



भारतीय प्रबंध संस्थान नागपुर

वि.रा.प्रौ.सं. परिसर, दक्षिण अंबाझरी मार्ग, नागपुर-४४००१०

**Indian Institute of Management Nagpur**

VNIT Campus, South Ambazari Road, Nagpur- 440010

IIM NAGPUR

Department: Estate Maintenance and Engineering Services

Ph. No. – 07127102360 Email: [jengineerelec@iimnagpur.ac.in](mailto:jengineerelec@iimnagpur.ac.in) Website: [www.iimnagpur.ac.in](http://www.iimnagpur.ac.in)

Invitation to Offer

Name: **COMPREHENSIVE MAINTENANCE CONTRACT OF UPS SYSTEMS**

The firms participating should submit their bid in a sealed envelope super scribing tender for '**Comprehensive Maintenance Contract of UPS System**' and send by **Speed Post/ Courier OR** drop the sealed quotation at IIM Nagpur.

The quotation can be downloaded from [www.iimnagpur.ac.in/tender](http://www.iimnagpur.ac.in/tender)

Name of bidder & Address:  Ph. No.: Email id:	Inquiry Ref. No. IIMN/CAO/ELEC/07/2020-21 Dated 25-06-2020	Date of Issue: 26-06-2020
	Submission of Price bid: on 06-07-2020; by 3.00PM. at IIM Nagpur Office.	Offer Valid up to 3 Months
	Date & time of the opening of Bid: on 07-07-2020 at 11.30PM. IIM Nagpur, VNIT campus, Nagpur-10	Issued by: Estate and Maintenance Dept.

Submitting this quotation implies agreement to the terms and conditions mentioned in Annex-I



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1. Quote Comprehensive maintainance charges for the below mentioned UPS:

**Sec-A**

Sr. No.	Particular	Serial No. & Model No.	Qty.	Unit	Unit Rate per month (Rs)	Total Amount per months (Rs)
1.	Emerson 6 KVA UPS	160806AS7061-PB	01	No		
2.	Emerson 6 KVA UPS	8362I1609100081-GxTMT+LB	01	No		
3.	Emerson 6 KVA UPS	170806AS8534	01	No		
4.	Emerson 3 KVA UPS	8332L170810012 1	01	No		
5.	Streamline 5 KVA UPS	106/08/15-16 ---	01	No		
6.	Compact 6 KVA UPS	83621611101555- --	01	No		
					Total Amount	
					GST _____ % (as applicable)	
					Grand Total	

Note- Lowest Bidder will be finalized for award of contract on rates quoted for Total amount (excluding GST amount) in Sec-A of price bid.

pg. 2 Signature of bidder with seal



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2. Quote Rate only

Sec-B

Sr. No.	Particular	Description	Qty.	Unit	Unit Rate In Word	Unit Rate In Figure	Amount
1	Emerson 1KVA UPS	Repairing & Maintenance	01	No			
2	Exide EP/Rocket 7 AH – 12V SMF Battery	New Battery	15	No			
3	Exide EP/Rocket 18 AH – 12V SMF Battery	New Battery	16	No			
4	Exide EP/Rocket 26 AH – 12V SMF Battery	New Battery	16	No			
5	Exide EP/Rocket 42 AH – 12V SMF Battery	New Battery	06	No			
Sr. No.	Particular	Description	Qty.	Unit	Unit Rate In Word	Unit Rate In Figure	Amount



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6	Exide EP/Rocket 7 AH – 12V SMF Battery	Buy Back	15	No			
7	Exide EP/Rocket 18 AH – 12V SMF Battery	Buy Back	16	No			
8	Exide EP/Rocket 26 AH – 12V SMF Battery	Buy Back	16	No			
9	Exide EP/Rocket 42 AH – 12V SMF Battery	Buy Back	06	No			

All rates are to be quoted excluding the GST for price bid of Sec-B. The GST will be paid as applicable in addition to the total amount payable.

**Note-** Quantity of items in Sec-B will be as per requirement. Actual quantity of procurement may increase or decrease. The contractor shall provide maintenance service to keep the UPS in good and efficient working condition covered under this contract. In addition to this, the contractor should provide preventive and corrective maintenance of UPS and should get verified from authorized official of IIMN. He should also carry out necessary repairs and provide suitable replacement (equivalent or higher configuration) of defective part(s)/ equipment as required.



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## Annex-I

### **GENERAL GUIDELINES & INSTRUCTION:**

- **Procedures for Rendering Service**  
In case of any breakdown or any malfunctioning in above Equipment's, "CONTRACTOR" shall on receipt of telephonic complaint send its Engineer to the sites for necessary rectification of fault/ malfunctioning of the above Equipment's.
- **Schedule Preventive Maintenance**
  - a. There will be **02** No's scheduled Preventive Maintenance on half yearly basis, the time and date of these Preventive Maintenance schedules will be mutually decided by both the parties.
  - b. Emergency visits for Maintenance of above Equipment's shall be done as Directed by IIMN Engineer Incharge.
- **Response Time**
  - a. Response time to reach site shall be 2-4 hours during office hours 9 to 5 Monday to Friday and 4-6 hours in off hours & holidays.
  - b. Resolution time for diagnosis and rectification of fault depending upon the nature of fault.
- **Coverage Hours/ Emergency Visits**
  - a. "CONTRACTOR" shall render its services 24/7/365 days including Sunday and Public holidays.
  - b. Emergency visits shall carry out as per the response time mentioned.



