

SPEED POST

F.No. 10-27/2005-FIU (Admn.)
Government of India
Ministry of Finance
Dept. Of Revenue
Financial Intelligence Unit – India.

6th Floor, Hotel Samrat
Chanakya Puri, New Delhi -110021
Dated : 11th April, 2013.

To,

List of probable vendors.

Subject: **ANNUAL MAINTENANCE CONTRACT for maintenance and repair of APC UPSes and Su-kam Inverter for the period of one year installed in FIU-India Premises, New Delhi.**

Sir,

Sealed quotations are invited from reputed and APC recognised firms for award of Annual Maintenance Contract for maintenance & repair of following UPSes installed in the premises of FIU-India office located at Hotel Samrat, Chanakya Puri, New Delhi – 110021 as per details mentioned at appendix ‘A’ for a period of one year from the date of award of the Contract :

- i) One 20 KVA APC UPS MODEL – SUVT 20 KHS
- ii) One 30 KVA APC UPS MODEL – SUVT 30 KHS
- iii) One 1000 VA tele UPS.
- iv) One 1 KVA APC UPS with battery of Model UXBP48M
- v) One SU-KAM Inverter Model No. Brainy 2.5 KVA/48V.

2. The prospective firms should have at least 5 years experience of supply, maintenance and repair in Government Departments and should furnish a copy of the PAN, Service Tax Registration and “Experience Certificate” from their respective organizations i.e. APC, while submitting their quotations.

3. It is, therefore, requested to send the rates/quotation for the above mentioned items in a sealed cover so as to reach the office of Assistant Director (Admn.) FIU-India, in Room No. 604, 6th Floor, Hotel Samrat, Kautilaya Marg, Chanakya Puri, New Delhi -110021 by 3.00 PM on 26th April, 2013. The quotation and its envelope must be super-scribed “**QUOTATIONS FOR ANNUAL MAINTENANCE CONTRACT FOR APC UPSes AND OTHER ITEMS**”. The Earnest Money of Rs.2,000/- (Rs. Two thousand only) may please be attached with the quotation in the form of Demand Draft in favour of “**Pay & Accounts Officer, FIU-India**” along with **authorisation letter of APC for APC items**. The quotations should also indicate the response time and service commitment. The tenderers should have sufficient staff and communication facilities to respond to breakdowns in shortest possible time.

4. The payment shall be released in four quarterly instalments.
5. The FIU-India reserves the right to reject any or all quotations without assigning any reasons thereof.
6. The Terms & Conditions of the contract will be as follows:-
 - (i) **Period:** The successful firm will be required to start working immediately after award of the contract. The FIU-India shall, however, has the right to terminate the contract at any time without assigning any reason thereof.
 - (ii) The firm shall have to attend all complaints on receipt of information from the users directly with the prior approval of Administration Section. The services should be provided on regular basis during office hours and in case of emergency beyond office hours or holidays etc.
 - (iii) The firm will be required to undertake maintenance/repairs of UPS at FIU-India premises.
 - (iv) The bills should be submitted quarterly on the prescribed format for payment purpose,
 - (v) No increase in amount shall be considered at all during the full period of AMC. No any other charges will be payable like transportation, fare etc. for providing the services.
 - (vi) Conditional tender will not be entertained. Similarly, quotations received after stipulated date and time will also not be considered under any circumstances.
 - (vii) Representative of the firm will not remove any part(s) or whole from the equipments without permission of the competent authority in the building where the equipments are installed.
 - (viii) The rates will be for a period of one year and the firm will not be allowed to increase the rate once approved for a period of one year.
 - (ix) Firm whose tender has been approved will have to provide all parts required for running the equipment including Batteries. The tenderer will have to supply original parts as required to run the equipments. The cost of Batteries and other spare parts may also be indicated.
 - (x) The firm will intimate their registration number, sales tax number, PAN, TIN number, Service Tax registration number with the tender papers.
 - (xi) The successful tenderer would be required to **deposit an amount of Rs. 5,000/- (Rs. Five thousand only) in the shape of Account payee demand draft, fixed deposit with any of the scheduled Bank** pledged in the name of the undersigned or bank guarantee valid for one year and forty five days which will be released on the successful completion of the contract.

