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*ISO 9001:2008 Certified*

F.No. Work & Maintenance/UPS & Batteries /2017-18

Dated : 02/12/2017

To

Subject : Quotations for Non Comprehensive AMC of UPS and Batteries :- reg.

Sir,

This Institute (Central Institute For Cotton Research) is situated at Panjari near Khapri Phata ( 15 Km. away from Zero miles of Nagpur) on Wardha Road and having 15 UPS and 264 batteries .

In view of the above it is requested to kindly quote your rate for Non Comprehensive Annual Maintenance Contract of UPS and batteries for the period One year only in the enclosed proforma with terms and conditions. The sealed quotation addressed to "THE DIRECTOR, CICR, P.B. NO. 2, SHANKAR-NAGAR POST OFFICE NAGPUR-440010 "should reach of the office before 26th December 2017(1500hrs). The sealed quotation may also be put in the tender box kept in the chamber of Sr. Administrative Officer, CICR, Nagpur before the due date.

The quotations without above desired information received and after the due date are liable to be rejected. Firms having valid GST No./PAN No. etc. may only apply.

#### **Terms and Conditions**

01. Rates to be quoted as per prescribed format in Annexure – A.
02. The status of service provider shall either be a partnership firm or a corporate entity. The service provider shall provide direct service and not employ sub-contractors.
03. The service provider shall be based in or around Nagpur.
04. Units taken for service at workshop should be returned within a week's time. Non-attendance of complaints of this nature beyond a week would entail deduction of a penalty of Rs. 100/day/unit till the complaint is attended.
05. Any absence/default in this regard would involve proportionate deduction of AMC charges payable to the service provider. Repeated absence/default in this regard shall lead to termination of contract.
06. The service provider should provide the list of technician and helper deployed in the Institute.
07. The firm will have to provide a preventive maintenance service once in a month and to maintain a log book to the effect for every visit /checking/servicing etc under the signature of complainant.
08. A breakdown complaint book /call will be maintained at the Work & Maintenance, which will have to be attended within 24 hrs, of the complaint, failing which Rs. 100/- per will be charged.

09. TDS will be deducted as per rule.
10. Work should be taken within 7 days of the issue of work order.
11. No payment will be made if the work is left incomplete and unsatisfactory.
12. The complaint as well as preventive maintenance service has to be done only during the office working hours i.e. 9.30 AM to 4.30 PM on working days.
13. Any kind of error/problem found which may damage the UPS and batteries should be informed to the I/c Work & Maintenance .
14. The firm will be responsible for the repairs of any damages or physical loss caused to the UPS and batteries during maintenance.
15. Rates quoted should be inclusive of all taxes, etc.
16. Maintenance charges will be payable on quarterly basis on completion of each quarter. No part payment or advance payment will be made.
17. In case of any part is required to be taken away from the UPS and batteries, the same should be replaced by similar part in working conditions so that Institute's work shouldn't suffer.
18. There shall not be any upward revision in AMC charges during the contractual period on account of increase in wages, spare parts etc. and rates shall remain firm during the period of contract.
19. This is a Non comprehensive AMC of UPS and batteries which cover services. This AMC does not cover supply of distilled water. The distilled water may be provided by the Institute. Concerned officer depending upon gravity of the breakdown shall impose.
20. The contract can be terminated by either party by given one months notice in writing, however, in case of non compliance of terms and conditions the contract will be terminated by the Director, CICR, Nagpur without any notice.
21. The labourers provided by the contractor under this contract will not be the employees of the CICR, Nagpur and there will be no employer-employee relationship between the CICR and labourers so provided.
22. The Director, CICR Nagpur shall have the right to impose any penalty by way of deduction from the bill for non satisfactory performance of the work by the personnel employed by the contractor. In case of any dispute arising out of this contract provision the decision of the Director, CICR Nagpur shall be final and binding on the contractor.
23. All the documents including details of payment made by the contractor to the personnel employed by it shall be open for inspection by the Director CICR, Nagpur.
24. Any compensation for disengagement on account of death, disability of any personnel provided for deployment in the CICR Nagpur during the contract period will be the responsibility and liability of the contractor even if such disability manifests after the termination of assignment.
25. The Director CICR Nagpur is having the right to add or delete any provision of the terms and conditions of the contract and the contractor is binding by the same.
26. Firms would follow standards of maintenance and operations strictly, fidelity of the system.
27. The servicing may be carried out in the Institute as per as possible
28. The old spare-parts may be handed over to Work & Maintenance.
29. The contract will be for one year.
30. An earnest money of (Rs. 5000/-) (Five thousand only) must be deposited in the form of demand draft / pay order payable to Director, C.I.C.R., Nagpur. The particulars of the earnest money

