



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
ODISHA : BHUBANESWAR**

No.EDP Cell (191)/AMC UPS/2017-18/158

Date: 13.02.2018

Tender No-20

Date: 13.02.2018

**NOTICE INVITING TENDER
FOR
“AMC for Online UPS Systems”**

Sr. Deputy Accountant General (Admn), Office of the Principal Accountant General (A&E), Odisha Bhubaneswar-1 invites sealed tenders from reputed eligible bidders for AMC for Online UPS Systems (without batteries) confirming to the terms and conditions mentioned in the tender document. The date and time of opening of Tender will be on 28.02.2018 at 16.00 hrs.

The documents (Instructions to Tenderers-Annexure-I, Terms & Conditions of contract-Annexure-II & Techno-commercial Bid Declaration by the Bidder- Annexure-III) will be available in our website www.agodi.cag.gov.in and can be downloaded and used as documents for submitting the offer. The due date of submission of tenders is 28.02.2018 (15.00 hrs) hours and opening of the tender shall be made on the same day at 16.00 hours.

Cost of Tender Document – Free and Bid Security Amount – Rs.5000/-

Sd/-
Sr. DEPUTY ACCOUNTANT GENERAL (ADMN)



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
ODISHA : BHUBANESWAR**

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Instructions to tenderers

1. Tenders are invited in two bid system (i) Techno-commercial Bid & (ii) Price Bid. The “Techno-commercial Bid” & “Price Bid” are to be put in two separate envelopes superscribed as “Techno-commercial Bid” & “Price-bid” respectively and sealed properly and both the envelopes are to be put in another envelop and sealed with superscription “Tender for AMC of Online UPS systems” and addressed to “Sr. Deputy Accountant General (Admn), O/o the Principal Accountant General (A&E), Odisha, Bhubaneswar-1 which must reach this office on or before 28.02.2018 by 15.00 hrs. The tenders will be opened on the same date at 16.00 Hrs.
2. No Tenders will be received after the due date and time mentioned above.
3. The Principal Accountant General reserves the rights to accept / reject any tender without assigning any reason. It may be noted that tenders incomplete in any respect or conditional tender are liable for rejection.
4. **EARNEST MONEY**

(A) Earnest Money amounting to `5000/- in shape of Account Payee Demand Draft payable to “Accounts Officer (Cash), O/of the Principal Accountant General (A&E), Odisha Bhubanwswar-1” drawn on any Nationalized/Scheduled/Commercial Bank payable at Bhubaneswar shall be enclosed with the tender failing which the tender shall be liable for rejection. No other mode of payment towards earnest money is acceptable.

(B) In case of unsuccessful tenderer, the same will be refunded after finalization of Tender or after final execution of the order.

(C) EMD submitted in O/o the Principal Accountant General (A&E), Odisha, Bhubanwswar against any other tender shall not be adjusted against the current tender.

Contd... P/2

Eligibility Criteria

The firm should be a Registered firm under company Act (if not Public limited) or under any State Govt. and should be in existence over 5 years in the trade of maintenance and trade & Service of UPS systems and should be having a turnover of at least 10 lakhs per annum exclusively in the said maintenance trade.

5. The firms must have previous experience in maintaining UPS systems in offices of Government of India / State Government / public sector organizations / Autonomous Bodies (documentary evidence in support of the same from offices / organizations – where the firm is presently holding AMC may be given).
6. The tenderer shall have to furnish Xerox copies of up to date GST & I.T. PAN issued by concerned authorities along with the tender failing which the tender is liable for rejection.
7. Letter of Authorisation from reputed company of UPS manufacturer declaring the bidder to be an Authorised Service Provider / sales representative / re-selling agent.
8. Period of Contract:- The period of Contract shall be for one year from the date of commencement of the contract. However, the contract can be terminated at any time during the period of contract after giving notice of 15 days, if the firm did not render the services satisfactorily or parts / spares provided by the firm are found sub-standard or any other reasons as the office may deem proper.
9. The UPS systems proposed to be under AMC may be inspected during 12.02.2018 to 23.02.2018 between 11.00 hrs to 16.00 hrs with the permission of the Sr. Deputy Accountant General (Admn).
10. Scope of Work: - The firm has to provide Comprehensive AMC for the UPS systems installed in this office and its Branch office at Puri. The scope of Comprehensive AMC work does not include replacement of batteries which may fail during AMC period.

