

**Tender No-22-145/2015-NFDMC
FOREST SURVEY OF INDIA
Kaulagarh Road.
Dehradun**

**TENDER DOCUMENT
FOR
ANNUAL MAINTENANCE OF UPS**

**Date of Issue of tender notice: 17-11-2015
Sale of Tender document till: 08-12-2015 (1400 Hours)**

Opening of tender: 08-12-2015 (1530 Hours)

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Forwarding letter

(To be filled by the tendering party)

From.....
.....
.....

To
The Director General,
Forest Survey of India
Kaulagarh road, P.O- IPE
Dehradun-248195

Sub: Tender for Annual maintenance contract for UPS.

Ref: Your tender Notice No.

Sir,

We are submitting herewith our tender for the maintenance of UPS as specified in the tender form and as laid in tender documents. We have read and understood all the terms and conditions governing the order. We agree to abide by these terms and conditions.

We are enclosing herewith your receipt no.....dated.....
As a proof of having purchased the non transferable tender document. Accordingly we are enclosing herewith our Earnest money deposits in the form Bank Guarantee/Bank draft no.....Dated.....for Rs
..... (In words) Rupees.....drawn in Favour of Assistant Director (Accounts), Forest survey of India, Dehardun for above mentioned requirements.

We are enclosing as annexure(s) the following documents in fulfilment of the conditions laid down in the tender document.

(Write "Yes" or "No" in boxes)

Annexure

- | | |
|---|--------------------------|
| 1. Sale tax Registration Certificate; | <input type="checkbox"/> |
| 2. Income Tax Clearance Certificate; | <input type="checkbox"/> |
| 3. Permanent Service Tax no. for maintenance/repair services : | <input type="checkbox"/> |
| 4. List of UPS (nos. Etc) installed and maintained at Dehradun & other prestigious Institutes in the country by your company | <input type="checkbox"/> |
| 5. Letter of Authority | <input type="checkbox"/> |
| 6. Company Profile; | <input type="checkbox"/> |
| 7. Copies of atleast 3 ASC/AMC orders under execution by the firm with atleast 2 ASC/AMC orders executed in Government / PSU's along with the particulars (qualification, experience etc.) of the Service Engineers/Technical Persons deployed by the firm, no. of machine being covered etc. | <input type="checkbox"/> |
| 8. AMC terms and Conditions: | <input type="checkbox"/> |
| 9. Any other Annexure (Please specify) | <input type="checkbox"/> |
| 10. Annual turnover of at least 50 lac for the last two financial years | <input type="checkbox"/> |

All pages of the Tendered Document contained herewith have been duly signed.

Yours faithfully

Stamp & Signature of the authorized Signatory

Name.....

Complete address.....

.....

Telephone & FAX

Nos.....(H.Qs/Dehradun).....

Government of India
Forest Survey of India
Kaulagarh road, P.O-IPE
Dehradun

Tender Notice

Sealed tender duly superscribed with “Tender Number and due date” are invited for the Annual Maintenance Contract for Four 30KVA Uniline UPS with spares.

Only those companies who have sufficient experience of maintenance and running of UPS with excellent performance and are in a position to appoint experienced/ITI trained person should respond to this tender notice. They should furnish proof of their competence giving their details of work during last five years and the current ones along with certificate from all such establishments on their performance for which they have worked or working. Any information suppressed by them in this regard will be treated as disqualification at any stage resulting into forfeiture of security deposit.

The UPS can be inspected by the interested tenderers on any working day between 10.00 hours to 1600 hours except between 1300 to 1400 hours by contacting the Dy. Director (SM), Forest Survey of India, Dehradun.

The tender document can be procured from the Superintendent of Accounts on all working days against payment of Rs 100/- (Rupees one hundred only) up to date 08.12.2015. The tender document can also be downloaded from the FSI website and can be submitted along with the document fees of Rs. 100 through a demand draft.

The complete tender along with original receipt of the tender should reach this office/dropped in the tender box on or before date 08.12.2015 up to 1500 hours and the same will be opened on the same day at 1530 hours in the presence of representatives, if any.

The Director General, Forest Survey of India reserves the right to accept/reject any or all tenders without assigning any reason.

(Mukul Trivedi)
Joint Director (NFDMC)

PROPOSED TERMS AND CONDITIONS OF THE CONTRACT

The rates offered will be subject to following conditions:

1. The UPS should be attended by the firm within 24 hours from the time of lodging the complaint in case of a fault and if the complaint remains unattended for 24 hrs after lodging the complaint and if the UPS remains non-functional beyond 2 days, it will be counted as “penalty days”. The validity of contract period shall be extended by the total number of “penalty days” during which time the contractor should continue to render the maintenance/operation service under the contract without any additional remuneration. In addition to each penalty day, the contractor will be liable to pay a penalty fee Rs. 300/- per day and the same will be deducted from the bill submitted by the contractor.
2. In case of failure of the contractor to attend the problem in the UPS within 2 days FSI will be free to get the same repaired from any other agency at the cost and risk of the contractor. This will be in addition to the provisions prescribed under Clause-2 above.
3. Cost of consumables items such as H.R.C fuses, super fuses etc. and worn out parts and broken parts and other replaceable parts shall be borne fully by the contractor. In the event of any damage in any part/equipment of the UPS, the same will be replaced by the contractor at his own cost and UPS will be kept in fully operational state all times during the contract period.
4. Earnest money of Rs. 5000/- (Rupees Five Thousands only) must be paid by way of Bank Draft in favour of the Assistant Director (Accounts), Forest Survey of India, Kaulagarh Road, P.O-IPE, Dehardun-248195 and should accompany the tender. This money will be forfeited if tender accepted is not honoured by the tenderer. Earnest money of all unsuccessful tenderers will be refunded.
5. Consequential, damages and losses arising out of any faulty maintenance/service/repair will be recovered from the contractor at the time of payment of bills.
6. The successful tenderer should take over the maintenance of the UPS immediately after the contract is awarded or from the date mentioned in the letter awarding the contract is awarded and in any case not later than 20 days from the date of award. If he fails to takeover, the award will be cancelled and the work may be given to else without any references to the original awarded.