deposited must also be super scribed on the top of the envelope by indicating the draft / pay order number and date, failing which the Quotations will not be opened. The Quotations will not be considered if earnest money is not deposited with the Quotations.

31. Inspection Period : Any working day between 10.00 a.m. to 3.00 p.m. up to 23rd december 2017
- Last date for submission of quotations : 26th december 2017

The selected service provider shall execute Maintenance Contract in the Form prescribed by this office. Once selected, the service provider shall, at the end of the service period/termination of contract hand over the UPS and batteries units in working condition to the successor service provider.

The payment for the final quarter shall be made to the selected service provider only after completion of handing over of all UPS and Batteries units in working condition to the successor-service provider and after receipt of taken over note from the successor-service provider.

**Sd/-**  
**Sr. Administrative Officer**

## Annexure – A

## Location and number of UPS and batteries

S. No	Location of UPS and Batteries	Name of UPS	Capacity of UPS (KVA)	Battery make	Capacity of batteries (amp.)	No. of batteries
01.	Biotechnology Lab	Emerson	6 KVA	Genide	100 Ah.	16
02.	Room No. 09 (Ground Floor)	Genus	5 KVA	Exide	65 Ah	04
03.	Biotechnology laboratory	Genus	3 KVA	Exide	65 Ah	08
04.	Room No. 231(2nd Floor)	Aveo	10 KVA	Exide	100 Ah	16
05.	Room No. 326(3rd Floor)	Aplab	6 KVA	Exide	42 Ah	16
06.	Near RCM Unit (3rd Floor)	Aplab	20 KVA	Exide	100 Ah	32
07.	Room No. 124 (1st Floor)					
	a)	Aplab	15 KVA	Exide	100 Ah	32
	b)	Aplab	15 KVA	Exide	100 Ah	32
	c)		15 KVA	Exide	100 Ah	32
08.	Insectary Building	Aplab	20 KVA	Exide	100 Ah	32
09.	Dr. Nagrare's lab(Insectary Building)	Balic	5 KVA	Exide	80 Ah	12
10.	K.V.K. Building	Paradyne	5 KVA	Exide	18 Ah	16
	K.V.K. Building	Paradyne	5 KVA	Exide	18 Ah	16
	Total					264

**ON COMPANY'S LETTER HEAD**

ANNEXURE – B

S.No.	Particulars	Capacity	Nos. of units	Rate in Rupees	Amount in Rupees
<b>UPS</b>					
01.	Emerson	6 KVA	01		
02.	Genus	5 KVA	01		
03.	Balic	5 KVA	03		
04.	Aveo	10 KVA	01		
05.	Aplab	6 KVA	01		
06.	Aplab	20 KVA	02		
07.	Aplab	15 KVA	03		
08.	Paradyne	5 KVA	02		
09.	Genus	3 KVA	01		
<b>Total</b>			<b>15</b>		
<b>Batteries</b>					
1.	Exide	100 Ah	16		
2.	Exide	65Ah	12		
3.	Exide	42 Ah	16		
4.	Exide	80 Ah	12		
5.	Genide	100 Ah	16		
6.	Exide	100 Ah	160		
7.	Exide	18 Ah	32		
<b>Total</b>			<b>264</b>		

Authorized Signatory

Postal Address .....

Contact - Mob. No/Mail id .....