

**OFFICE OF THE DISTRICT & SESSIONS JUDGE  
SEPAHIJALA JUDICIAL DISTRICT, SONAMURA**

No.F.19(4)-DJ/SPJ/Estt./2021-2023/3382-84

Dated, Sonamura,  
The 19<sup>th</sup> of April, 2023

**NOTICE INVITING TENDER**

**Subject :- Annual maintenance Contract (AMC) of Uninterrupted Power Supply Devices and materials for Court Complex of the Addl District and Sessions Judge, Sepahijala District, Bishalgarh for a period of 1 (One) year.**

Fresh sealed tenders / quotations are invited from the reputed and experienced Service provider / firms / Supplier / Contractor for the Annual Maintenance Contract for UPS installed for the **Court Complex of the Addl District and Sessions Judge, Sepahijala District, Bishalgarh** for a period of 1 (one) Year as per terms & conditions and specifications mentioned below:

**The dates for the schedule of the key events of this tender is given as under :**

Sl. No	Events	Date and Time	Venue
1	Submission of Tender Starting date	19/04/2023	Office of the District and Sessions Judge, Sepahijala Judicial District, Sonamura.
2	Last Date of Submission of Bids	19/05/2023 16:30 Hrs	
3	Date and Time of opening of the Technical Bids	22/05/2023 16:00 Hrs	Chamber of the District and Sessions Judge, Sepahijala Judicial District, Sonamura
4	Date and time of the opening of the Financial Bids	22/05/2023 16:00 Hrs	

- i. **The quotations should reach the Office of the District and Sessions Judge, Sepahijala, Sonamura positively by 16:30 hours of 19<sup>th</sup> May, 2023.**
- ii. **Tenders / quotations will be opened, if possible, at 16:00 hours on the 22<sup>nd</sup> May, 2023 where tenderer or his authorized representative may remain present.**
- iii. The Annual Maintenance Contract shall remain valid for one year from the date of signing of final Agreement of Contract.
- iv. UPS and Batteries of UPS shall be included in the Annual Maintenance Contract. Quotation shall be made accordingly.
- v. **Tender Fees:** The interested eligible bidder has to submit the tender fees of ₹100/- (Rupees One Hundred) only in the form of a Demand Draft drawn on a Nationalized Bank favour of the District and Sessions Judge, Sepahijala Judicial District, Sonamura payable at Sonamura at the time of submission of bids. The

tender fees will be non-refundable. The date of the Demand Draft submitted for the same should not be earlier than the date of issue of this NIT.

- vi. Bid Security/Earnest Money Deposit:
  1. The bidder has to submit an interest free Bid Security/ Earnest Money Deposit (EMD) of ₹1,000/- (Rupees One Thousand Only) in the form of a Demand Draft drawn on a Nationalized Bank in favour of the District and Sessions Judge, Sepahijala Judicial District, Sonamura payable at Sonamura at the time of submission of bids. The date of the Demand Draft submitted for the same should not be earlier than the date of issue of this NIT.
  2. The Bid Security Cost shall remain valid for a period of ninety (90) days from the date of opening of the Technical Bids.
  3. The E.M.D. may be forfeited due to following reasons:
    - a) If the Bidder withdraws bid during the period of bid validity.
    - b) If the Bidder, having been notified of the acceptance of its bid by the District and Sessions Judge, Sepahijala Judicial District, Sonamura payable at Sonamura during the period of bid validity.
      - i. fails or refuses to execute the Contract Form, if required;
      - ii. fails or refuses to furnish the Performance Security, in accordance with the terms of this NIT;
  4. Unsuccessful bidder's EMD shall be refunded back as promptly as possible, but not later than thirty (30) days after the expiry of the period of bid validity.
  5. The Bid Security of the successful bidder shall be returned only after the submission of their acceptance against the issued award of contract within the stipulated time period and furnishing of the performance security.
- vii. During the Contract Period, all Items Covered under AMC shall be repaired or collected for repair at the Bishalgarh Court Complex.
- viii. Technical Bid and Financial Bid must be submitted as per prescribed proforma (Annexure A and B) annexed with NIT. Any deviation from the prescribed proforma shall render the bid liable to be summarily rejected.
- ix. Required following document should be accompanied with tender: **(a)** Technical Bid (Annexure A) **(b)** Financial Bid (Annexure B) **(c)** PAN card **(e)** Trade License **(f)** GST Registration Certificate **(g)** Yearly turnover certificate (last 1 year) **(h)** Undertaking in company letter head regarding acceptance of terms and conditions. **(i)** Address of the Company Main Office and Local Office (if any) – along with email Address, Phone Number and Whatsapp Number. **(l)** Income tax Clearance Certificate. The tenderer should submit **self attested copies** of the documents mentioned.
- x. Along with the quotation the tenderer shall annex the copy of the letter of the company showing that he is the authorized AMC service provider.
- xi. Incomplete tender will be rejected summarily.
- xii. The L1 bidder will be arrived at on the basis of the grand total. Ranking of the Bidders will be ascertained according to the total amount of price quoted for all the items. Bidder who has quoted the lowest rate in grand total will be ranked first and so on.

