

No. D-18016(1)/13-GA  
Government of India  
Ministry of Micro, Small and Medium Enterprises.

Udyog Bhavan,  
New Delhi, the 23<sup>rd</sup> April, 2013

To  
As per list attached.

Subject: Invitation of rate quotations for Annual Comprehensive Maintenance Contract for repair/ maintenance of Inverters and UPS in the Ministry for 2013-14- reg.

Sir,

I am directed to say that Ministry of Micro, Small and Medium Enterprises (MSME) intends to award annual comprehensive maintenance contract for the repair/maintenance of 12 inverters and 101 UPS for the year 2013-14 ( w.e.f 1<sup>st</sup> June, 2013 to 31<sup>st</sup> May, 2014 ) on the terms and conditions as mentioned in the Annexure. The Inverters and UPS could be inspected during office hours on any working day till 16<sup>th</sup> May, 2013. The interested parties/firms may furnish their rate quotations to the G.A. Section of Ministry of MSME, Room No. 49, Udyog Bhavan, New Delhi-110011 latest by 3.00 P.M on 17<sup>th</sup> May, 2013. Rates of Batteries of Inverters and UPS may also be quoted. The quotation will be opened on the same day at 3.30 P.M. in Room No. 429-D, 4<sup>th</sup> Floor, Udyog Bhavan, New Delhi in the presence of tenderers who may wish to be present at that time.

Yours faithfully,

Sd/-

( M.L. Sharma )

Under Secretary to the Government of India.  
Tel. No. 2306 3293

Copy to: NIC, Nirman Bhavan for placing the tender on the web site of the Ministry for giving wide publicity.

**TERMS AND CONDITIONS**

1. **Period:** One year. The successful firm will be required to start working immediately after award of the contract. The Ministry shall, however, has the right to terminate the contract at any time without assigning any reason thereof. The period of contract can be extended for a fixed period between 1 to 3 years on the same rate and terms & conditions, if the firm so desire.
2. The inverters and UPS will be available at Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan.
3. In case the repair is needed at your workshop, cost of carriage and arrangement will be borne by vendor.
4. For repair time exceeding 24 hrs from reporting time (excluding holidays) standby equipment at no extra cost shall be provided by vendor irrespective of the fact whether the defective inverter is to be repaired in Udyog Bhavan or to be taken out.
5. AMC shall be carried out during office hours ( 0900 to 1730 hrs) on working days of Ministry of MSME. However, in case of urgency, AMC may be needed on holidays and even after office hours also for which no separate cost shall be paid.
6. Preventive maintenance schedule shall be submitted in advance.
7. The equipment availability shall be maintained at the satisfaction of the user.
8. AMC will be comprehensive and include all repair, maintenance and replacement of parts except consumables.
9. The payment will be made in 4 equal quarterly installments after award of contract and will be subject to satisfactory services.
10. Tax will be deducted at source as per relevant rules.
11. The firm shall be responsible for maintenance of the machines in working order by placing the services of the experienced engineer in this Ministry on the working days. The work will primarily be carried out in the premises of the Ministry. Only such work, which is not possible to execute in the premises of the Ministry, would be allowed to be done in the firm's workshop with prior written permission of the Ministry.

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12. If at any stage, the services of the firm are not found satisfactory or the firm has failed to provide satisfactory services and rectify the defect within 24 hours. In case defect is not rectified within 24 hours, penalty @ Rs. 100/- per day would be charged and AMC will be liable to be terminated by the Ministry without assigning any reason, whatsoever. The amount of penalty would be deducted from the bills failing which from the security amount.
13. The tenderer/firm will be required to furnish a demand draft of Rs. 5,000/- in the name of DDO, Ministry of MSME at the time of sending the quotations which will be returned to them if they are not awarded the contract.
13. The successful tenderer will be required to furnish a demand draft of Rs. 10,000/- as security in the name of DDO, Ministry of MSME at the time of award of the contract which will be released to the contractor on satisfactory completion of the contract. The contract would be liable to be terminated and the security would be forfeited if the contractor fails to provide satisfactory service.

**List of Inverters in the Ministry**

Sr. No.	Section	Inverter	Power	Room No.
1.	R/o M(MSME)		2500/3000VA	
2.	O/o M(MSME)	1	2500/3000VA	168
3.	O/o M(MSME)	3	1000/1250VA	166
4.	O/o Secy(MSME)	2	1000/1250VA	169
5.	O/o JS(CKM)	1	1000/1250VA	122
6.	O/o JS(DS)	1	1000/1250VA	171
7.	DS (UV)	1	1000/1250VA	268
8.	Jt. Dir (JJ)	1	1000/1250VA	254
9.	Dir.(AD)	1	1000/1250VA	275D
10.	Hindi Section	1	1000/1250 VA	433
	<b>Total</b>	<b>12</b>		

<b>Sl. No.</b>	<b>AMC charges of Inverters/UPS and Battery rates</b>	<b>Rates (in Rupees)</b>
1.	AMC charges of 1000/1250 VA Inverter	
2.	AMC charges of 2500/3000 VA Inverters	
3.	AMC charges of UPS	
4.	Inverter battery (12 volt 25 plate exide)	
5.	Buy back of old Inverter battery	
6.	UPS battery (12 volt 7 AH SMF) Exide	
7.	Buy back of old UPS battery	