



பெரியார் பல்கலைக்கழகம்

PERIYAR UNIVERSITY

NAAC A ++Grade – State University NIRF Rank 63, ARIIA Rank 10

Salem – 636 011, Tamil Nadu, India

GST No:33AAAJP0951B1ZP

Ref. No.PU/R/R17/UPS-89/22F54038/2022-472

Date. 22-09-2022

Tender Notification

Sealed Tenders (Two Cover Systems) are invited by the Registrar, Periyar University, Salem –11 for **“Providing Annual Maintenance Contract (AMC) with spares to 89 UPS machines in PeriyarUniversity”** from reputed firms.

The detailed tender documents with specifications terms and conditions etc. can be downloaded from the University website www.periyaruniversity.ac.in. The last date for receipt of the tender by this office is 17-10-2022 at 11.00 am.

Tender Summary

Tender Ref. Number	PU/R/R17/UPS-89/22F54038/2022-472 Date 22-09-2022
Name of Work	“Providing Annual Maintenance Contract (AMC) with spares to 89 UPS machines in Periyar University”
Tender Document Cost (Rs.) (Separate DD for each Tender document)	Rs. 6,720/- (Rs.6,000 + GST 12%) (Demand Draft can be taken from any nationalized bank in favour of “The Registrar, Periyar University”, payable at “Salem”).
Amount of EMD (Rs.) (Separate DD for each Tender document)	Rs.11,000/- (Rupees Eleven thousand only) (Demand Draft can be taken from any nationalized bank in favour of “The Registrar, Periyar University,” payable at “Salem”).
Last date for Submission of Tender cover (Technical Bid and Price Bid in Two separate sealed covers)	<u>17-10-2022 up to 11.00 am</u>

Registrar (FAC)



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PERIYAR UNIVERSITY

NAAC A ++Grade – State University NIRF Rank 63, ARIIA Rank 10

Salem – 636 011, Tamil Nadu, India

GST No:33AAAJP0951B1ZP

From The Registrar PeriyarUniversity Salem – 636 011. Tamil Nadu, India.	To
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No.PU/R/R17/UPS-89/22F54038/2022-472

Date:22.09.2022

NAME OF THE WORK: Providing Annual Maintenance Contract (AMC) with spares to 89 UPS machines in Periyar University

Tender Conditions

- 01) Sealed tenders will be received by the Registrar upto **11.00 a.m. on 17-10-2022** for the “**Providing Annual Maintenance Contract (AMC) with spares to 89 UPS machines in Periyar University**” as per the specifications given in the tender schedules.
- 02) The tender shall be submitted in a sealed cover superscribed as “**Providing Annual Maintenance Contract (AMC) with spares to 89 UPS machines in Periyar University**” for use of Periyar University due on **17-10-2022 at 11.00 a.m.**
- 03) If the last day fixed for the receipt of tender happens to be a holiday tenders will be received on the next working day upto 10.30 a.m.
- 04) Each tender shall accompany with an **Tender Document Cost of Rs.6,720/-**. The Tender Document Cost in the form of the Demand Draft drawn in any nationalized bank in favour of “**The Registrar, Periyar University, payable at Salem**”. (Separate DD)
- 05) Each tender shall accompany with an **EMD Amount of Rs.11,000/-**. The EMD in the form of the Demand Draft drawn in any nationalized bank in favour of “**The Registrar, Periyar University, payable at Salem**”. Tenders without E.M.D. will be summarily rejected. E.M.D. will not carry any interest.
- 06) **Tenders received late will be returned to the tenderer unopened.**

