

Government of India
Ministry of Statistics & Programme Implementation
Central Statistics Office (Industrial Statistics Wing)
1, Council House Street, Kolkata – 700 001

Phone No.2248-4504/5

No. 7/3/2011/UPS/Admn,III

Date: 08.04.2013

NOTICE INVITING QUOTATION

Central Statistics Office, (Industrial Statistics Wing), 1, Council House Street, Kolkata-700 001 invites sealed quotations for Comprehensive Annual Maintenance (AMC) of 02 nos. 3 KVA Hita make UPS operating in this office.

2. Interested parties may send their bids in sealed envelopes for maintenance of UPS duly superscribed "Quotation for Comprehensive AMC for UPS" to The Under Secretary, Ministry of Statistics & P.I., Central Statistics Office (I.S. Wing), 1, Council House Street, Kolkata – 700 001 so as to reach the same by 2.30 PM on 22.04.2013. Quotations received after stipulated date & time shall not be entertained. The bids will be opened on the same date at 3.00 PM in Room No.416, 3rd floor of CSO (I.S.Wing), at 1, Council House Street, Kolkata – 700 001 in presence of the tenderers or their authorised representatives who may like to be present. Tenderers should note that if the date of opening of tender is declared as holiday by the Govt. or the opening of tender is cancelled owing to any emergent official business, the tender shall be opened on the next working day. Incomplete or conditional tenders will not be entertained.

3. The firm should also furnish the details of Government Departments where they have completed the AMC in the Proforma given below:-

Sl. No.	Name and address of the Govt. Deptt. with telephone number	Details of equipment and number under contract	Period of contract	Annual contract value (Rs.)

Contd...P/2

4. The AMC rates mentioned in this contract will be valid from the date of awarding the contract. Either party may terminate the contract at any time by giving one month's notice, in writing.
5. For the firms meeting the eligibility criteria as mentioned at Annexure-II (B), the tender will be finalised on the basis of the lowest rates quoted by the bidders.
6. The firm has to accept all terms and conditions as per Annexure-II (A) attached with this tender.
7. For any clarification or inspection of site, you may contact the undersigned/the office during office hours except holidays.
8. This Organisation reserves the right to cancel the Tender/Invitation any stage/time without assigning any reason and without any obligation on the part of this Organisation and is not bound to accept the Lowest Tender. The decision of the competent committee to accept or reject any or all the Bids will be final.

Yours faithfully,



(P. P. Saha)

Under Secretary & H.O.

Annexure-I**LIST OF ITEMS:-**

UPS	Capacity	Quantity
Hita make	3 KVA	02 nos.

Annexure-II**(A) Terms and conditions:**

- a) The contractors shall provide comprehensive service/maintenance of UPS from the date of signing of contract.
- b) All the defective spare parts discovered during maintenance can either be repaired or to be replaced by new parts. Replacement of parts under the agreement shall not include consumable, viz., batteries.
- c) The equipments covered under AMC should not have downtime for more than one working day. All efforts should be made to make any down equipment working on the same working day. If, in any case, down time exceeds to next working day, the service provider has to provide alternative equipment of same configuration by next working day. In case of failure, proportionate deduction from AMC charges payable shall be made for the down time.
- d) Whenever the system cannot be repaired on-site within the specified time limits, the firm will have the option to take the equipment to their work-shop premises, with prior approval and provide the alternative equipment having matching specifications. The Office's equipment, in any case, will have to be repaired/set right within 3-4 days and installed in the office.
- e) Payment will be released on quarterly basis on production of satisfactory performance certificate. The firm will submit quarterly bill within 10 days of completion of the quarter to the office and efforts shall be made to make the payments at the earliest on receipt of a clear & correct bill.
- f) The firm shall not further sublet the AMC under any circumstances to a third party/sub-contractor for the maintenance.
- g) A copy of the terms and conditions duly signed by the tenderers in token of having understood any agreed to the same should be attached along with the tender.

(B) Eligibility Criteria

- a) The firms should be registered with Registrar of Company, having office in Kolkata with proper Sales Tax and Service Tax number and they should possess valid Income-Tax PAN No. (Copies of relevant documents duly self attested to be attached).
- b) They must have prior experience of providing such services to Govt. offices for at least 3 years. Copies of orders in support of this should be enclosed.
- c) The firm should have a minimum turnover of at least one crore in the last one year and also have Govt. order for execution value of at least 10 lakhs during the last one year.
- d) The firm must have sufficient service engineers and should be capable to diagnose & provide quick solutions. The documentary proof of such experience to be attached.
- e) The firm should have its own arrangement for repairing/replacement of components of computer systems etc.

PARTICULARS OF BIDS OF THE TENDERER:

Sl. No.	Item Name	Make/Model	Quantity	Rate per unit for a year without Service Tax (Rs.)	Applicable Service Tax (Rs.)	Total Cost (Rs.)

Signature with date _____

Address of the Firm _____
