



**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**  
(A Statutory Institute governed by the NIFT Act, 2006  
(Ministry of Textiles, Govt. of India)  
An ISO 9001: 2008 certified Institution

**TENDER DOCUMENT FOR UPS SERVICES**  
ANNUAL RATE CONTRACT FOR UPS SERVICES

Form No.38/NIFT/CHE/ADMN/AMC-UPS/2017-18 Date of Issue: 29.08.2020

Rate Contract form issued to: \_\_\_\_\_

EMD to be deposit along with the Tender:- RS. 5,000/-

- Closing Date & Time of submission of Rate Contract Form :- 17.08.2020 up to 1.00 p.m.  
 Date & Time of opening of Tender :- 17.08.2020 at 2.30 p.m.

Note:-

- 1. This tender document contains 8 pages and bidders are requested to sign on all the pages**
- 2. This tender document can also be downloaded from the website at free of cost.**
- 3. The Bids should be sealed by the bidder and superscripted "Tender for UPS Services" to The Director, NIFT, Chennai**

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**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**  
(Ministry of Textiles, Govt. of India)  
Rajiv Gandhi Salai, Taramani,  
Chennai – 600 113

I accept the above conditions

(Full signature of the contractor with seal)

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**

(Ministry of Textiles, Govt. of India)  
Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

**TENDER DOCUMENT**

1. The prospective tenderers may satisfy themselves about the requirements by visiting the NIFT, Rajiv Gandhi Salai, Taramani, Chennai – 600 113 on any working day between 10.30 a.m. and 2.30 p.m. before submitting their tenders.  
(NIFT Person: Assistant Director).
2. The tenders should be submitted in the specified form (Non-transferable) as given in a sealed cover with the name of the contractor written on the inner envelope.
3. The tenderers shall enclose copies of the following documents:-
  - i) Registration Certificate issued by the registering authority.
  - ii) List of their clients with self-attestation for whom they have been executing similar work for the last 3 years along with copies of work orders and other details.
  - iii) Latest Income Tax Clearance Certificate.
  - iv) Goods & Services Tax (GST) Registration No. from Govt. of India.
  - v) Any other certificates and documents which the contractor would like to enclose to substantiate his stand in the field as a contractor proven ability.
  - vi) Check list attached should be filled along-with relevant documents.
4. While submitting the tender, the Contractor shall deposit an Earnest Money of ` 5,000/- by Demand Draft / Pay order drawn in favour of “NIFT, Chennai – 600 113 payable at Chennai” (on any Nationalized Banks), which will be refunded to the unsuccessful tenderers within a month.
5. Tenders without EMD / incomplete tenders / tenders without signature in each page are liable to be rejected.
6. EMD will be liable to be forfeited if the Contractor selected for the work fails to sign the formal agreement or to start the work on the date stipulated in the work order.
7. If any relative of the tenderer is an employee of the NIFT the name, designation and relationship of such employee shall be intimated to the Director, NIFT in writing while submitting the tender.
8. The EMD remitted will not bear any interest for the period retained by NIFT.
9. The tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.

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10. **Last date** for receipt of tenders in the office of the **NIFT, Chennai - 600 113**, will be **1.00 p.m. on 17.08.2020** and the tenders **will be opened at 2.30 p.m.** Due to Covide 19 pandemic lockdown, the date and time of tender opening will be informed over mobile and email id. The participants are hereby informed to write the contact No. and Email id over the envelope.

11. Before signing the agreement, the contractor shall deposit 10% of the annual value of contract (adjusting the EMD) as security deposit, which would be released on expiry/termination of the contract after adjustment of dues, if any. No interest shall be accrued on the deposit.

12. The contract is for a period of one year only and it may be extended for further period of maximum of two years the same tendered rate. The Contractor shall execute an agreement on a non-judicial stamp paper worth Rs. 20/- before taking up the contract, agreeing to abide by all the terms and conditions mentioned therein.

13. NIFT reserves right to accept or reject any or all the tender.

14. In case of any dispute, the disputes will be settled in Chennai Jurisdiction only.

15. For any clarification regarding technical details of UPS you may visit our campus during working days only between 10 a.m. to 4 p.m. before submission.

16. The contract period is for one year and it may be extended for further maximum period of 2 years for the same quoted rate.

Date :  
Place:

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## **NATIONAL INSTITUTE OF FASHION TECHNOLOGY**

(Ministry of Textiles, Govt. of India)  
Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

### **Terms & Conditions**

1. The firms who are not willing to accept the departmental conditions need not quote and participate in this bidding.
2. The service should carry out the preventive maintenance once in every 3 months or earlier, if required. Any emergency service if any should be attended immediately.
3. All the repairs, Service and Spares (including switches, MCCB, etc. inside the UPS) should be provided without any extra cost during the AMC Period as the above AMC is a comprehensive one so it covers all spares.
4. Battery inter connecting wires should be connected properly without any loose connections.
5. During the preventive maintenance, the system and battery terminals should be cleaned and general performance should be checked.
6. At the time of every service / breakdown, the AMC firm should ensure the 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
  - a. Output under voltage trip
  - b. Output load over current trip
  - c. Output over voltage trip
  - d. DC voltage high trip
  - e. DC voltage low trip
7. The following services are not included in this scheme
  - a. Replacement of any missing / stolen parts in the UPS and DC backup source
  - b. Shifting of UPS and Accessories
  - c. Repair or replacement necessitated by loss or damage due to misuse, accident, fire, natural calamities or any such force Majeure circumstances, etc.,
8. The purpose of the awarding the unit service contract is to ensure and to keep the unit in good working conditions and to work to the optimum efficiency.
9. The probable date on which the service to the U.P.S units will be carried out should be intimated well in advance to the NIFT officers in writing by the AMC firm to whom the AMC is awarded.