Sd/-

Sr. Deputy Accountant General (Admn)



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
ODISHA : BHUBANESWAR**

Terms and Conditions:-

- a) The rates will remain in force for the full contract period. No demand for revision of rate on any account shall be entertained during the contract period. Service Taxes shall be extra as per Govt of India orders.
- b) The firm shall maintain the equipment as per manufacturer's guidelines and shall use standard components for replacement. In case of an instance of sub-standard repair/replacement of parts by the firm, it may lead to cancellation of the contract and any other legal action may be taken against the firm.
- c) Customer shall not be liable to make payment over and above the comprehensive maintenance cost, in any case. All types of repair/replacement of spare parts (excepting High Value Capacitors and Magnetic if the age exceeds more than five years) shall be covered under the comprehensive maintenance contract.
- d) The following services are not included under the scope of AMC and chargeable if performed.
 1. Replacement of any missing / stolen parts in the UPS and DC backup source
 2. Shifting of UPS and accessories.
 3. Extra accessories required for the use of the UPS.
 4. Defect arises due to site related problems.
 5. Repair or replacement necessitated by loss or damage due to accident, fire, natural calamities or any such force major circumstances.
- e) Renewal of this maintenance contract after its expiry may be considered for another year at the prevailing rates basing on the satisfactory performance of the vendor.
- f) The contractor has to provide the stand by UPS unit for the unit taking outside for repairs after approval of the Head of the Office.
- g) No advance payment shall be made. Payment of maintenance charges shall be made in quarterly basis after completion of each quarter subject to satisfactory performance. TDS as per CBDT rules shall be deducted from the invoice at the time of making payment.
- h) The Pr. Accountant General reserves the right to increase or decrease quantities any time. Accordingly, the charges will be increased / decreased on pro-rata basis.

- i) It shall be the responsibility of the firm entering into the contract not only to make the items under AMC work satisfactorily throughout the contract period but also to handover the items under AMC to this office in working condition on expiry of the contract.
- j) The equipment being taken to the workshop for repair would be at company's own risk and expenses till return of the equipment to the customer.
- k) The firm would be required to rectify the defects within 8 hours time from the time of report in the office or time of receipt of complaint whichever is later, in cases where spare parts are required.
- l) The firm shall be responsible for deployment of necessary staff for regular cleaning of all UPS with batteries by using suitable cleaning material. Quarterly preventive maintenance service must be provided to each equipment and a logbook shall be maintained showing the cleaning of each equipment and shall be produced to the concerned officer for verification, after the job.
- m) In case of any dispute or differences arising at any time between this department and the firm holding the contract, these shall be resolved in accordance with the Provisions of the Arbitration and Conciliation Act 1996 and only courts of Bhubaneswar shall alone have jurisdiction to decide any dispute arising out or in respect of these terms and conditions / contract.
- n) Limitations or minor deviations if any may please be included / specified in your quotation.
- o) The Pr. Accountant General (A&E), Odisha, Bhubaneswar reserves the right to reject the quotation in whole or in part and his decision in this regard shall be final and binding.

Sd/-
Accounts Officer (EDP)



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
ODISHA : BHUBANESWAR**

No.EDP Cell (191)/AMC-UPS/2017-18/158

Dated:13.02.2018

Tender No-20

Date:13.02.2018

The quotation is invited for comprehensive maintenance for the below listed items and its quantity:-

Sl.No.	Description of equipment	Quantity
1	20 KVA Online UPS- Numeric make	03
2	20 KVA Online UPS- Uniline make	01
3	10 KVA Online UPS – Numeric make	05
4	10 KVA Online UPS – Uniline make	01
5	5 KVA Online UPS – Numeric make	03
6	5 KVA Online UPS – APS make	01
7	3 KVA Online UPS – Numeric make	01
8	1 KVA Online UPS – Numeric make	02

Techno-commercial Bid Declaration by the Bidder

Sl No	Description	Indicate page number where attached
1	Name, address & telephone number of the agency/firm	
2	Name, Designation, Address authorized person	
3	Please specify as to whether Tenderer is sole Proprietor /Partnership firm/Private of Limited Company	
4	Copy of PAN card issued by Income Tax Department and copy of previous financial years Income Tax Return	
5	Letter of Authorisation from reputed UPS manufacturer declaring the bidder to be an Authorised Service Provider (please attach copy). The UPS manufacturers should provide self certification along with tender.	
6	Valid ISO Certificate, if any (please attach copy)GST Registration (please attached copy) & latest GST return	

	(please attach copy)	
7	Annual Turnover during last 2 years	
8	Experience certificate of 5 years in providing services in Central Government/Public Sector undertaking/State Govt.	
9	Details of Bid Security/Earnest Money Deposit:- a) Demand Draft / Pay Order / Banker's Cheque No. b) Amount c) Name of issuing Bank	
10	Banker account details and Solvency certificate	

This is to certify that I / We before signing this tender have read and fully understood all the terms and conditions contained in the tender document and undertake myself/ourselves to strictly abide by them.

Signature of the Tenderer with Seal & Designation

Note: Please indicate the page numbers where documents attached. The entire document should be serially page numbered including enclosures.

Sd/-

Sr. Deputy Accountant General (Admn)