7. All the necessary tools and consumables like H.R.C fuses should be arranged by the contractor by himself.
8. All the necessary vital spare parts and consumables should be stocked by the contractor himself. Forest Survey of India; do not keep stock of any such material. Necessary storage space for minimum necessary quantity of spares/consumables will, however, be provided at site.
9. The UPS will have to work all seven days of the week and contractor will have to arrange its maintenance for all the seven days during the period of the contract. Technical manpower has to be deputed by the Contractor in each of the three shifts (8 hours duration) on 24x7 basis for carrying out the operational activity of the UPS units at FSI. The persons shall report to Dy. Director (SM) regarding the performance and working of the UPS units. For the purpose of maintenance and repair by the contractor, the UPS will, however, be made available on any day including holidays.
10. Tenderers may give along with the tender a note of their previous five years experience and standing, along with certificate, of having done such work satisfactorily for any reputed institution in the field of UPS maintenance.
11. Tenderers will attach Income Tax clearance certificate.
12. The charges for maintenance of UPS and its operation should be quoted separately.
13. **Procedure for filling in the Tender Forms:**
 - I. Bids should be submitted in “Two Bid System”.
 - II. The offers are to be submitted in triple sealed covers. The first inner sealed cover will contain the Part A of **TENDER FOR AMC OF UPS**. The second inner sealed cover will contain only the price schedule (Part B of the tender) duly filled in and will clearly be super scribed with “Envelope 2: Part B of tender for AMC of UPS”. These two bids should be sealed in the third envelope super scribed with “**TENDER FOR AMC OF UPS**” (see tender title). Non compliance of these directions may lead to rejection of the tender. The financial bid will be open only of successful tenders; successful technical bidders will be intimated above date of financial bid through post/email/fax.
14. Mode of Payment: The payment will be made at the end of each quarter on production of bill in triplicate and after due verification by the Dy. Dir Director(SM).The rate per quarter will be ¼ of the rate accepted for the annual maintenance and operation. The penalty days accruing in the concerned quarter will be taken into account and adjusted while making the quarterly payment.

15. **Submission of tenders:**

Complete Part A of tender should contain

- Duly filled in Tender Booklet except the “Part B of tender” portion.
- Earnest Money deposit equal to Rs. 5000/- (Five Thousand only)
- The documents as listed in the forwarding letter of the Tender Document Booklet (page 2)
- Copy of receipt file issued by FSI as proof of having purchased the Tender Document booklet.
- Covering letter on company’s Authorized Letterhead with their complete address and in case of dealers/ distributors agents, complete address of the dealers/ distributors agents together with their telephone and fax numbers.

All these should be secured fully and put into a sufficiently large envelope as indicated in 13 (I) above. The envelope should be super scribed “**Envelope I: Part A TENDER FOR AMC OF UPS**” . The second inner sealed cover will contain only the price schedule (Part B of tender) duly filled in and will clearly be super scribed with “**Envelope 2: Part B of TENDER FOR AMC OF UPS**” Name and address of the tenderer should also be mentioned on both the envelopes .

The envelope containing these two envelopes and super scribed “**TENDER FOR AMC OF UPS**” should be addressed to, The Director General, Forest Survey of India, Dehradun, P.O. IPE, Kaulagarh Road, Dehradun (Uttarakhand) – 248195.

16. The contractor should be the one, registered with or approved by the central or State Government Organization such as CPWD, MES, DGS&D, PWD or small scale industries organization. However this condition can be relaxed in case of contractors having enough experience in maintenance and operation of similar type of UPS.
17. The Director General, FSI, reserves the right to accept/reject any or all the tender for maintenance of the UPS without assigning any reason

Senior Deputy Director (P&A)
Forest Survey of India, Kaulagarh Road,
PO-IPE, DehraDun-248195

CERTIFICATE OF ACCEPTANCE OF TERMS & CONDITIONS

I/We have read and fully understood the terms & conditions as laid down above in respect of tender for UPS.

I/We agree to abide by the same.

I/We have signed all the pages of the Tender Document Booklet as laid down.

Stamp & Signature of the authorized Signatory

Name.....

Complete address.....

.....

Telephone & FAX Nos.....

(H.Qs/Dehradun).....

LIST OF EQUIPMENTS/COMPONENTS

1. UPS (Uniline make-30KVA) – Four No.
2. Year of Purchase of UPS –April 2014

DETAILS OF THE SERVICES REQUIRED TO BE RENEDED BY THE CONTRACTOR:

1. Monthly preventive maintenance.
2. UPS should be attended in the stipulated time as and when the fault is reported.
3. Batteries should be maintained as to give full voltage to the UPS.
4. Three technical man power to look after the functioning and maintenance of UPS in Three(3) shifts of eight hours duration on 24x7 days basis . The manpowers will perform duty at the UPS Room, Forest Survey of India, DehraDun under the supervision of Dy. Director(SM), FSI, DehraDun.