



भारत सरकार/Government of India  
 गृह मंत्रालय/Ministry of Home Affairs  
 भारत के महारजिस्ट्रार का कार्यालय  
 Office of the Registrar General, India  
 २-अ, मानसिंह रोड, नई दिल्ली - 110011  
 2-A, Man Singh Road, New Delhi-110011

Dated: 01.12.2015

Tender Notice No. D-21014/01/2015-GEN

Sealed quotations are invited from intending firms for **Comprehensive Annual Maintenance Contract (AMC) of offline UPSs installed in this office located at four different locations**, namely, 2-A, Mansingh Road (approx. 100 nos.), Sewa Bhawan, R.K.Puram (approx.40 Nos.), West Block-1, R.K.Puram (approx.80 Nos.) and D. P. Division, Pushpa Bhawan (approx.30 Nos.) for a period of one year or further order whichever is earlier.

2. Intending firms, having sufficient experience in providing AMC and agreeing to the below mentioned terms & conditions, should submit their quotations **(as per Annexure A)** with documents in support of experience, in sealed envelope **alongwith an EMD of Rs. 20,000/-** in the form of Demand Draft or Pay Order drawn in any nationalized Bank in favour of **"Pay and Accounts Officer (Census), New Delhi."** Failure of the selected firm to comply with the requirement/Job Order will lead to forfeiture of the EMD.

3. The terms & conditions for the proposed Comprehensive AMC are as given below:-

- Sealed Quotations should reach the undersigned **latest by 3.00 P.M. of 11.12.2015** Quotations received after the specified date/time shall not be entertained.
- Quotations shall be **opened on the same day at 3.30 P.M.** in presence of the firms or their representatives, if any.
- AMC will be on comprehensive basis covering all spares. The intending firms are requested to indicate clearly the items/spares covered under comprehensive AMC. The period of comprehensive AMC would be one year or till further order whichever is earlier.
- The firm finally entrusted with AMC (comprehensive) will be required to deposit **security money (Performance security)** of 10% of the AMC value, **rounded up to nearest hundred**, in the form of Bank Draft/ Bank guarantee drawn on any Nationalised Bank in favour of 'Pay & Accounts Office (Census)' payable at 'New Delhi'.
- On receiving the work award, the firm shall prepare the inventory regarding number of nodes and user details, at each of four locations. The payment will be made for the total numbers of UPSs so determined.
- The firm, besides providing preventive maintenance / routine checkup once in every month, shall be required to rectify the complaints within 24 hours. In case, any unit remains idle for more than 24 hours due to non-repair or non-replacement of defective parts, the payment on proportionate basis for the said unit for whole month would be deducted from the AMC value.
- Payments towards AMC charges shall be released on quarterly basis on production of pre-receipted bills in duplicate along with satisfactory service report from the four building in charges of all locations for the said period.
- The firm should provide a certificate that it has not been blacklisted by any Central/ State Govt. Department
- The firm should be in existence for over **3 years** in the trade with Annual Maintenance Contracts worth more than **Rs. 50 Lakhs** during the last 2 years ending 31st November, 2015 in any Govt. Organization.

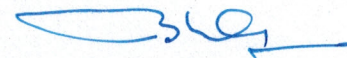


- j) Audited balance sheet for last three years showing that the bidder has a minimum per annum turnover of at least **Rs. 35 Lakh.**
- k) List of customer along with copies of order of AMC executed within last 3 years.
- l) The address of the workshop with telephone and fax numbers at New Delhi.
- m) The firm must be registered with the Registrar of companies and with the Delhi Sales Tax Department for Works Contract Tax and should have valid ESI and PF registration.
- n) Income tax clearance certificate for the last two years must be attached.
- o) The company should produce the self-attested photocopies of documents related to allocation of Registration Number, PAN number, service tax number.

4. The other terms and conditions for awarding the AMC shall be as under:

- i) No demand for revision of rate on any ground shall be entertained during the contract period. The AMC can be extended, if so desired by the Competent Authority, based on the performance of the service provider.
- ii) Immediately on award of the contract, the contractor would give a report taking over all equipment (giving their configuration in working condition also). It shall be the responsibility of the firm/company to make all the UPSs and peripherals work satisfactorily throughout the contract period.
- iii) This office reserves the right to reject any or all without assigning any reason therefore.

Yours faithfully,



(M.S. Bhati)  
Deputy Director (HQ)

To,

**As per List**

**Format for bid in respect of AMC of offline UPS**

Sl. No.	Item			Unit Price in Rs. (including taxes)
AMC charges of UPS (per month)				
1.	UPS Offline			
	1 KVA	800 VA	650 VA	
2.	New Battery Price in Rs. of reputed brand like Exide, Okaya, Amaron etc. with one year warranty (including taxes)			
	(i)	12 Volt 7 AH		

**(Signature of the firm's representative)****Name of the Firm**\_\_\_\_\_**Seal of the Firm**\_\_\_\_\_**Email Id**\_\_\_\_\_**Telephone No.**\_\_\_\_\_**Fax No.**\_\_\_\_\_