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### **Scope of Work:**

✓ **The preventive maintenance includes the following:**

- Cleaning of UPS and batteries
- Inspection of electronic circuits and control cards
- Check of output frequency
- Visual inspection of grounding
- Inspection and tightening of batteries' interconnections, of DC circuit and of AC input – output cables
- Test UPS transfer switches, and maintenance bypasses
- Clean and vacuum UPS equipment enclosures
- Check and measure of voltage reading of (input/output)
- Check and measure of current reading of (input/output)
- Inspection of loads normal distribution per phase
- Off-line load tests the UPS system to ensure that the system is completely functional
- Visually check for liquid contamination from batteries and capacitors.
- Checking battery terminals and Vaseline should be applied periodically to prevent the corrosion on battery leads.
- Checking fitment of internal and external hardware and heating of the system
- Cleaning of PCBs if any and operating power parameters
- Checking of tripping devices
- All the components should be checked thoroughly to work in perfect conditions and it should be ensured that all the safety devices work perfectly.



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### General conditions

1. The contract shall cover comprehensive contract for replacement work of all parts of the UPS including PCBs, Components, etc.
2. The service personnel shall rectify the complaints received from the Office on the same day. If necessary, they will be required to stay back after office hours and even on holidays too, to attend to any emergency work.
3. If the faulty components / UPS(s) are not rectified within the same working day, necessary stand by 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 be borne by the contractor or the stand-by supplied by the contractor not be reclaimed.
4. Preventive maintenance such as 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., shall be done at site twice in a month.
5. The successful bidder should maintain Log Registers / Service Reports of all calls attended / Pending issues, preventive maintenance records and details of all replacement of spares. A separate log shall be maintained for Preventive Maintenance.
6. No component (s) / Spare(s) / Computer(s) shall be removed without informing the competent authority.



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### **Mandatory Technical Details**

- The tenderer should provide the following details;
  - PAN Card details– Attach Certificate
  - GST Number– Attach Certificate
  - Authorized Business Service Partner of EMERSON(VERTIV) – Attach Certificate
  - Details of Work experience and past performance– Attach Certificate
  - Any other technical information the tenderer wishes to furnish– Attach Certificate

### **Terms and Conditions**

- Taxes, duties if any shall be clearly mentioned.
- The rates must be stated for each item separately both in words & figures.
- The quotation should be valid for a period of 90 days.
- Bidder are expected to visit premises for verification of UPS on ground by visit
- Payment will be made by NEFT/RTGS/Cheque on Quarterly basis after satisfactory completion of service on presentation of bill. No advance payment will be made.
- The initial period of contract will be Six (06) months with a provision to extend the contract for further period of one years on EVERY Six (06) months basis subject to satisfactory performance, on the same terms and conditions at the absolute discretion of IIMN
- The bidders intending to submit their proposal may survey the site before submitting their proposal/ quotation.
- The Institute reserves the right to accept/ reject any quotation submitted without assigning any reason thereof





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**COMPREHENSIVE MAINTENANCE CONTRACT OF UPS SYSTEM**

**Annexure-A**

IIMN/CAO/ELEC/07/2020-21 Dated 25-06-2020

**PARTICULARS OF BIDDER**

1. Name of the bidder

(a) Trade Name (in Block letters)

\_\_\_\_\_

(b) Status of the Bidder

\_\_\_\_\_

(Proprietorship/Partnership/LLP/Limited Co.)

(In Block letters)

(c) Name of Proprietor/Partners/CEO/Directors

(In Block letters)

\_\_\_\_\_

2. Postal Address

\_\_\_\_\_

\_\_\_\_\_

3. Telephone No.

\_\_\_\_\_

4. E-mail / Website address (if available)

\_\_\_\_\_

5. Name of the Banker, Branch Name & address



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(In Block letters) (For e-payment purpose) \_\_\_\_\_

6. PAN (Enclose self-attested photocopy) \_\_\_\_\_

7. GSTIN (GST Registration No.) (If applicable))  
(Enclose self-attested photocopy) \_\_\_\_\_

8. Trade License/Business License/CIN (if applicable)  
(Enclose self-attested photocopy) \_\_\_\_\_

9. Any other Relevant Information  
e.g. Number of Years of Experience in similar line of business  
EMERSON(VERTIV) Business Authorization Certificate \_\_\_\_\_

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No IIMN/CAO/ELEC/07/2020-21 Dated 25-06-2020. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for COMPREHENSIVE MAINTENANCE CONTRACT OF UPS SYSTEMS as per Price Bid

Signature \_\_\_\_\_

Name of the bidder \_\_\_\_\_

Official seal of bidder \_\_\_\_\_

Date \_\_\_\_\_

NOTE: Please submit all the above mentioned supporting documents with seal and signature for verification.