

COMMISSIONERATE OF RURAL DEVELOPMENT
4th Floor, Swaraj Bhavan, Nanthancode, Kowdiar P.O.
Thiruvananthapuram- 695003
Website: [http:// www.rdd.kerala.gov.in](http://www.rdd.kerala.gov.in)
Email: crdkerala@gmail.com

QUOTATION NOTICE

Quotation Number	File No. CRD/117/2021-PM-7
Due date and time for receipt of quotations	06.03.2021, 01.00pm
Date and time for opening of quotations	06.03.2021, 03.00pm
Date up to which the rates are to remain firm for acceptance	06.06.2021
Designation and address of officer to whom the quotation is to be addressed	Commissioner for Rural Development 4 th Floor, Swaraj Bhavan, Nanthancode, Kowdiar P.O., Thiruvananthapuram- 695003
Superscription: Quotation for Annual Maintenance Contract for UPS Systems installed at Commissionerate of Rural Development	

Sealed quotations are invited for the supply of the materials specified in the schedule attached below/overleaf. The rates quoted should be for delivery of the articles at the place mentioned below the schedule. The necessary superscription, due date for the receipt of quotations, the date up to which the rates will have to remain firm for acceptance and the name and address of officer to whom the quotation is to be sent are noted above. Any quotation received after the time fixed on the due date is liable to be rejected. The maximum period required for delivery of the articles should also be mentioned. Quotations not stipulating period of firmness and with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.

The acceptance of the quotations will be subject to the following conditions:

1. Acceptance of the quotation constitutes a concluded contract. Nevertheless, the successful tenderer must within a fortnight/a month after the acceptance of his quotation furnish 5 % of the amount of the contract as security deposit and execute an agreement at his own cost for the satisfactory fulfillment of the contract, if so required.
2. Withdrawal from the quotation after it is accepted or failure to supply within a specified time or according to specifications will entail cancellation of the order and purchases being made at the offerer's expenses from elsewhere, any loss incurred thereby being payable by the defaulting party. In such an event the Government reserves also the right to remove the defaulter's name from the list of Government suppliers permanently or for a specified number of years.
3. Samples, duly listed, should be forwarded if called for under separate cover and the unapproved samples got back as early as possible by the offerers at their own expenses and

the Government will in no case be liable for any expenses on account of the value of the samples or their transport charges, etc. In case, the samples are sent by railway; the railway receipt should be sent separately, and not along with the quotation since the quotation will be opened only on the appointed day and demurrage will have to be paid if the railway parcels are not cleared in time. Quotations for the supply of materials are liable to be rejected unless samples, if called for of the materials tendered for are forwarded. The approved samples may or may not be returned at the discretion of the undersigned. Samples sent by V.P. Post or "freight to pay" will not be accepted.

4. No representation for enhancement of price once accepted will be considered during the currency of the contract.
5. Any attempt on the part of tenderers or their agents to influence the Officers concerned in their favour by personal canvassing will disqualify the tenderers.
6. If any license or permit is required, tenderers must specify in their quotation and also state the authority to whom application is to be made.
7. The quotation may be for the entire or part supplies. But the tenderers should be prepared to carry out such portion of the supplies included in their quotation as may be allotted to them.

(a) In cases where a successful tenderer, after having made partial supplies fails to fulfill the contracts in full, all or any of the materials not supplied may, at the discretion of the Purchasing Officer be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the Government shall thereby together with such sums as may be fixed by the Government towards damages be recovered from the defaulting tenderer.

(b) Even in cases where no alternate purchases are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of the materials not supplied at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded.

(c) Any sum of money due and payable to the contractor (including Security Deposit returnable to him) under this contract may be appropriated by the Purchasing Officer or Government or any other person authorized by Government and set-off against any claim of the Purchasing Officer or Government for the payment of a sum of money arising out of or under any other contract made by the contractor with the Purchasing Officer or Government or any other person authorized by Government.

8. The prices quoted should be inclusive of all taxes, duties, cesses, etc., which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.
9. a) Ordinarily payments will be made only after the supplies are actually verified and taken to stock but in exceptional cases, payments against satisfactory shipping documents including certificates of Insurance will be made up to 90 per cent of the value of the materials at the discretion of Government. Bank charges incurred in connection with payment against documents through bank will be to the account of the contractor. The firms will produce stamped pre-receipted invoices in all cases where payments (advance/final) for release of railway receipts/shipping documents are made through Banks. In exceptional cases where the stamped receipts of the firms are not received for the payments (in advance) the

unstamped receipt of the Bank (i.e. counterfoils of pay-in-slips issued by the Bank) alone may be accepted as a valid proof for the payment made. (b) The tenderers shall quote also the percentage of rebate (discount) offered by them in case the payment is made promptly within fifteen days/within one month of taking delivery of stores.

