



Guwahati Biotech Park

Technology Complex, IIT Guwahati
Guwahati- 781 039

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GBP/8.2.6/2019-20/4434

Date: 18.03.2020

NOTICE INVITING QUOTATIONS **Annual Maintenance Contract- UPS**

Sealed quotations are invited from reputed and experienced Firms/Companies dealing with Annual Maintenance Contracts in UPS as detailed below:

Sl.	UPS Rating	Make	UPS Sl. No.
1	10 kVA/360V	Orion	DS-E11-177
2	10 kVA/360V	Orion	DS-G11-001
3	10 kVA/360 V	Orion	DS-G11-004
4	10 kVA/ 336 V	Orion	15D-9448
5	5 kVA / 180V	Orion	DS-F1-047
6	5 kVA /168 V	Orion	2K11-H-016
7	5 kVA / 168V	Orion	DS-F11-066
8	5 kVA /168V	Orion	2K11-H-015
9	3 KVA/ 96V	AVO	3EM131127042090265
10	3 KVA/ 96V	AVO	3EM131127042090087
11	3 KVA/ 168V	Orion	14J-2190
12	3 KVA/ 168V	Orion	14-J-2191
13	3 KVA/ 168V	Orion	14-L-2203
14	6 kVA/ 192V	APC	B21507000207

GENERAL CONDITIONS:

1. The Bid Document superscribed as “Annual Maintenance Contract for UPS” shall be addressed to “The Chief Executive Officer, Guwahati Biotech Park, Technology Complex, IIT Guwahati, Guwahati-781039”.
2. **The last date of submission of filled in quotations is 01.04.2020 up to 12.00 PM** to be addressed to the Chief Executive Officer, Guwahati Biotech Park Office, Technology Complex, IIT Guwahati.
3. The quotations will be opened on the same day at 12.30 p.m. in presence of the bidders.
4. The validity of the quotation shall be for 3 months from the date of its receipt in this office.

5. The bidders must agree to undertake re-installation of the UPS at permanent campus of Guwahati Biotech Park, Amingaon, free of cost if required during the period of contract.
6. The rate of AMC will be without parts. The price quoted shall be valid for 1 year from the date of issue of the work order.
7. The quantities are indicative and may vary based on actual requirement. In such cases, the contract amount shall stand modified under the AMC on a pro-rata basis.
8. Credential Certificates are to be attached.
9. Quotations received after the last date i.e. after the expiry of the closing time shall not be entertained.
10. AMC shall be valid for a period of 3 years with the provision of renewal for further period based on satisfactory performance with an increase of 5 % on the total contract value with same terms and conditions.
11. The rate quoted should be inclusive of all charges and taxes as applicable showing break up.
12. The rates quoted shall remain in force for the full period of contract. No demand for revision of rates on any account shall be entertained.
13. The payment towards AMC shall be made at least at the end of each quarter year i.e. three (3) months on production of satisfactory performance report along with original invoice in triplicate.
14. The AMC will include rectification of all hardware and software problems. The firm will have to ensure that all calls are attended within Two (2) working days and the upkeep time for repair of any system should not exceed two (2) days.
15. Stand by System to be provided if the up keep time is more than two days.
16. The AMC provider should report this office twice in a month for routine checkup besides visits on call basis as and when required.
17. For conducting survey for AMC interested Firms will have to seek permission by submission of 'application for survey'.
18. Incomplete quotations and documents submitted will not be considered. The authority reserves the right to accept or cancel any or all quotations without citing any reasons thereof. The authority also reserves the right to accept or cancel entire or parts of a quotation without showing any reason.
19. The contract can be terminated anytime during the period without citing reasons and in such cases no payment will be considered for the period beyond termination date. Applicants should have prior experience of providing AMC of UPS and has to provide documentary proof for the same.
20. Any corrigendum in this regard, if any, will be uploaded only on GBP website.

List of Enclosures:

Annexure I – Description of works

Annexure II - Technical Bid

Annexure III – Price Bid

Annexure IV- Declaration

Annexure V- Detailed Specification of Items

Description of Work

1. Regular and call based servicing, maintenance and repairing of components of UPS (excluding replacement of batteries) of this office. Permission will have to be obtained in writing from the respective user / In -Charge to carry items for repairing out of the office. Consolidated service reports to be submitted at the end of every month showing number of calls and details of works done.

TECHNICAL BID

1.	Name of the Firm/Company:	
2.	Address for Correspondence (Residence Proof to be enclosed)	
3.	Name of the Contact Person, Signing authority :	
4.	Contact Details: Telephone No. & Fax No. Email Address: Website:	
5.	Current Trade License Details:	
6.	Firm Registration No. (if applicable):	
7.	Permanent Account No. (PAN)	
8.	GST No.	
10.	Experience In Govt./Semi Govt./PSU	
11.	Annual Turnover or ITR or Audited Balance Sheet for the last three financial years	
12.	Bank Details	
13.	Types of Firm Proprietorship or Partnership :	
14.	Self-certification that the Agency/Firm has never been blacklisted by any Govt. organization	
15.	Any other details	

Note: Documents in support of all the points must be submitted as enclosures.

Full Name and signature of the Authorized Signatory:

(With Seal of the Firm/Company)

Designation:

Agency/Firm's Name:

Date and Place:

Price Bid
(To be submitted in a separate sealed envelope)

Sl. No.	UPS Rating	Item Make	Rate per year per Unit	Taxes/Charges rate	Amount including total unit, taxes, charges
1)	10 kVA/360V	Orion			
2)	10 kVA/360V	Orion			
3)	10 kVA/360 V	Orion			
4)	10 kVA/ 336 V	Orion			
5)	5 kVA / 180V	Orion			
6)	5 kVA /168 V	Orion			
7)	5 kVA / 168V	Orion			
8)	5 kVA /168V	Orion			
9)	3 KVA/ 96V	AVO			
10)	3 KVA/ 96V	AVO			
11)	3 KVA/ 168V	Orion			
12)	3 KVA/ 168V	Orion			
13)	3 KVA/ 168V	Orion			
14)	6 kVA/ 192V	APC			
Total					

Full Name and signature of the Authorized Signatory:
(With Seal of the Firm/Company)
Designation:
Agency/Firm's Name:
Date and Place:

Declaration

Certified that:

1. I/We hereby read the terms and conditions governing this work and hereby agree to abide by them.
2. I/We hereby declare that the particulars given above are true and correct to the best of my/our knowledge and belief. I/we agree that in case any of the particulars given above are found incorrect, our bids may be summarily rejected.
3. I / We also hereby declare that all matters related to Guwahati Biotech Park shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority of GBP.
4. The Firm/Company has neither been blacklisted by any Central or State Government Organization in the last neither three years nor there is any litigation pending with any Central or State Departments or Court of Law.

**Full Name and signature of the Authorized Signatory:
(With Seal of the Firm/Company)**

Designation:

Agency/Firm's Name:

Date and Place:

DETAILS OF UPS

Sl.	UPS Rating	Make	UPS Sl. No.
1	10 kVA/360V	Orion	DS-E11-177
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