- 07) The entries in the tender schedules shall be as far as possible without scoring and corrections and over writings and shall be legible. The unavoidable correction or scoring shall be attested by full signature of the tenderer. The tenderer should sign on each page of the tender document.
- 08) **In the tender schedule, the tenderer should quote his rate and tax for each item separately in figures and words in the corresponding column.**
- 09) If the rates quoted in the schedule differ in words and figures, the lowest quoted rate will be taken.
- 10) No revision of rates will be accepted. Rates quoted shall be firm.
- 11) The rates quoted shall be for delivery at University Campus inclusive of charges such as packing and forwarding. Discount if any should be indicated prominently. The tenderer is solely responsible till delivery in good condition.
- 12) **The tenderer should produce the materials as per the specifications given in the tender schedule.**
- 13) Tender shall be submitted only in this official form and the tenderer should sign on each page of the tenderer enclosed without any omission. Tenders with price variation will not be accepted.
- 14) The tender shall be valid for a period of One year from the date of opening. Tenderer should not withdraw his tender after the tenders are opened. In case the tender is withdrawn after opening, the E.M.D. will be forfeited.
- 15) The E.M.D. of the unsuccessful tenderers will be refunded immediately. **(Provide Your Bank Name & Address, Account Number, IFSC & MICR Number)**
- 16) **The successful tenderer shall also furnish a Security deposit at 2% of the value of the order. The Security Deposit will be refunded after the Warranty Period.**
- 17) In case of failure by the tenderer to supply items demanded within the period prescribed, the Registrar shall have the power to purchase from others in lieu of rejected or not delivered goods, the excess cost and expenses will be worked out and recovered from the tenderer.
- 18) Successful tenderer should execute an agreement on stamp paper to the value of `20/- within seven days from the date of receipt of intimation about acceptance of the tender. Failure to execute the agreement in the stipulated time will entail in forfeiture of the E.M.D.
- 19) Any dispute arising out of this contract shall be settled only on the court having jurisdiction of Salem.
- 20) The authority competent to accept the tender reserves the right to reject the tender without assigning reasons thereof.

- 21) Regarding the acceptance of supply with reference to the specifications and quality of materials supplied, the decision of the Registrar shall be final. The rejected materials should be removed within 15 days at Tenderer's cost.
- 22) This University's General rules for the supply of the materials and works will apply to this purchase also.
- 23) The goods should be supplied within 15 days of the receipt of the order.
- 24) If the tenderer fails in the due performance of his supply within the time fixed, the tenderer is liable to pay as liquidated damages up to 2% per month for the supply value of the such portion of the materials as have not been delivered.
- 25) The tender schedule is not transferable and it should be used only by the tenderer to whom it is officially issued.
- 26) Percentage of payment to be withheld for the effective performance of the contract, provided that withheld amounts do not exceed ten percent of the total value of the contract.
- 27) The cost must include the warranty maintenance for 2 years (Furniture 1 Year) from the date of installation.
- 28) Complete address of the firm including the year of establishment, Phone No., Fax No., E-mail address, etc., may be furnished.
- 29) The tenderers should be responsible for the erection & installation of the equipment at the destination site and for making it fully operational. Payment and terms and conditions if any for the same would be specified by the tenderer separately.
- 30) Canvassing in connection with tender/quotation is strictly prohibited.
- 31) The Company TIN/GST/PAN/CST Numbers must be mentioned in your Quotation.
- 32) The tenderer shall furnish the Income Tax return certificate for the last three years and a copy of PAN card along with the tender documents.
- 33) The tenderer should enclose an audited statement of the firm for the last three years.
- 34) The tenderer should attach a copy of GST/TIN/Sales Tax Certificate.
- 35) List of details of works executed and a list of customers for the last three years shall be attached.

36) The tenderer shall submit the tender by “Two cover system”

“Two cover system” means a procedure under which the tenderers are required to simultaneously submit two separate sealed covers, one containing the Earnest Money Deposit and the details of their capability to undertake the tender (Technical Specification) which will be opened first, and the second cover containing the price quotation which will be opened only if the tenderer is found qualified to execute the tender on technical Specification.

37) Provide Your Bank Name & Address, Account Number, IFSC & MICR Number for EMD & Security Deposit Return and Payment Purpose.

This tender is submitted subject to and agreeing to the above conditions.