- xiii. Any dispute/ problem arisen in connection with AMC the decision of the District & Sessions Judge shall be final.
- xiv. The undersigned is not bound to accept the lowest rate and may reject all or any of the tender without assigning any reason.
- xv. The successful tenderer shall have to execute an Agreement with the department on certain terms & conditions as and when required.
- xvi. The contract will be for 01(one) year from the date of acceptance of the agreement of the contract by the vendor and the agreement will be signed after the official procedure and obtaining administrative approval from the respective authority.
- xvii. During the contract period, the vendor shall arrange monthly visit of the site by a qualified engineer for preventive maintenance and such engineer shall also carry some basic minimum spare parts with him during the visit. The vendor shall give prior intimation to the office by email regarding the name, phone no. And such other details of the engineer authorised by the vendor.**
- xviii. All the visits and actions taken by the technical staff of the Vendor during visit shall be recorded in a register and countersigned by the Nodal officer of the station. The register shall be cross-checked for satisfactory performance of the Vendor.**
- xix. Vendor service support is required during office hours (10:00 AM to 05:30 PM) on working days. The vendor support staff is required to attend location of the complained computer in court complex of the Addl. District & Sessions Judge, Sepahijala Judicial District, Bishalgarh.
- xx. As soon as the problem is reported, the corrective measures shall be taken immediately and not later than 48 hours by the vendor.
- xxi. Problem, if not major, should be certified within the same day of reporting. The reporting will be made through e-mail/fax/over phones on urgent need.
- xxii. In case of major problem, the vendor should make alternative / standby arrangement immediately failing which AMC charge for the machine for each day of delay in correction will be deducted from the amount payable.
- xxiii. If the problem is not rectified within reasonable time, this office shall have the right to get rectified the problem from other vendors and expenditure incurred thereon shall be borne by the AMC vendor. The decision in this regard taken by this office shall be final and binding on the AMC vendor.
- xxiv. The component /parts used by the vendor should be authentic and original. In case of hardware breakdown and if in case any part/equipment is beyond repairs and the same is not available/technology is obsolete or end of life, the same will be replaced with and equivalent or higher of replacing hardware.
- xxv. After each quarter of designated AMC period, the vendor shall submit bill in triplicate.
- xxvi. Quarterly Payment towards AMC shall only be done after obtaining certificate from the System Officer of this office that service of the vendor during previous quarter was satisfactory.
- xxvii. Taxes (at source) will be deducted as per applicable rules.
- xxviii. AMC will be terminated at any point of time by the office if service provided by the vendor is not satisfactory. The decision taken by the office in this regard shall be final and conclusive.