- (xii) The firm will have to repair the equipment within 24 hours of its complaint. If not, the FIU-India will get repairs carried out from outside and the expenditure so incurred on such repairs will be deducted from the AMC payment, due to the firm.
- (xiii) The representatives of the firms may inspect all the UPS, Invertors and Batteries on any working day by obtaining appointment from Assistant Director (Admn.) before they submit their rates for AMC.
- (xiv) The existing numbers of UPS mentioned in the Appendix A may change during the currency of the contract. For any such alterations, intimation shall be given to the contractor and if any new addition is not maintained through warranty clause but through AMC, charges for maintenance shall be payable to the contractor at the rates agreed upon. Similarly, the deletion shall also be intimated to the contractor and charges shall be deducted for the purpose of payment to contractor.
- (xv) The FIU-India can terminate the contract at any time without assigning any reason, if the work of the contractor is found unsatisfactory. In this respect the decision of FIU-India will be final and binding on the contractor. The FIU-India reserves the right to reject any quotation in whole or in part without assigning any reason thereof.
- (xvi) The rates may be quoted as per Annexure-I, Taxes (VAT, Service Tax) if any, may be specifically and separately indicated in the quotation. If no tax is indicated then it will be presumed that the price quoted include taxes also.
- (xvii) The lowest quote for awarding work of AMC will be decided on the basis of **total charges** quoted for AMC of UPSes in Part I of the bid in format Appendix - A. The work of supply of batteries of various makes during one year will be offered to party who has got the AMC of UPSes for the price which is quoted as lowest on the basis of **total price per unit (in Rs.) after deducting buy back price** in column No. 5 of Part II of the bid in format Appendix - A. In case the AMC awarded agency is not able to supply battery at this price then the vendor whose rate is L-1 for supply of batteries will be offered to supply batteries. In case both the vendors fail to supply the batteries then procurement will be done afresh under GFR, 2005.

7. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by the FIU-India.

Yours faithfully,



(Heera Singh)
Assistant Director (Admn.)
Tele: 26883291

Copy to :

1. **Ms. Sweta, Assistant Programmer, Technical Unit, FIU-India – with a request to kindly upload the notice on our official website.**

APPENDIX-A

Name of the Firm :
 Registered/Postal Address :
 Telephone No. :
 E-mail :
 PAN No. :
 VAT/TIN No.(if applicable) :
 Service Tax Registration (if applicable) :

<u>(PART - I)</u>			
AMC of UPS			
S.No.	Rating	Quantity	AMC charges per unit (in Rs.)
1.	20 KVA APC UPS MODEL – SUVT 20 KHS	1	
2.	30 KVA APC UPS MODEL – SUVT 30 KHS	1	
3.	1000 VA tele UPS	1	
4.	1 KVA APC UPS with battery of Model UXBP48M	1	
5.	SU-KAM Inverter Model No. Brainy 2.5 KVA/48V.	1	
Taxes if any			
Total Charges			

<u>PART - II</u>				
Price of UPS Batteries with Buy back price				
Sr. No.	Rating	Buy back price	Price per Unit (in Rs.)	Total price per unit (in Rs.) after deducting buy back price. [(4)-(3)]
(1)	(2)	(3)	(4)	(5)
1.	7 AH			
2.	17 AH			
3.	26 AH			
4.	42 AH			
5.	65 AH			
6.	UXBP48M Battery			
7.	12V 135 AH Inverter Battery			
Taxes if any				
Total Charges				

Particulars of EMD :

(i) DD No. (ii) Date
 (iii) Amount (iv) Bank (drawn on)

Signature with seal