



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

Electric Contracts Cell, Himfed Building, BCS, New Shimla, Shimla-171009(H.P.).

Tel.:+91 177 2671737, Email: dgm_elect@hppcl.in , Website:www.hppcl.in

No.: HPPCL/EC/IT/AMC_UPS/2020-21-16694-705

Dated:-20.02.2021

To

M/s.....
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Subject: “Procurement of Comprehensive Annual Maintenance (C-AMC) Services for two (02) number of UPS systems (10 KVA& 5 KVA online UPS) installed at HPPCL”.

Dear Sir(s),

Sealed quotations are invited for “Procurement of **Comprehensive Annual Maintenance (C-AMC) Services for two (02) number of UPS systems (10 KVA& 5 KVA online UPS) installed at HPPCL**” on the prescribed priced format attached as **Annexure-A**, as per the following Terms & Conditions,-

LAST DATE: The quotations must reach this office on or before 02.03.2021 up to 14:00 Hrs and shall be opened on the same day in the presence of the suppliers/vendors or their authorized representatives who may choose to be present at 15:00 Hrs. on 02.03.2021.
If the date of opening happens to be the holiday the same shall be opened on next working day.

MODE OF- QUOTATION: The quotation must be sent in sealed cover, duly inscribed: “Procurement of Comprehensive Annual Maintenance (C-AMC) Services for two (02) number of UPS systems (10 KVA& 5 KVA online UPS) installed at HPPCL” due on dated 02.03.2021 and addressed to:-**The Dy. General Manager (EC), HPPCL, Himfed Building, BCS, New Shimla, Shimla (H.P.)-171009;** Failure to which the quotation shall be out rightly rejected.
The signed and sealed quotation may be sent by Registered Post or can be submitted by hand, in the office during any working hours.

PAYMENT i) Payment towards AMC services will be released on Quarterly Basis i.e. in four (04) equal instalments, after completion of the respective quarter and on the submission of the followings:
a) Supplier’s invoice showing item description, quantity, unit rate and total amount,

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b) The receipt & Acceptance Certificate issued by the Consignee.

F.O.R: The rates should be F.O.R. the O/o Sr. Manager (IT), IT Cell, HPPCL, Himfed Building, BCS, New Shimla, Shimla (H.P.)-171009.

TAXES& DUTIES: Rates Quoted should be inclusive of taxes and duties.

RIGHT TO The undersigned reserves the right to reject any or all quotations without assigning any reason thereof.

VALIDITY: The quotation should be valid for a minimum period of 60 days from the date of opening of the quotations.

SCOPE OF WORK & OTHER CONDITIONS: The Detail Scope of Work along with other required conditions are attached as **Annexure-B**.

RATES: Should be firm and final.

QUALITY ASURANCE & AUTHORITY: Sr. Manager (IT), HPPCL or their representative (s).

CONSIGNEE: Sr. Manager (IT), IT Cell, HPPCL, Himfed Building, BCS, New Shimla, Shimla (H.P.)-171009.

REMARKS:

1. The firms/vendor should have valid GST registration number and signed copy of the same should be submitted with the quotation.
2. Period of AMC of UPS systems is 01/04/2021 to 31/03/2022.
3. The firms/vendor must be either OEM or an authorised service provider of OEM. Certificate in this regard to be submitted along with quotation.
4. The firms/vendor shall provide Performance Bank Guarantee (PBG) in the amount of 10% of the contract price, valid for (01) one year of contract period plus 28 days.
5. The Service provider should have minimum one (01) year experience of successful completion of AMC services for Numeric make UPS systems in any organisations. Successful completion Certificate of AMC services issued by the organisation in this regard to be submitted along with quotation.
6. HPPCL will examine the quotation to determine the completeness, proper signing of the all pages of the quotation. The incomplete, conditional & unsigned quotation shall be rejected.

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7. The firms/vendors are expected to examine all instructions, forms, terms and specification in the quotation. Failure to furnish all information required by the quotation in every respect will be at the firm/vendor's risk and may result in the rejection of its quotation.
 8. The rate(s) shall be quoted by the firms/vendors, strictly as per price schedule(s). No other rate(s) shall be acceptable. In case there is any discrepancy/conflict in the prices mentioned in words and figures, then the prices mentioned in words shall be considered final.
 9. The Supply Order shall be awarded to the firms/vendors, whose offer is found to be technically & commercially acceptable, and evaluated lowest as per the aggregate of the Price Schedule.