Details of Tender Document Cost (DD) Enclosed

S.No.	Demand Draft No. / Date & Name of the Bank	Amount

Details of EMD Enclosed

S.No.	Demand Draft No. / Date & Name of the Bank	Amount

PERIYAR UNIVERSITY, SALEM-11

Tender Notice No. :

Name of Work: Job contract for Annual Maintenance of UPS installed at Periyar University, Salem-636011 on outsourcing basis.

PREAMBLE

The Periyar University, Salem-11 is spread over an area of around 38.64 ha and located in the National Highways (NH 44). It has excellent infrastructure facilities with a total built-up area of 83,334 sq. m. The University maintains nearly 92 Uninterrupted Power Supply (UPS) units with capacity ranging from 1KVA to 20 KVA in its various departments and different sections like Registrar's office, Controller of Examination, Distance Education (PUCODE), Dean (CDC), VC office etc. This tender pertains to the maintenance of all these UPS installed in the University on annual maintenance contract (AMC) basis.

The Registrar, Periyar University invites Tender in two separate sealed envelopes, one for Technical bid and the other for Financial bid from the registered and reputed firms. The contract for UPS maintenance will be entrusted for one year and it is extendable further subject to the satisfactory performance of the firm.

The Tender Documents contain the Terms and Conditions of the contract and description of different UPS maintained by the University in various locations. For further details on make, capacity, location, batteries etc. can be viewed in the attached Annexure I. The Tenderers are requested to go through the same carefully and quote as per requirement.

TENDER DETAILS

S.No.	Particulars	Notifications
1	Tender inviting officer	The Registrar, Periyar University, Salem – 636011, Tamil Nadu
2	Nature of the work	Maintenance of UPS at Periyar University on AMC basis
3	Tender form and processing fee	The application processing fee of Rs.6,720/- (Rupees Six Thousand Seven Hundred and Twenty Only) including GST whichever is applicable). The amount may be remitted in the form of Demand Draft in favour of “The Registrar, Periyar University, Salem” payable at Canara Bank, Periyar University branch, Salem. The prescribed tender form and terms and conditions can be downloaded from the website www.periyaruniversity.ac.in and the envelope containing duly filled in forms (Technical Bid with acceptance for terms and conditions and Financial Bid) along with the tender application fee and EMD superscripted as “Tender for UPS maintenance: Tender Notice No. _____ - Technical and Financial Bid Submission” should be submitted on or before 17.10.2022. 11.00 am . The tender forms comprises of ‘Technical Bid and Financial Bid’ will be opened and evaluated as per Tamil Nadu Tender Transparency Act, 1998 and Rules 2000.
4	Earnest Money Deposit	A sum of Rs.11,000/- (Rupees Eleven Thousand only) should be submitted in the form of Demand Draft drawn in favour of “The Registrar, Periyar University, Salem” payable at Canara Bank, Periyar University branch, Salem.
5	Date and time of issue of tender forms	The tender forms shall be downloaded from the University website from 22.09.2022 to 17.10.2022 .
6	Place, date and time of opening of the tender received within the prescribed date and time	The tender opening will be held on 17.10.2022 11.30 am at Periyar University, Salem.
7	Detailed instructions, terms and conditions and documents to be submitted for tender is uploaded in the University website. All changes will be updated in the website.	

8	The University reserves the right to award or not to award the contract. The final decision to modify the tender or reject the tender partially or fully lies with the Periyar University, Salem.
9	Defective/over-written and incomplete tender documents without necessary supportive documents shall be summarily rejected.
10	The tender documents such as covering letter, Cover A for Technical Bid and Cover B for Financial Bid in the prescribed template with relevant documents duly signed and all these are placed in a separate sealed cover superscripted with “Tender for UPS maintenance: Tender Notice No. _____ - Technical and Financial Bid Submission” should be submitted to the “ Registrar, Periyar University, Salem – 636011 ” within the prescribed date and time.
11	Tender by E-Mail or Fax will not be considered. The University will not be responsible for any postal delay in the receipt of tender documents.

