

No. D-18016(1)/10-GA  
Government of India  
Ministry of Micro, Small and Medium Enterprises.

Udyog Bhavan,  
New Delhi, the 9<sup>th</sup> March, 2010

Subject: Invitation of rate quotations for Annual Comprehensive Maintenance  
Contract for repair/maintenance of Inverters and UPS in the Ministry for  
2010-11- regd.

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 85 UPS for the year 2009-10 ( w.e.f 1<sup>st</sup> April, 2010 to 31<sup>st</sup> March, 2011 ) on the terms and conditions as mentioned in the Annexure. The Inverters and UPS can be inspected during office hours on any working day till 17<sup>th</sup> March, 2010. The interested parties may furnish their rate quotations to G.A. Section, Ministry of MSME, Room No. 49, Udyog Bhavan, New Delhi latest by 4.00 P.M on 18<sup>th</sup> March, 2010. Rates of Batteries of Inverters and UPS may also be quoted. The quotation will be opened on the same day in Room No. 356A, Udyog Bhavan at 4.30 P.M in the presence of tenderers who may wish to be present at that time.

Yours faithfully,

S/d-  
( P.S. Verma )  
Under Secretary to the Government of India.  
Tel. No. 2306 1636

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

**TERMS AND CONDITIONS**

1. The inverters and UPS will be available at Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan.
2. In case the repair is needed at your workshop, cost of carriage and arrangement will be borne by vendor.
3. 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.
4. 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.
5. Preventive maintenance schedule shall be submitted in advance.
6. The equipment availability shall be maintained at the satisfaction of the user.
7. AMC will be comprehensive and include all repair, maintenance and replacement of parts except consumables.
8. The payment will be made in 4 equal quarterly installments after award of contract and will be subject to satisfactory services.
9. Tax will be deducted at source as per relevant rules.
10. 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.
11. 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.

12. The tenderer/firm will be required to furnish a demand draft of Rs. 3,000/- 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. 6,000/- 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)	1	2500/3000VA	11-A, Pandit Pant Marg
2.	O/o M(MSME)	1	2500/3000VA	168
3.	O/o M(MSME)	3	1000/1250VA	166
4.	O/o Sec(MSME)	2	1000/1250VA	169
5.	O/o JS(PK)	1	1000/1250VA	122
6.	O/o JS(SKP)	1	1000/1250VA	171
7.	Dir (SKG)	1	1000/1250VA	268
8.	Dir (AKJ)	1	1000/1250VA	254
9.	DS(AD)	1	1000/1250VA	275D
	Total	12		