-Sd-

Dy. General Manager (EC)
HPPCL, Shimla, (H.P.)

CC.

1. The Sr. Manager (IT), HPPCL, Himfed Building, BCS, New Shimla, Shimla (H.P.)-171009, for information and further hoisting the NIQ on HPPCL official website under the subject cited title.
2. Notice Board.

-Sd-

Dy. General Manager (EC)
HPPCL, Shimla, (H.P.)



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Annexure "A"

Price Schedule: Comprehensive AMC Service for 10 KVA & 05 KVA online UPS (Numeric Make) installed at Corporate Office, Himfed Building , BCS, Shimla-9

Sr. No. (A)	Description/ Specification (B)	Quantity (Nos.) (C)	Unit Rate (inclusive of Taxes)(INR) (D)	Amount (INR) (E)=(C)*(D)
1.	Comprehensive AMC Service for 10 KVA online UPS (Numeric Make)	1 No.		
2.	Comprehensive AMC Service for 05 KVA online UPS (Numeric Make)	1 No.		
Total Amount (Inclusive of Taxes):				

Total Amount (Inclusive of Taxes) In Words

Signature(s).....

Name.....

(Firm/Vendor).....



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Annexure “B”

Scope of Work & Conditions: Comprehensive AMC Service for 10 KVA & 05 KVA online UPS (Numeric Make)

Terms and conditions:

1) Scope of Work:-

- 1) The service provider shall provide maintenance service to keep the UPS in good and efficient working condition covered under this contract. In addition to this, the service provider should provide preventive and corrective maintenance of UPS in presence of authorised representative of HPPCL. Service provider should carry out necessary repair and provide SUITABLE replacement (equivalent or higher configuration) of defective part(s) / equipments as required and same shall be verified by the authorised representative of HPPCL.
- 2) The AMC is comprehensive i.e. no cost of parts replaced by contractor will be borne by HPPCL except batteries.
- 3) Scope of work also includes repair of UPS along with replacement of faulty part, if any, at the expenses of service provider.
- 4) The break down calls registered by users must be attended promptly within Six (06) days else the LD charge will be levied at the rate of 0.5 % per week of the contract value upto maximum of 10% of the contract value. Thereafter, PBG will be forfeited and the contract shall be liable for termination.
- 5) HPPCL has the right to move UPS systems within the office premises with in Shimla. These equipments however will be covered under AMC at such new location also.
- 6) The firm has to provide a new equivalent part / item with higher specifications available in the market as standby of the faulty items to HPPCL till the UPS systems are made operational in HPPCL premises.
- 7) The service provider will be responsible for any mishap or accident or untoward incidence during the maintenance of machine which may occur due to negligence of the service engineer.
- 8) The service provider shall be responsible for the discipline and good conduct of their service engineers.
- 9) Service provider should have enough spare parts of UPS at their service centre so that UPS could be repaired timely.
- 10) The preventive maintenance (PM) to be carried out once in 3 month. The preventive Maintenance includes following:
 - i. Cleaning of UPS and batteries
 - ii. Checking fitment of internal and external hardware and heating of the system



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- iii. Cleaning of PCBs if any and operating power parameters.
 - iv. Break up call shall be attended immediately.
 - v. Checking of input /output voltage of batteries
- 11) Service engineer should submit JOB COMPLETION CERTIFICATE certified by user at each complaint. The one copy of certificate to be retained by service provider and another to be given to the HPPCL representative.
 - 12) Service provider will provide its valid email-id and phone number.
 - 13) The Comprehensive AMC cost shall include, but not limited to, transportation/ administrative cost, boarding and lodging cost, etc or any other incidental cost which the contractor may incur during the execution of contract. It shall be presumed that the offer given by the vendor/ firm includes all the cost.
 - 14) Engineers must be fully equipped with maintenance tool kit and accessories.
 - 15) Any un-towards incidents in respect of service engineers will be the sole responsibility of the service provider. Engineers should be suitably covered for insurance.

2) Locations of UPS Systems:

UPS Systems are installed at following Locations:

Sr. No	UPS description	Location of Installation
1	10 KVA online UPS system (Numeric make)	O/o Managing Director, 5 th Floor HPPCL Himfed Building, BCS, New Shimla-171009
2	5 KVA online UPS system (Numeric make)	O/o Managing Director, 3rd Floor HPPCL Himfed Building, BCS, New Shimla-171009