Important Dates

S.No.	Events	Date and Time	Location and Communication Address
1	Tender Notice with necessary templates		University website
2	Last date for proposing queries on tender through email and letter correspondence		Registrar email ID or letter addressed to “Registrar, Periyar University, Salem – 636011” Cover superscripted as “Tender for UPS maintenance: Tender Notice No. _____ - Queries”
3	Date and time of pre-bid meeting		Registrar Office, Periyar University, Salem
4	Last date and time for submission of tender document with mandate enclosures		Addressed to “The Registrar, Periyar University, Salem – 636011” Cover superscripted as “Tender for Security Services: Tender Notice No. _____ - Technical and Financial Bid Submission”
5	Date and time of opening of technical bid		Periyar University Campus, Salem; All tenderers are invited
6	Date and time of opening of financial bid		Periyar University Campus, Salem; Only technically qualified tenderers will be invited

**Terms and Conditions for UPS Maintenance Contract at Periyar University, Salem-11
for the year 2022-2023**

Scope of Work

The scope of work consists of two major components

- a. Routine check-up
- b. Breakdown calls

a. Routine Check-up

This component refers to the periodical maintenance as preventive measure and to upkeep all the UPS installed at Periyar University which consists of the following;

1. All the UPS which comes under this contract as listed in Annexure I has to be inspected by the successful tenderer every month and carry out the following maintenance services and obtain signature from the UPS in-charge in the register maintained for this purpose.
 - All the components (both internal & external) should be cleaned using vacuum cleaners and or other appropriate means, in order to maintain the UPS in dust-free condition
 - Wherever required the batteries should be checked for water level and if necessary, top-up only with distilled water.
 - Satisfactory performance of each UPS must be ascertained and indicated in the service register during monthly visit to ensure smooth functioning of the UPS.
 - Inspect all batteries for corrosion in the battery terminals and clamps and after cleaning them apply Vaseline (not grease). It shall be ascertained that the terminal clamps is firmly secured in all the batteries.
 - Check all the fuses in all UPS units and wherever required, these should be replaced with new fuses, if it was found worn-out or damaged.
 - If there are missing parts like screws, nuts or some broken items hindering the performance of UPS, has to be replaced during periodical visit without any additional cost involvement to the University
 - Check on the correct functioning of the cooling fans of the UPS including cleaning of filters if any.
2. All the above work should be done to the satisfaction of the concerned in-charge of the UPS and obtain appropriate signatures for the visits made, spares replaced, cleaning done in the respective registers.
3. Any spares replaced, vaseline and other cleaning materials used during the routine visit is the responsibility of the tenderer which must be included in the contract amount, except for the battery.
4. Replacement of any spares should be properly indicated to the UPS in-charge and on his/her concurrence only such work has to be executed.
5. The spares used should be original, manufactured by the respective UPS Company for which replacement need to be done. If the original make is NOT available in the open market, replacement should be done with superior equivalent makes, only after getting approval from the concerned supervisor/officer.
6. It is the responsibility of the tenderer or his representative to visit periodically for the maintenance work and are not eligible for any travelling allowance or any other perks from tenderer's office to the University and back.
7. The Tenderer should ensure proper functioning of the following safety device mechanism available in the UPS systems and it should be certified during each service by the service engineer:
 - Output under voltage trip
 - Output load over current trip
 - Output over voltage trip
 - DC voltage high trip
 - DC voltage low trip
8. The required tools for servicing including vacuum cleaner and similar materials need to be brought by the service engineers

9. All UPS units under AMC shall be checked periodically and any problems arises due to external factors like incoming electric power, rat and other environmental issues, if any found during routine check-up, it has to be reported by the service engineers at the earliest to the UPS in-charge of the University. If it is not to do so by the AMC firm in bringing such issues to the University authorities, it is the sole responsibility of the tenderer for carrying out all related repairs.