- xxix. **Force Majeure:** The right of the Contractor to proceed with the work shall not be terminated because of any delay in the completion of the work due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not limited to acts of God, war or revolutions or civil commotions, fires, epidemics, quarantine restrictions and freight embargos. If a Force Majeure situation arises, the Contractor shall promptly notify the Office of the Addl. District and Sessions Judge, Sepahijala Judicial District, Bishalgarh in writing/email of such condition and the cause thereof. Unless otherwise directed by the office of the undersigned in writing/email, the Contractor shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek, all reasonable alternative means for performance not prevented by the Force Majeure event.
- xxx. Detailed information, if any required, may be obtained from the office of the under signed in this regard.
- xxxi. List of the Hardware to be included in the Annual Maintenance Contract at the Bishalgarh Court Complex are mentioned in the Annexure C.

**Sd/-**

**(S. B. Datta)**  
District and Sessions Judge  
Sepahijala Judicial District

**Copy to:-**

1. NOTICE BOARD of the Office of the District and Sessions Judge, Sepahijala Judicial District, Sonamura.
2. NOTICE BOARD of the Addl. Office of the District and Sessions Judge, Sepahijala Judicial District, Bishalgarh
3. OFFICIAL WEBSITE

District and Sessions Judge  
Sepahijala Judicial District

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE  
SEPAHIJALA JUDICIAL DISTRICT : SONAMURA**

**Tender Notice No.** \_\_\_\_\_

**PROFORMA FOR TECHNICAL BID**

SL. No.	Particulars	To be filled in by Tenderer
1	Name of Agency:	
3	Details Of Agency :	
	3a. Year of establishment/incorporation	
	3b. Whether proprietorship /partnership / limited company etc.	
	3c. Name(s) of the Proprietor / Partner/ Managing Director etc.	
4	Details of Official Address of Agency :	
	Phone Number (s) :	
	Email Address :	
5	Whether the Bidder has any office or branch in Sepahijala Distrcit, Tripura. If so, give details with complete address, Contact person & contact number(s).	
5	Agency Registration No. (Copy of Registration should be enclosed) :	
6	GST Registration No. (Copy to be enclosed):	
7	PAN Card (Copy to be enclosed) :	

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Signature with Company Seal

8	Income Tax returns of the preceding Financial Year.	
9	Bankers' Name and address	
10	Bank Account No. And IFSC Code of Firm	
11	Whether agency is blacklisted by any Government Department or any criminal case is registered against the firm or its owner / partner anywhere in India:	
12	Length of Experience in field :	
13	Experience in dealing with Government Department : (Indicate names of Departments and attach copies of contracts placed with agency.)	
14	Whether a copy of terms and conditions (duly signed), in token of acceptance of same is attached :	
15	List of Documents Submitted with tender:	

Signature with Company Seal

## PROFORMA FOR FINANCIAL BID

Sl. No.	Items (a)	Specification (b)	Qty. (c)	Rate (d)	Total (e=c x d)	Tax (f)	Total (g=e+f)
<b>Items included in the Bishalgarh Court Complex</b>							
1.							
2.							
Total Amount in Words :					Total		
					Grand Total		

**..... Signature with Company Seal.**

**LIST OF ITEMS TO BE COVERED UNDER AMC CONTRACT**  
**ALONG WITH THEIR SPECIFICATIONS:**

**BISHALGARH COURT COMPLEX**

**Office of the Additional District and Sessions Judge, Sepahijala Judicial District, Bishalgarh**

<b>Sl. No.</b>	<b>Item</b>	<b>Qty.</b>	<b>Specification</b>
<b>Uninterrupted Power Supply and Related Items</b>			
1	2 KVA UPS	1	2 Hrs Backup – BetterPower Make.
2	1 KVA UPS	2	1 KVA online VC – Better Power
3	650 VA Offline	8	Better Power Make.