

**REQUEST FOR PROPOSAL (RFP)**  
**FOR**  
**SELECTION OF VENDOR FOR MAINTENANCE CONTRACT**  
**OF**  
**UPS SYSTEMS**  
**THROUGH COMPREHENSIVE ANNUAL MAINTENANCE**  
**CONTRACT FOR BRANCHES/OFFICES UNDER**  
**REGIONAL OFFICE: RAEBARELI**  
**FOR**  
**PERIOD 01-04-2023 TO 31-03-2024**  
**RFP REFNO.BUPB: RORAEB: IT: RFP: ITEQUIP: 2022-23/181**  
**DATE: 24-02-2023**



**TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF UPS SYSTEMS**

BARODA UP BANK, REGIONAL OFFICE, Raebareli invites sealed tender for Comprehensive AMC of 3 KVA/ 2 KVA UPS [APC/CONSUL/NPS/UNLINE] installed at our Branches and Regional Office situated at Raebareli District.

**UPS SPECIFICATIONS:** 3 KVA/2 KVA [BPE/NPS/UNLINE]

**ELIGIBILITY:**

- Only those vendors who have minimum Three-year experience of AMC of UPS in PSU's, Government organizations/Private banks/Engineering colleges etc. (attach copies of service allotment and satisfactory service letter from institution).
- **The Bidder must have local service support office at Raebareli.**
- The Firm/Company should not have been blacklisted by any public sector/ Bank /PSU/Government Department in the past. A self-declaration letter by the bidder, on the company's letter head should be submitted along with bid.
- The firms/companies must have been registered with Goods & Service Tax Department for work contract and shall provide PAN/GSTIN No. with the bid.
- Firms managing AMC of UPS system in BUPB need to provide satisfaction letter from concerned region.

**VALIDITY OF RATES:**

- The contract will be effective for a period of one year and may be renewed if services are satisfactory on expiry for further period of one next year on previous rates.
- Under the comprehensive AMC, the defective/Non-functioning parts like Logic card, Main Card, Charging Card, Display, Driver Card, Transistors, Transformers, Bypass Rotator Switch, etc. of equipment's spares will be replaced without any cost.
- Earnest Money Deposit (EMD): Earnest Money Deposit of Rs. 25,000.00 {Rupees Twenty-Five Thousand Only) has to be submitted by the way of Demand Draft I Banker's Cheque/ Pay Order drawn in favour of "**Baroda UP Bank**" payable at Raebareli. Earnest Money Deposit will not carry any interest.
  - The Earnest Money Deposit of unsuccessful bidders will be refunded accordingly in due course.
  - The Earnest Money Deposit of the successful bidder shall be refunded one month after successful completion of CAMC tenure subject to renewal of CAMC if any.
  - Under the Government guidelines "Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2018" interested MSEs firms may submit their quotation with all relevant documents and valid certificate for relaxation of EMD.

**BID SUBMISSION:**

- **The sealed tenders must reach the COMPLETED IN ALL RESPECT LATEST BY 12:00 PM ON 21-03-2023 at below mentioned address.**
- **Bids received after that shall not be entertained.**

Baroda U.P. Bank, Regional Office  
Plot No. 2400, Near Bargad Chauraha, Civil Lines, Raebareli-229001  
E-mail Address: [pe.rblro@barodauprrb.co.in](mailto:pe.rblro@barodauprrb.co.in); [it.rblro@barodauprrb.co.in](mailto:it.rblro@barodauprrb.co.in)

- Bids must be submitted through hand to hand or through registered Post.
- The Bid submission is as per mentioned guidelines only.

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**>> The bid must contain two Envelopes as per procedure given below.**

**>> FIRST ENVELOPE MUST CONTAIN ALL THE DOCUMENTS GIVEN BELOW:**

- Annexure - A duly filled with all the details.
- Details of infrastructure for providing proper services.
- Attested photocopy of document of registration of firm along with GSTIN No.
- Photo copy of PAN Number duly attested.
- Photo copy of GSTIN number duly attested.
- Photo copy of income tax Return for the last two years duly attested.
- The entire tender document duly signed by the vender as a mark of acceptance of term and conditions of the tender document.
- All the documents should be self-attested along with stamp of the Firm.

**IF ANY OF THE ABOVE DOCUMENTS IS/ARE NOT SUBMITTED OR IF SUBMITTED BUT IS NOT DULY ATTESTED, THE BID WILL BE REJECTED & PRICE BID WILL NOT BE OPENED.**

**IT MUST BE MENTIONED ON ENVELOPE "DOCUMENT SUBMITTED FOR TECHNICAL BID OF AMC".**

**>> SECOND ENVELOPE MUST CONTAIN ALL THE DOCUMENTS GIVEN BELOW:**

- SECOND ENVELOPE MUST CONTAIN ONLY PRICE BID, DEMAND DRAFT AND NOTHING ELSE.
- The price bid must be submitted on the prescribed format (Annexure-B) along with document.
- Price bid will not be accepted on any other format or document.
- It must be clearly mentioned "PRICE BID OF AMC FOR UPS SYSTEMS".

**>> BOTH TWO ENVELOPES MUST BE KEPT IN THIRD SEALED ENVELOPE AND SUPERSCRIBED "BID FOR AMC OF UPS SYSTEM".**

**OTHER TERMS AND CONDITIONS:**

- The registration number of the firm along with the GSTIN no. allotted by the authorities must be submitted.
- PAN number of the firm allotted by the income tax authorities should be submitted. (Without PAN & GSTIN Registration the vendor's bid would become invalid and same shall be rejected).
- The bid must accompany the income tax returns for the last two years.
- Conditional tenders shall not be accepted on any ground and shall be rejected straight away.
- Any deviation of the conditions given by the purchaser will not be accepted and the bid will be rejected without assigning any reasons.
- If any clarification is required, the same should be obtained before submitting the bid.
- The entire tender document must be signed with the seal and attached as mark of acceptance of terms and conditions.