b. Breakdown Calls

1. A common contact number has to be provided by the AMC firm for calling the service engineers in case of UPS breakdown or failures.
2. Upon receipt of the call, the firm should send the service engineers within 24 hours to the University to attend the breakdown or failures.
3. Based on the nature of problems, the repairing has to be done at the University premises or at the tenderer's workshop. In case, the repair is to be done outside the campus, it is the responsibility of the firm to transport the UPS and return it back including dismantling and refixing.
4. If more than a day is required for repairing, a spare UPS has to be provided for carrying out emergency work to the University
5. For every breakdown calls attended by the service engineer, a detailed report has to be submitted to the University besides writing in the maintenance register in order to monitor the progress of work done by the tenderer.

General Terms and Conditions

1. The purpose of the awarding the UPS maintenance service contract is to ensure and to keep all the units in good working conditions and keep them work to their optimum efficiency
2. All the necessary tools and consumables like fuses should be arranged by the firm on contract and it forms part of the contract
3. After routine check-up and after every breakdown calls, it is the sole responsibility of the firm on contract to submit the report in the prescribed template counter signed by the officer in-charge of the UPS concerned for payment purposes
4. No advance payment will be made for the service contract and it will be paid on quarterly basis upon the satisfactory completion of the contract terms.
5. The firm on contract has to ensure safety of handling to the user and any loss by any means incurred to the University on account of dishonesty and or due to any lapse on the part of the service engineer or employee deputed, the firm on contract is fully responsible for that loss by any means.
6. The firm on contract has to provide all the safety equipments for their employees. In case of any accident due to negligence or unsafe work that require medical attention, the firm on contract is wholly responsible and the University will not entertain any claim, compensation, penalty etc. for injury or death
7. After the completion of contract period, the firm on contract should hand over the UPS on good working condition in all respects. The charges spent to put the units under running conditions will be recovered from the firm against the payments due to them.
8. If the firm discontinues the services at any time during the period of contract, the security deposit deposited by the firm shall be forfeited.
9. If the firm violates or known to violate the terms and conditions, action will be taken to terminate the contract and also to ban the firm taking future contract in the University. The security deposit will also be forfeited.
10. The firm on contract shall also sign an agreement in the prescribed format on a non-judicial stamp paper of value of Rs.100/- and accepted by the authorized signatory on behalf of the University.

Eligibility Criteria

1. The tenderer should be a registered firm under service sector of MSME
2. The firm should have been established and effectively functioning atleast for the last five years and has experience in providing UPS repairing and maintenance to the public, State/Central/Quasi-governmental organizations
3. The annual turnover of the tenderer shall not be less than 10,00,000/-

Proforma for Technical Bid (Cover A)

a. Details of the Tenderer

The following information with necessary enclosures should be submitted as a component of Technical Bid.

1.	A. Name of the Organization	
	B. Year of Establishment	
	C. Register Number	
2.	A. Address of the Registered office of the Firm	
	B. Phone Number	
	C. Mobile Number/Email ID	
3.	Local office address	
4.	A. Whether the firm is registered under GST/TIN/Service Tax?	Yes/No
	B. If Yes, GST/TIN/Service Tax No.	(Copy of the Certificates issued by the competent authority should be enclosed)
5.	Whether the firm is registered with Government of Tamil Nadu?	Yes/No (Copy of the registration Certificate issued by the competent authority should be enclosed)
6.	A. Whether Income Tax Returns filed regularly?	Yes/No (Copy of the IT returns for the last three financial years should be enclosed)
	B. PAN Number of the tenderer	
7.	Total Years of Experience in servicing the UPS	(Copy of the work orders received from the Clients to be enclosed for the last 5 years as on 31.03.2022)
8.	Annual turnover of the bidder for the previous three years; average shall not be less than Rs.10.00 lakhs	2019-2020 Rs.---- 2020-2021 Rs.---- 2021-2022 Rs.---- (Attach certificate from the Chartered Accountant along with the audited balance sheet including profit & loss statement for the last three financial years)
9.	Prior experience in carrying out similar UPS maintenance for the previous 3 years in a reputed Govt./Private organization	2019-2020 Value of work Rs.----- 2020-2021 Rs.----- 2021-2022 Rs.----- (Performance certificate from the Client is to be furnished. The certificate should contain the period in which the work was carried out, number of UPS maintained and the value of the work done)

