

## **Tender Notice**

### **Annual Maintenance Contract for UPS.**

CITCO intends to allot comprehensive Annual Maintenance of UPS installed at Hotel Mountview, Hotel Shivalikview, Hotel Parkview, Petrol Stations, Sales Depot and other units of CITCO. Offers are invited from original UPS manufacturer/ authorized distributors/dealers/ bonafide maintenance Providers/ agencies of repute & experience who are capable of providing on-site maintenance services. Tender forms can be obtained from Computer Cell, CITCO, H.O. IInd floor, SCO 121-122, Sector 17-B, Chandigarh against the payment of Rs.100/- for each form. The form can also be downloaded free of cost from CITCO's official website [www.citcochandigarh.com](http://www.citcochandigarh.com).

The Tender should be submitted in two envelopes containing i)“Technical Bid” and “EMD” ii)“Financial Bid”, latest by 24.08.2017 by 3.00 P.M.

The Technical Bids opened on same day at 3.30 P.M. in the presence of tenderers who may so wish to be present Offers without EMD and not on proper Tender Form will be rejected. MD CITCO reserves the right to reject/ accept any offer without assigning any reason.

**MANAGING DIRECTOR**

## Tender Document

CITCO intends to allot comprehensive Annual Maintenance Contract (AMC) in respect of its about 167 UPS for a period of 1 (One) year, with provision for extension for a further period of six months on same rates, terms & conditions. The details of the UPS are given at Annexure-I. The quantity of UPS to be put under AMC are subject to variation of + 10%.

2. SEALED TENDERS are invited for the purpose of Maintenance of these UPS on the terms and conditions enumerated below:-
  - 1) The Vendor should have 3 year experience in the business of UPS Maintenance.
  - 2) In the last 2 years, the vendor should have executed atleast one contract of AMC with Government / Semi-Government/Corporate/ Public Sector Undertakings. A copy of such Contract should be furnished along with the bid.
  - 3) The Vendor should enclosed self-attested photocopies of PAN (Permanent Account Number), Service Tax Number etc.
  - 4) EMD of Rs.5,000/- by way of Bank Draft favouring 'CITCO'.
  - 5) Other terms and conditions for AMC shall be as under:
    - a) The Contract will be valid for a period of 1 (one) year. The Contract can however be terminated prematurely at the discretion of the CITCO for deficiency in services.
    - b) The rate should be quoted "per UPS" for one year as per the enclosed proforma.
    - c) The quantity of UPS under AMC could be subject to variation by  $\pm 10\%$ . In this case, payments would be calculated and made on a pro-rata basis.
    - d) The rates quoted will remain in force for the period of Contract. No demand for revision of rate on any account shall be entertained during the Contract Period.
    - e) The Vendor shall depute one skilled person to its various locations for attending to problems of breakdowns/repair of UPS. Such person should be equipped with mobile phone to ensure his availability.
    - f) The Vendor will prepare and maintain a log book for the UPS to be taken under the AMC.

- g) UPS are installed at various Units of CITCO viz Hotel Mountview, Hotel Shivalikview' etc. On receipt of complaints, the repairs would be carried out immediately in the respective premises. In case the UPS is required to be taken outside the premises for repair, the freight/transportation charges will be borne by the Vendor. No extra charges will, however, be payable on this account.
- h) UPS should be repaired within two days. In case repair time is expected to exceed 02 days then the firm shall provide a stand-by. Failure to do so, CITCO will charge penalty @ Rs. 200/- (Rupees Two hundred only) per day or part thereof for delay beyond two days till such time that the UPS is repaired & re-installed.
- i) The AMC of UPS shall be comprehensive in nature. However, replacement of batteries shall not be included in this.
- j) As far as possible, the repairs would be carried out on site itself. However, in case the equipment is taken to the workshop, the firm would provide stand-by equipment for the same in case repair time is expected to be over two days.
- k) In case the Vendor backs out midterm without any explicit consent of this Office, CITCO will reserve the right to get the UPS Maintenance from a 3rd Party at "risk & cost" of vendor who will be liable for recovery for differential amount, vis-a-vis the contracted value, which may have to be incurred by this Office on maintenance of UPS through alternative means.
- l) Payments would be made on half yearly basis after satisfactory completion of each half. A certificate of satisfactory services should be enclosed for each individual Unit along with the Bill.
- m) The successful Vendor will be required to furnish Security Deposit of Rs.5,000/- (Rupees five Thousand only) within ten days from the date of acceptance of the tender. The total security with CITCO for Contract period including EMD will be Rs.10,000/-. The Security Deposit money will be refunded/ returned only on expiry of the Contract, subject to the satisfactory service/performance during the period of the Contract. The Security Deposit will be forfeited if during the period of Contract the services of the contracted agency are found to be unsatisfactory in any respect.
- n) The Contract can be terminated at any time without assigning any reason if deficiency in services on non-compliance of terms of allotment are observed. In this regard, the