**PROCESS & TIME FRAME:**

**Bids will be opened on 21-03-2023 at 03:00 PM at Regional Office, Raebareli.** Bidders can depute their representative (only one) to present at the time of opening & processing of bid. No separate intimation will be given in this regard to the bidders.

**EVALUATION OF BIDS:**

- Quoting incredibly low value with a view of subverting the tender process shall be rejected straight away.





**LIQUIDATED DAMAGES:**

- The service call will be attended within 24 hours. In case you fail to repair the UPS within 24 hours, you have to provide a stand by UPS till the faulty UPS is repaired.
- In case of delay in attending complaint, liquidated penalty of Rs. 200 per day will be deducted and for delay of more than one week CAMC payment for that Branch will be deducted.

**SINGLE POINT OF CONTACT FOR SUPPORT:**

- Bidder has to provide details of single point of contact viz. designation, address, email address, telephone/mobile No. for communicating and service support as per Annexure-1.

**PAYMENT TERMS:**

- Payment will be made by Regional Office on Quarterly basis subjected to satisfactory report of your services.
- The selected bidder will have to deposit Rs.25, 000/- (Twenty Five Thousand Rupees) with our bank as security money. The selected Bidder will have to sign an agreement with the bank. No interest will be paid on security money.
- Minimum one visit of each branch for preventive maintenance on quarterly basis during CAMC period. (Visit Certificate to be countersigned by Branch Heads is Compulsory).

**Other Terms and Condition:**

- Any dispute will be under Raebareli jurisdiction.

**RIGHT TO REJECT BIDS:**

- Bank reserves the right to accept or reject any quotation or cancel the entire process at any stage without assigning any reason whatsoever. The bank does not bind itself to accept the lowest of any quotation and reserves to itself the right to accept or reject any or all quotations, either in whole or part, without assigning any reason for doing so.
- If complain call will be delayed by more than one weeks from the date of complain, bank will have right to cancel the CAMC.

**REQUEST FOR INFORMATION:**

All queries relating to the RFP, technical or otherwise, must be either in writing or by email only at [pe.rblro@barodauprrb.co.in](mailto:pe.rblro@barodauprrb.co.in); [it.rblro@barodauprrb.co.in](mailto:it.rblro@barodauprrb.co.in)

**Note# Security deposit of Rs 50,000/- which needs to be submitted in form of DD in favour of "Baroda U.P. Bank after allotment of work.**

Yours Faithfully

(Praveen Kumar)  
Regional Manager





**Annexure-A**

**Pre-Qualification Profile**

1	Name of the Firm/Company	
2	Address (Head Office)	
3	Phone No.	
4	Year of Establishment	
5	Name of Proprietor or Name of Partner/Director/Associates	1. 2. 3. 4.
6	Details and Value of major AMC taken up during the last 3 yrs. with reputed financial organisations/banks	
7	List of other major customers (Work Order/ Experience/ Service certificate to the effect from the customers are to be enclosed)	
8	PAN Number (for TDS)	
9	GSTIN No. (Certificate attached)	
10	Annual Turnover/Net Profit/Loss per year	
11	DD no. .... of Rs..... Date.....towards Earnest Money Deposit.	
12	Any other relevant information with documents	

**DETAILS OF INFRASTRUCTURE AVAILABLE**

Authorised Seller Dealership (Yes/NO)	
Standby UPS Available (Yes/NO)	
Local Engineer / Office Available (Yes/NO)	

**ESCALATION MATRIX**

Delivery/ Service related Issue:

First Level				
SN.	Name	Designation	Mobile No.	Email- Address
1.				
2.				
Second Level				
SN.	Name	Designation	Mobile No.	Email- Address
1.				
Third Level				



# बड़ौदा यू.पी. बैंक Baroda U.P. Bank

SN.	Name	Designation	Mobile No.	Email- Address
1.				

List of Support Engineer/Service engineer available in Region-

Sr.No.	Name	Address and Contact Person.
1.		
2.		
3.		
4.		
5.		

Any change in designation will be informed by us immediately

**Place-**

**Date-**

**Signature of Authorized Signatory & Seal**



**ANNEXURE-B**

**TENTATIVE QUANTITY OF THE EQUIPMENTS PROPOSED TO BE COVERED UNDER  
COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT AT VARIOUS BRANCHES.**

S.No.	Items With Brief Details of Config./Make/Model	Estimated Quantity	CAMC Rate/Quantity (incl. of all taxes)	Total Cost
1	UPS (2 KVA)	61		
2	UPS (3 KVA)	36		
<b>TOTAL</b>				

- Quantity mentioned are indicative in above table and the exact quantity (Branch/Office wise) will be given in Purchase Order (P O). The CAMC charges of hardware will be paid on pro-rata basis as and when the hardware will be included in the AMC.
- The quantity is estimated and may vary.
- The lowest vender will be awarded as per total cost of CAMC of all items from Sr. No. 1 to 2
- Hardware which is under warranty at present may be given into AMC after expiry of warranty of such hardware. AMC Charge will be calculated on pro-rata basis for remaining AMC Period.
- AMC rates should include service charge of engineer inclusive of all charges. No extra charge will be payable for travelling, boarding and any other expenses.
- Preventive measures should be carried out once in a quarter. (Visit Certificate to be countersigned by Branch Heads is Compulsory).

Place-

Date-

Signature of Authorized Signatory & Seal