10. Demand Draft Particulars

S.No.	Particulars	Name of the Bank and Branch	DD No. and Date	Amount in Rs.
1.	Tender Processing Charge			
2.	EMD			

2. Declaration for Technical Bid

Certified that the above particulars furnished are true to the best of my knowledge. We, M/s. _____ have gone through the technical terms and conditions of the tender for maintaining the UPS at Periyar University premises and will abide by them as laid down. If we fail to adhere to the above conditions, any necessary action taken by the University will be accepted and including termination of contract.

We _____ hereby declare that our firm has not been blacklisted by any of the institute served so far.

Date:

SIGNATURE OF THE TENDERER

Place:

Name(in capital letters):

Seal of the firm:

B. Performa of Financial Bid (Cover B)

a. Financial Claim by the Tenderer/Security Agency

Tender Notice No. -----, Dated-----
For maintaining UPS existing at Periyar University, Salem
Name and Address of the Tenderer

Rate Statement					
Sl. No.	UPS Capacity	Monthly maintenance charges	Annual maintenance charges	GST %	Total annual charges
1	1 KVA with Lead Acid Battery				
2	1 KVA with Dry Battery				
3	2 KVA with Lead Acid Battery				
4	2 KVA with Dry Battery				
5	3 KVA with Lead Acid Battery				
6	3 KVA with Dry Battery				
7	5 KVA with Lead Acid Battery				
8	5 KVA with Dry Battery				
9	7.5 KVA with Lead Acid Battery				
10	7.5 KVA with Dry Battery				
11	10 KVA with Lead Acid Battery				
12	10 KVA with Dry Battery				
13	15 KVA with Lead Acid Battery				
14	15 KVA with Dry Battery				
15	20 KVA with Lead Acid Battery				
16	20 KVA with Dry Battery				

The tenderer is permitted to inspect the working conditions of the existing UPS at Periyar University premises to substantiate the quoted rate.

b. Financial Terms and Conditions

1. In determining the lowest evaluated price, the following factors shall be considered
 - The quoted price shall be corrected for arithmetical errors.
 - In cases of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered.
 - The university is empowered to negotiate with the L1 tenderer. In case where two or more tenderers quoted the same price, the tenderers may be asked to provide their best and final offer of the financial bid in sealed cover and the tenderer offering the most advantageous financial bid shall be adjudged the lowest tenderer.
 - The amount payable will remain constant during the contract period and also for the extension period if any.
 - The firm shall raise invoice for every three months (quarterly) to the University as per University regulations and no advance payment shall be made by the University.
2. The rates quoted should be inclusive of all taxes
3. The selected firm shall pay a security deposit @ 10% of the value of the contract, which shall be in the form of D.D and deposit shall be retained for the entire contract period. The deposit will be refunded on expiry of contract. The deposit will bear no interest during the entire contract period
4. Preventive maintenance should be carried out once in a month as per the schedule and also service report to be signed by the University officials; else 20% of the amount will be deducted from the total bill amount for the particular period.

- **Declaration for Financial Bid**

Certified that the above particulars furnished are true to the best of my knowledge. We, M/s. _____ have gone through the financial terms and conditions of the tender for maintaining the UPS at Periyar University premises and will abide by them as laid down. If we fail to adhere to the above conditions, any necessary action taken by the University will be accepted and including termination of contract.

