Dear Sir,

**Sub: Invitation of quotation for AMC of Hykon UPS— reg.**

Sealed competitive quotations are invited from the authorised dealers for Annual Maintenance Contract (AMC) for a period of 1 year for the equipment - Hykon UPS 28 nos of various capacities upto 30 KVA.

**TERMS AND CONDITIONS**

1. Annual Maintenance Contract valid for a period of 1 year.
2. The maintenance shall include checking the general performance of UPS systems and DC standby sources, filling of distilled water & application of white petroleum jelly for non-sealed type UPS, etc. and shall be done at site twice in a month.
3. While replacing the parts/spares should be of approved hykon make only.
4. The dealer will provide the guaranteed rate list of all the parts/spares/equipment (Hykon make only) that may be required during the course of maintenance or rectification of complaints.
5. Payment will be made on quarterly basis only after satisfactory completion of the maintenance work for each quarter.
6. There may be penalty for not attending the complaints including provision for termination of the contract for delay.
7. If the faulty components/UPS(s) are not/cannot be rectified within the same working day, necessary standby components/UPS(s) of the same KVA rating shall be provided on the following day for smooth functioning of office work. If the original equipment is not rectified till the expiry of the contract, either the cost of repair of the equipment shall be borne by the contractor or the standby supplied by the contractor not be reclaimed.
8. The successful bidder should maintain Log Registers/ Service Reports of all calls attended/pending issues, preventive maintenance records and details of all replacement
9. No components/spares shall be removed without informing the competent authority.
10. Inspection Report should be submitted within every 15 days.
11. No visiting charges, Prices spares/consumables, TA/DA any other allowances will be paid to the staff of the contractor.
12. The purchaser reserves its right to terminate the maintenance contract at any time after giving due notice with assigning any reason. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract if, any payment is due to the contractor for maintenance services already performed in terms of contract, this will be paid as per the contract terms.

2. Quoted Price:

   a) The tenderer shall quote for the AMC in the format of quotation attached;
   b) The rates quoted shall be fixed for the duration of the contract of and shall not be subject to any adjustment.
   c) A guaranteed price list should be submitted with the bid.

3. Each tenderer must submit only one quotation

4. Validity of quotations:

   The quotation shall remain valid for a period not less than 45 days after the deadline fixed for submission of quotations.

5. Evaluation of quotations:

   The evaluation & comparison of the quotations will be determined as substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications as above.

6. Award of contract:

   (a) The Purchaser will award the contract to the tenderer whose quotation has been determined to be substantially responsive and who has offered the lowest price for the AMC.

   (b) The Purchaser prior to the expiration of the quotation validity period will notify the tenderer whose quotation is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the AMC order/agreement.
(c) Payment shall be made on quarterly basis only after satisfactory completion of each quarter

(d) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotations at any time prior to the award of the contract.

7. Last date for receipt of quotations:

You are requested to submit the sealed quotations superscribed on the envelope as "Quotations for AMC of Hykon UPS".
The quotations should be addressed to The Assistant Director (Admn.),
Central Institute of Indian Languages, Hunsur Road, Manasagangotri,
Mysore-570006.
Please note that the last date for receipt of the quotation is 10/11/2017
latest by 15:00 hours.

Yours faithfully,

[Signature]

(Dr. Narayan Choudhary)
Asst. Director (Admin) l/c

[Stamp]
FORMAT OF QUOTATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Quoted Amount (inclusive of GST)</th>
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<tr>
<td>AMC of Hykon UPS 28 nos of various capacities upto 30 KVA.</td>
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(In words.............................................. .........................................................)

1. We agree to provide the above services in accordance with the technical specifications for a total contract price of Rs. ........ (in figures) (Rs.................................................. (in words), within the period specified in the Invitation for Quotations.

2. The components/parts of Hykon make used if any during the maintenance / while attending to complaints will be charged as per guaranteed rate list of the company enclosed to this bid.

3. We also confirm that the warranty/guarantee of ........ months shall apply to the offered services.

Date: ............................................... Signature of the tenderer

Name of the dealer with seal