decision of the MD, CITCO will be final and binding on the Vendor. The Managing Director, CITCO further reserves the right to reject any quotation in whole or in part without assigning any reason thereof.

3. Interested parties may submit their Tender in the attached proforma duly completed and signed, in sealed covers. The Tender should be submitted in double envelope system (i) Technical Bid and (ii) Financial Bid and both these envelopes separately should be sealed in 3<sup>rd</sup> envelope.

I) The Technical Bid should contain the following:-

- i) EMD of Rs.5000/-\*(Earnest money of Rs.5000/-(Rupees Five Thousand only) in the form of Demand Draft of any scheduled bank favouring "CITCO".)
- ii) Proof of 3 year experience of UPS Maintenance.
- iii) Complete contact details and office address.
- iv) Copy of atleast one contract of AMC with Govt./Semi Govt./Corporate/ PSU" in the last 2 years duration.
- v) Copy of PAN Card, Service Tax No. etc.

II) The Financial Bid should contain the following:-

- i) Financial Bid in the prescribed proforma (as per Annexure 'A').

The sealed cover containing the Technical and Financial bid super- scribed as "**TENDER FOR MAINTENANCE OF UPS of CITCO UNITS**", should be delivered in Computer Cell, IInd Floor, CITCO, SCO No. 121-122, Sector-17 B, Chandigarh by or before 3.00 P.M. of 24.08.2017.

4. All the tenderers are expected to read and understand the terms and conditions of the Contract as detailed out in the foregoing paragraphs before furnishing their quotations. No change or violation of the aforesaid terms and conditions are permissible once quotations are accepted by this Office.
5. Tenders without EMD will not be considered. The earnest money will be returned to all the unsuccessful tenderers on finalization of the Contract.
6. The Tenders received within the stipulated time Technical Bids will be opened at 3.30 P.M. on the same day i.e. on 24.08.2017. The Tenderers may be present at the time of opening of tender, or may, if so desire, depute one of their representatives to be present at the time of opening.

7. After technical evaluation, Financial Bids of only those Vendors will be opened who fulfill the Technical Criteria as laid down by CITCO. The Contract shall be subject to the Indian Law and the jurisdiction of the Courts in Chandigarh.

**MANAGING DIRECTOR**

## FINANCIAL BID

## Details of UPS installed at various units of CITCO at Chandigarh

	Hotel Mount view	Hotel Shivalik view	Hotel Park view	Head Office	Engg. Wing, Sec. 7, Chd	Sales Depot, Incl. Area	Transit Lodge	Chef Lake View	IDFC	Petrol Station Br., Sec. 17, Chd	Petrol Station, Sec. 38, Chd	Petrol Station, Sec. 56, Chd.	Total	To be Filled by the Agency			
														AMC (per unit rate)	Taxes if any	Net Rate	Amount
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17 (13×16)
500/600/625/650 VA Offline	29	30	5	15	1	4		3	5				92				
700/750/800 VA offline			9	8						2			19				
1 KVA, 1100 VA Offline offline		2	8	18	2	3	2	2			3		40				
1250 VA offline		1	1					1		1			4				
1 KVA Online		1	2			1						2	4				
2 KVA Online	1							1					2				
3 KVA Online	2												2				
5 KVA Online	1			1									3				
Total	33	34	25	42	3	8	2	7	5	3	3	2					
												<b>Total Amount</b>					

Signature of Vendor with official Stamp