Date:
Place:

SIGNATURE OF THE TENDERER
Name (in capital letters):

Seal of the firm:

C. Checklist for Technical Bid and Financial Bid

a. Documents to be furnished in the Technical Bid Cover

- i. Letter of Tender
- ii. Proforma for Technical Bid
- iii. Declaration of Technical Bid
- iv. Firm registration details
- v. IT return for the past three assessment years
- vi. Client details
- vii. DD for tender processing fee
- viii. DD for EMD
- ix. Turnover details of the firm
- x. Audited Balance Sheet for the past three years
- xi. PAN card and GST details
- xii. Any other credentials

All documents should be signed in every page, numbered and attested by the authorized person of the firm.

b. Documents to be furnished in the Financial Bid Cover

- i. Proforma for the Financial Bid for the work with each page signed, stamped and dated with the seal of the firm
- ii. Apart from the schedule of prices duly filled in, the Bidders shall not enclose any other documents or statements that influence the price except discount/rebate letter
- iii. Declaration of Financial Bid.

All documents should be signed in every page, numbered and attested by the authorized person of the firm.

c. Execution of Agreement

- The selection of firm for AMC is not only based on the lowest quotation but also on the basis of the technical competency in terms of its span of services, experience in serving reputed clients/institutions and other technical details. While assigning the AMC, opinion would be obtained from its earlier / existing clients / institutions, if needed by the Periyar University, Salem.
- The successful Tenderer shall execute the agreement for the fulfillment of the contract on a Non-Judicial Stamp paper to the value of Rs.100/- within 15 days from the date of issue of the Letter of Acceptance of the Contract. The work order shall be issued to the successful tenderer only after furnishing the security deposit and execution of agreement with University. The contract shall remain valid for a period of one year from the date of agreement or work order to commence the work and it can be extended for a further period of one year subject to the satisfactory performance of the tenderer.

d. Obligation of the University

- The University will designate one staff for communicating with the tenderer and payment process and he/she will maintain records, registers and other documents relevant to UPS maintenance services.
- The University would also assign an in-charge for each UPS installed in different places and tenderer should contact such persons in respect of routine check-up as well as during break-down calls. Besides contacting the overall responsible staff of the university, the tenderer is responsible for contacting individual UPS in-charge for carrying out maintenance and repair works make entries in the registers and also get signatures for the work done by the staff of tenderer.
- The University shall not in any way be responsible for any injury, loss or damage sustained by the personnel deputed for carrying out their duties towards the maintenance of the UPS.

Date:

SIGNATURE OF THE TENDERER

Place:

Name (in capital letters):

Seal of the firm:

D. COVERING LETTER OF TENDER (in the Agency Letter Head)

From
Address of the Tenderer

To
The Registrar
Periyar University
Salem-636 011

Sir,

I / We do hereby tender / offer to the Periyar University for the “AMC of the UPS installed in the premises of Periyar University” conforming to the terms and conditions stated in the contract.

I / We have understood the requirement of the Periyar University, the details of the maintenance work to be carried out and have carefully understood the conditions of contract and the specification with all the stipulations of which I / We agree to comply.

I / We hereby undertake to provide required spares and maintain all the UPS mentioned in the tender, within the time limit specified by the Periyar University.

I am / We are aware that maintenance of UPS is the essence of this contract and accordingly, I / We would adhere to the same.

I / We further agree that I / We would not withdraw this tender either in full or in part. If by chance, I / We have to withdraw the offer, I / We agree that the EMD paid will be forfeited by the Periyar University, without any notice to me/us.

I / We affirm that in any previous tender to the Periyar University I/We have not committed any fraud by furnishing wrong information and the Periyar University had not written to us alleging fraud in our transaction with the Periyar University.

I / We further confirm that in case, any of the information noted above is found to be incorrect, I / We will be liable for any action under the terms of the tender / contract including termination of the contract and forfeiture of the Earnest Money/Security Deposit.

I / We hereby undertake and agree to pay the Security Deposit as per the tender conditions within ten days from the date of issue of Letter of Acceptance (LOA).