10. Any sum of money due and payable to the successful tenderer or contractor from Government shall be adjusted against any sum of money due to Government from him under any other contracts.
11. Special conditions, if any, printed on the quotation sheets of the tenderer or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the purchase.
12. The price quoted should be inclusive of all taxes, duties, cesses etc. which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supplier delivery during the course of execution of the contract.
13. The selected agency will be responsible for repair / maintenance work of the UPS including replacement of defective parts at their own cost. The complete responsibility for smooth functioning of all the UPS under this contract (as above) shall rest with the contractor. The firm shall provide trouble free and prompt service throughout the period of the contract.
14. **The contractor would maintain the distilled/de-ionised water level in all the tubular batteries connected with the UPS systems, by periodic refilling of de-ionised water. Also, clean the battery terminals by clearing accumulated rust particles and to apply petroleum jelly.**
15. The contractor would carry out preventive maintenance of each UPS on quarterly basis, in order to forestall any major failure of the same. Contractor should also ensure proper cleaning of machines on quarterly basis. Failure to do so shall attract penalty at the rate mentioned at penalty clause.
16. The charges for repair and maintenance/replacement of defective parts/components of the UPS, if any, shall be borne by the contractor during the period of the contract. To the extent possible, all repair and maintenance work would be carried out in this office premises only. Wherever it is not possible to conduct the repair within the office premises the contractor shall obtain prior permission of the competent authority to conduct repair outside the office premises.
17. No transportation charges/cartage for removal of any component to the workshop for repairs and back to office for installation shall be separately payable to the contractor over and above the amount payable to the contractor under the contract.
18. A dedicated person, service engineer, shall be provided by the contractor from 10.00 AM to 5.00PM on all the working days and even on holidays or beyond office hours, if need arises, to attend to the day to day maintenance issues or he will be available within two hours of lodging the complaint and his contact details be provided to this office.
19. In case of breakdown of any equipment in question, the contractor will be required to

attend to the complaints within 24 hours of those being lodged:

- a. Critical equipment's complaints shall be cleared in 24 hours.
- b. Non critical equipment's complain shall be cleared in 72 hours.
- c. Vendors shall do all call logging and provide quarterly reports.

20.If, for any reason, downtime is expected to be more than 48 hours, the contractor shall provide a working standby UPS of identical configuration until the fault has been rectified.

21.The designated Caretaker of this office will be authorized to lodge the complaint to Agency on Telephone call /SMS/email or in written form. If the complaint is reported before 3.00 pm, the Agency should attend and rectify it on the same day. Complaint lodged after 3.00 pm should be attended before 11.30 am of the following working day.

22.The rates once approved will not be enhanced by the AMC provider in any case during the currency of the contract.

23.The prospective bidders may, if they so desire, may depute an authorized representative for verifying the configuration and condition of the equipment.

24.Wherever during the period of the contract the contractor does not rectify the fault/defects brought to his notice within a reasonable period of time, the office shall get the faults defects rectified by engaging suitable professionals from the open market at the contractor's risk and cost and the amount paid shall be deducted from the amount payable to the contractor. In case the contractor's services are found to be consistently unsatisfactory, the contract shall be terminated after giving one week's notice and the work shall be got done from the Open market at the contractor's cost.

25.At the time of expiry of the contract, the contractor would be required to hand over the department's property in perfect working condition.

26.The contractor shall be responsible for the loss of any Government property owing to negligence on his or his representative's part while maintaining the UPS.

27.No advance payment will be made in any case.

ELIGIBILITY/QUALIFICATION CRITERIA:

1. The bidder shall have relevant experience preferably in managing and providing support for UPS Systems in this Office.
2. The bidders who are registered/ approved by any Government department/organization will be given preference.
3. The firm should have an experience to execute the similar work in Government/PSU or any Organisation/dept. The firm should have sufficient technical man power for the purpose. The firm may enclose sufficient documents regarding execution of Government work order, etc.

All bidders must enclose GST registration certificate along with the tender documents.

SCOPE OF WORK:

Maintenance & service UPS Systems (excluding replacement of batteries) installed at the office of Commissioner for Rural Development, as and when required and periodic refilling of de-ionised water into the attached tubular batteries.

LIST OF ITEMS UNDER AMC FOR UPS

#	<i>Types of UPS Systems</i>	<i>Quantity</i>
1	Hykon Make 15 KVA Online UPS System with 20 nos. of 100AH Exide make tubular batteries	2 nos
2	Hykon Make 10 KVA Online UPS System with 12 nos. of 130AH Exide make tubular batteries	1 no.
3	Hykon Make 5 KVA Online UPS System with 10 nos. of 130AH Exide make tubular batteries	1 no.

19/02/2021**COMMISSIONER**