Limited Tender Inquiry  
Computer Centre  
Aligarh Muslim University, Aligarh  

Ref. No. 713/CC  

dated 14/01/2016

ALL INCLUSIVE MAINTENANCE CONTRACT FOR UPS.

Nodal Officer (Maintenance of Assets and Equipments), Computer Centre, AMU, Aligarh – 202002, invites tender applications from the reputed firms having relevant experience in maintenance and repair of UPS for undertaking Comprehensive Annual Maintenance Contract of UPS using a Two-bid system (Technical Bid and Price Bid).

*Technical Bid (Annexure-1) and Price Bid (Annexure-II) must be submitted in separate sealed envelopes.* The envelope cover in each case should be superscribed with “Technical Bid for UPS” and “Price Bid for UPS” respectively.

Bidder’s name and address should also be superscribed on each envelope. These two sealed envelopes duly answered with documentary evidences, should be put in another sealed envelope and superscribed with “Bid for AMC of UPS - Tender Ref. 713/CC dated 14/01/2016” along with Bidder’s name and address. This sealed envelope should be submitted to ‘Nodal Officer (Maintenance of Assets and Equipments), Computer Centre, AMU, Aligarh – 202002,”.

All the interested bidders are required to undertake a site survey of UPS (as per annexure-2) for checking the health of existing UPS equipments and submit a site survey report along with a declaration on the letter head of the bidding firm that they are confident that they will be able to provide desired level of AMC services as a part of this tender. This site survey report and declaration must be placed inside the technical bid envelop.

**Important Dates**

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Event</th>
<th>Date and Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pre-Bid Conference with bidders</td>
<td>03.00 PM 20 January 2016</td>
<td>Conference Room, Computer Centre, AMU</td>
</tr>
<tr>
<td>2</td>
<td>Deadline for submission of Bids</td>
<td>11.00 AM on 29th January 2016</td>
<td>Office of the Director, Computer Centre, AMU</td>
</tr>
<tr>
<td>3</td>
<td>Technical Bid</td>
<td>11.30 AM on 29th January 2016</td>
<td>Conference Room, Computer Centre, AMU</td>
</tr>
<tr>
<td>4</td>
<td>Price Bid</td>
<td>4.00 pm on 29th January 2016</td>
<td>Conference Room, Computer Centre, AMU</td>
</tr>
</tbody>
</table>

**Selection Criteria:** Initially the technical bid shall be evaluated by the committee. Price bid for those bidder shall be opened and considered, who are technically qualified, as per the decisions made by the Purchase Committee Computer Centre (PCCC). PCCC, as a part of technical bid evaluation, will also examine the site survey report submitted by the bidder and discuss/validate the same in-line with requirements of Computer Centre.

**Scope of Work:**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Items Descriptions/ Location</th>
<th>Approx. Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Comprehensive On-site AMC of 600 VA, UPS including Batteries</td>
<td>107</td>
</tr>
<tr>
<td>2.</td>
<td>Comprehensive On-site AMC of 1KVA, UPS including Batteries</td>
<td>16</td>
</tr>
<tr>
<td>3.</td>
<td>Comprehensive On-site AMC of 3KVA, UPS including Batteries</td>
<td>06</td>
</tr>
</tbody>
</table>

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General Terms and Conditions:

1. The Price quoted should be inclusive of all applicable taxes.
2. The Prices should be established for Comprehensive On-site maintenance Charges for 1 year.
3. The AMC may get extended with mutual agreement subject to services being satisfactory during the current period.
4. The successful firm will be required to sign Service Level Agreement with AMU.
5. The validity of the quotation should not be less than 90 days.
6. Payment term shall be made quarterly as per the payment terms detailed in SLA.
7. The PCCC reserves the right to annul this tender.
8. The PCCC reserves the right to reject any or all of the quotations without assigning any reason(s).
9. The numbers specified in this tender document are indicative. Actual numbers may vary, as per the operational needs of Computer Centre during the period of AMC.
10. The Firm is required to accept all the terms and conditions specified in this tender unconditionally.
11. Maintenance person must be physically available at Computer Centre on all working days as per details specified in SLA agreement.

Nodal Officer
Maintenance of Assets and Equipments
Computer Centre, AMU, Aligarh

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Tenderers / vendors / firms has to furnish the following details for technical evaluation:

1. Name and style of firms, with constitution (Proprietorship / partnership) date of establishment / Registration.

2. The firm shall have established office / workshop in Aligarh.

3. Organizational structural list of technical & other supporting staff with their qualifications and experience for handling, servicing and maintenance of UPS.

4. Proof of enlistment / registration with appropriate authorities for handling AMC works.

5. List of tools and equipments available with firms.

6. List of similar works fulfilling the eligibility criteria involving annual maintenance contract (AMC) having minimum 20 nos of UPS carried out as a single order in the past three years in any Govt., Semi, autonomous, CSIR labs, Public sectors organizations.

7. The satisfactory completion certificate issued from the authorized persons for similar works carried out shall be enclosed.

8. List of works on hand, name of clients, total cost, date of starting, due date of completion and present progress.

9. Registration with AMU, Sales tax, TIN no. shall be enclosed.

10. Proof of adequate field service organization to provide handling, servicing and maintenance of UPS.

11. The declaration letter on the latter head stated that the site is visited and scope of work is very well understood.

12. The bids received without fulfilling the above details will be rejected and Price Bid envelop shall not be entertained and sealed letter shall be returned to the respective bidding firms.

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Computer Centre  
Aligarh Muslim University, Aligarh  
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Annexure-2

Price Bid

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Items Descriptions/ Location</th>
<th>Approx. Qty</th>
<th>AMC Unit Price (Rs.)</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Comprehensive On-site AMC of 600 VA, UPS including Batteries</td>
<td>107</td>
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<td>3.</td>
<td>Comprehensive On-site AMC of 3KVA, UPS including Batteries</td>
<td>06</td>
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<td></td>
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* The quantity may be increased, the quoted Unit Price should be applicable to extended quantity.

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