I / We undertake to sign the contract with the Periyar University within fifteen days from the date of issue of Letter of Acceptance(LOA).

I / We further agree that the acceptance of the tender conditions would, by itself, constitute a valid and concluded contract binding on me/us, even if separate contract is not signed.

I / We further agree that in the event of my/our failing to deposit securities mentioned above or to execute the Contract within the period of fifteen days as referred to above, the Registrar, Periyar University, shall be entitled to cancel the contract and there upon arrange for any other person or persons to supply manpower herein before mentioned and I / We agree to be liable for all damages, losses, charges and expenses arising from or by reason of such failure on our part.

I / We hereby further agree and undertake that in case, there is any misconduct noticed with any of the personnel by the University, I / We undertake to withdraw the service personnel immediately.

Having fully understood the tender conditions and the above undertaking in this letter, we sign on this -----Day of -----at Salem.

Yours faithfully,

Name & Title of Signatory:

Name and Address of the Tenderer:

TENDER SCHEDULE

Providing Annual Maintenance Contract (AMC) with spares to 89 UPS machines in Periyar University

The quantities given below are approximate and are likely to be increased/ reduced.

The rates should be quoted for the brand mentioned only.

The rates should be inclusive of all taxes. Taxes must be exhibited separately in the bill. If not, a deduction of tax(GST) will be made at the final payment.

The Unit rates noted below are those governing payments.

The rates quoted are for delivery at the University Campus

S. No.	Particulars of the UPS	1 KVA	2 KVA	3 KVA	5 KVA	7.5 KVA	10 KVA	15 KVA	Total Qty in Nos.	Rate Per	Amount without Tax (A)	GST %	GST Amount (B)	Total Amount with GST (A+B)
1	Numeric	02	04	04	08	01	19	03	41					
2	APC	-	-	-	01	-	01	-	02					
3	BPE	-	01	-	06	-	-	01	08					
4	Tower	-	-	-	08	-	-	-	08					
5	RPC	-	01	02	03	-	-	-	06					
6	Online Ups	-	-	-	01	-	-	-	01					

S. No.	Particulars of the UPS	1 KVA	2 KVA	3 KVA	5 KVA	7.5 KVA	10 KVA	15 KVA	Total Qty in Nos.	Rate Per	Amount without Tax (A)	GST %	GST Amount (B)	Total Amount with GST (A+B)
7	Zener	-	-	-	01	-	-	-	01					
8	Power one	-	-	-	01	01	-	-	02					
9	Uni line	01	04	-	02	-	-	-	07					
10	Consul	-	-	-	02	-	-	02	04					
11	UEL Power Online	-	-	-	01	-	-	-	01					
12	Micro Tek	-	02	02	-	-	-	-	04					
13	Exotic	-	-	01	-	-	-	-	01					
14	Local Made	-	-	01	-	-	-	-	01					
15	UTL Power online	-	-	-	-	-	-	02	02					
Total		03	12	10	34	02	20	08	89	-		-		

Details of the Firm(s):

S. No.	Particulars	Details
1.	Name and address of the Firm	
2.	Contact Phone / Mobile No.	
3.	Email id:	
4.	GST No.	
5.	Bank A/c. Details (Bank Name and Address, Account Number, IFSC & MICR Code, etc.).	

The following documents should be attached (in the following order and put the tick mark) by the Tenderer along with the Tender Schedule (it is Mandatory):

Sl. No.	Particulars
1.	Technical Bid (Separate Cover)
	i) Tender Document Cost (DD) Enclosed
	ii) EMD Enclosed (DD)
	iii) GST Certificate / Company Registration Certificate
	iv) PAN Certificate
	v) IT returns for the last 3 years
	vi) Audited Statement for last 3 years
	vii) User List (Name and addresses of your valid customers)
	viii) The tenderer must be filled and signed (with seal) in the tender schedule on all pages (the schedule may be downloaded from the university website).
	ix) Your offer Letter and Schedule
2.	Price Bid (Separate Cover)