

**F. No. 10-27/2005-FIU-Ind (Admn.)
Government of India
Ministry of Finance
Department of Revenue
Financial Intelligence Unit - India**

6th Floor, Hotel Samrat
Chanakya Puri, New Delhi-110021
Dated : 22nd November, 2016

To

(As per list enclosed)

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

Sir,

Sealed Tenders are invited from reputed and APC recognized firms for award of Annual Maintenance Contract for maintenance of following UPSs 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 organization i.e. APC, while submitting their Tenders.

3. It is, therefore, requested to send the rates/quotations for the above mentioned items in a sealed cover so as to reach the office of Deputy Director (Admn.) FIU-India, latest by **15th December 2016 at 1400 Hrs.** The Tender and its envelope must be super-scribed "**Tender for Annual Maintenance Contract for APC UPSs and other items**" The Earnest Money of Rs. 3,000/- (Rupees Three thousand only) may please be attached with the quotation in the form of Demand Draft in favour of "**Pay & Accounts Officer, FIU-India**" **alongwith authorization letter of APC for APC items.** The Tender 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.

.....2/-

5. The FIU-India reserves the right to reject any or all quotations without assigning any reasons thereof.

6. The terms and 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 other charges will be payable like transportation, fare etc. for providing the services.
- (vi) Conditional tender will not be entertained. Similarly, Tenders 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 equipment without permission of the competent authority in the building where the equipment 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 equipment. 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/- (Rupees 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 firm may inspect all the UPS, Invertors and Batteries on any working day by obtaining appointment from Deputy 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 Tender in whole or in part without assigning any reason thereof.
- (xvi) Taxes (VAT, Service Tax) if any, may be specifically and separately indicated in the tender. 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 UPSs in Part I of the bid in format Appendix -A.

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 tender is accepted by the FIU-India.

Yours faithfully,

(Ajay Sachdev)

Deputy Director (Admn.)

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) :

AMC of UPS			
Sl. 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 KHS	1	
3.	1000 VA tele UPS	1	
4.	1KVA APC UPS with battery of Model UXBP48M	1	
5.	SU-KAM Inverter Model No. Brainy 2.5 KVA/48V	1	
VAT if any			
Service Tax if any			
Total Charges			

Particulars of EMD :

(i) DD No. (ii) Date

(ii) Amount (iv) Bank (drawn on)