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10. The signature of the Electrical staff or the officer in charge of the maintenance shall be got after the units are serviced.

11. If the service on the specified date is not possible it shall be carried on the subsequent day without fail with concurrence of the officer in charge of the maintenance.

12. No advance payment will be made for the service contract.

13. The service bills will be issued after the completion of service and due certification by the officer in charge of maintenance.

14. All the components should be checked thoroughly to work in perfect conditions and it should be ensured that all the safety devices work perfectly.

15. The UPS should be removed from the site to their workshop only for any major repairs/service shall be fixed at no extra cost

16. **The Goods & Services Tax (GST)/ taxes, if any will be applicable as per Govt. of India norms.**

17. The rates quoted should be inclusive of all Taxes.

18. The amount falls due from the contractor on account of this contract even after recovering from the bills and adjusting the security deposit and any other contract awarded to the contractor, the amount is liable to be recovered under the provision of the Revenue Recovery Act.

19. All the electrical contact points and connections should be checked and minor adjustments made if found necessary. No advance payment on any portion of service will be made under any circumstances.

20. If the firm discontinues the services at any time during the period of contract the security deposit deposited by the firm shall be forfeited. The charges spent to put the units under running conditions will be recovered from the firm against the payments due to them.

21. 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.

22. The selected firm shall also sign an agreement in the prescribed format on a non – judicial stamp paper of value of ` 20/- and accepted by the authorized signatory on behalf of NIFT.

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23. If the firm violates the above conditions or known to violate the above conditions action will be taken to terminate the contract and also to ban the firm taking future contract in NIFT. The security deposit will also be forfeited.
24. The complaint should be attended within 24 hours from the time its logged in and there is no limit of breakdown calls to be attended with no extra cost
25. Repair and corrective work should be executed within 72 hours from the time of attending a complaint, failing which a penalty of ` 100/- per day / per unit will be charged.
26. Preventive maintenance should be carried out once in a month as per schedule and also service report to be signed by NIFT officials else 20% of the amount will be deducted from the total bill amount for the particular period.
27. In case any of the persons deployed by the contractor does not come up to the mark (or) indulges (or) disorderly conduct the contractor shall immediately withdraw such persons on the report of the NIFT in this respect.
28. Payment will be made on quarterly basis against the submission of bills along with the copies of the service reports duly signed by the NIFT engineers.
29. It shall be the sole responsibility of the contractor to ensure safety of the user and if there is any loss to the institute on account of dishonesty and or due to any lapse on the part of the contractor.
30. NIFT shall not be responsible for death, injury or accident to the contractor's employee which may arise out of and in the course of their duties at NIFT premises.
31. The contractor should provide all the safety equipment's for their employees. In case of any accident due to negligence or unsafe work that require medicine attention, the contractor is wholly responsible and NIFT will not entertain any claim, compensation, penalty, etc.
32. After the completion of contract period all the UPS should be handed on good working condition in all respect
33. Modification / alteration in the design / specification of any equipment / material will not be permitted. However, it may be relaxed the above stipulation in exception circumstances. In such case prior written approval to be obtained from NIFT authority and also No objection certificate from original equipment Manufacturer in such case of major modification
34. Rule, 163 of the General Financial Rules, 2017 is applicable for all vendors.

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(Full signature of the contractor with seal)

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY, CHENNAI.**

**Check List**

ANNUAL RATE CONTRACT FOR UPS SERVICES

1. Name of the supplier : \_\_\_\_\_
2. Address of the supplier : \_\_\_\_\_
3. Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_
4. Whether proprietary of partnership: \_\_\_\_\_  
Firm or a company

REQUIRED DOCUMENT	Attached / Not Attached
Shop and Establishment Certificate / VAT Registration Certificate along with TIN Number.	
Demand Draft for Earnest Money of Rs. 5,000/-	
Attested Copy of Goods & Services Tax (GST) Registration	
Attested Copy of Income Tax Registration	
Current List of Clients	
Copy of TNGST / CST Registration Certificate	
Copy of PAN Card / TAN / TIN	

5. Is there any relative of the owner of supplier or its partner working at NIFT ? If so, please indicate below the name of such relative and the relationship \_\_\_\_\_
6. Annual Turn over Detail ( Attach Balance sheet / Copy of Income Tax Return / Organizational Payment details) \_\_\_\_\_

(Full signature of the Contractor)  
Seal:

I accept the above conditions

(Full signature of the contractor with seal)

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**SCHEDULED RATES**

Description of item	Qty.	Rates quoted by tenderer	
		Unit Rate (₹)	Total (₹)
Numeric 30. KVA UPS Systems (Each unit consisting of 30 Nos. of 65 AH 12V SMF Battery) SI.NO:- II 074008431 II074008432 II073707632 II073707633 II074308942	5 Nos.		
<b>GST/Tax if any</b>			
Total ( In Figures)			

Total in Words(₹): \_\_\_\_\_

Date :  
Place:

(Full signature of the Contractor)  
Seal:

I accept the above conditions

(Full signature of the contractor with seal)