appropriately reduce 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 not found 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 on quarterly basis.
- 13) The contract is not transferable.
- 14) The batteries used should be of ISI brand with proper warranty.
- 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.
- 16) The performance security will be forfeited if the firm fails to perform any of the terms & condition of the contract.

ITEMS	Total Number of UPS	RATES EXCLUDING VAT FOR EACH ITEM
UPS (275 No.)		
UPS 500 VA	230	
UPS 625 VA	35	
UPS (1.5 KVA)	10	
INVERTER (40 No.)		
Inverter (2000 VA)	2	
Inverter (2500 VA)	1	
Inverter (1250 VA)	37	

Handwritten signature
9-9-13

