



**IT DEVELOPMENT AGENCY
(ITDA)**
Department of Information Technology
Government of Uttarakhand
IT Bhawan, IT-07, IT Park, Sahastradhara
Road, Dehradun - 248001

DIRECTOR
Telefax:0135-
2608330

SHORT TERM NOTIFICATION

**For invitation of quotations for the “Comprehensive Annual Maintenance of UPS
(Excluding Batteries)”**

The reputed and authorized firms are invited to submit their most competitive quotation (in format annexed) for the Comprehensive Annual Maintenance of the UPS devices. The details and locations of the devices are listed below in the table.

S. No.	Particular	Qty	Location
1	75 KVA Automatic Servo Stabilizer	01	SWAN SHQ Secretariat
2	20 KVA UPS	02	SWAN SHQ Secretariat
3	10 KVA UPS	02	Mux Room IT Bhawan
4	6 KVA UPS	02	First Floor IT Bhawan
5	5 KVA UPS	03	Second Floor IT Bhawan
6	5 KVA UPS	01	Basement IT Bhawan
7	3 KVA UPS	01	Second Floor IT Bhawan

Preparation of Quotations: You are requested to quote for the services by completing, signing and returning:

1. the Quotation Submission Sheet;
2. the Quote sheet;

The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.

Sealing and marking of Quotations: Quotations should be sealed in a single envelope, clearly marked with the Reference above, the name of the Bidder and Implementing Agency.

Submission of Quotations: Quotations should be submitted to the address below, no later than the date and time of the deadline below.

Date of deadline: Within 7 days of signing of this RFQ (*day, month and year*). Time of deadline: 16:00 PM (IST).

Submission address: IT DEVELOPMENT AGENCY (ITDA), Department of Information Technology, Government of Uttarakhand, IT Bhawan, IT-07, IT Park, Sahastradhara Road, Dehradun - 248001

Quotation Submission Sheet

[Complete this form with all the requested details and submit it as the first page of your quotation, with the documents requested above attached. Ensure that your quotation is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to	IT DEVELOPMENT AGENCY(ITDA), Department of Information Technology, Government of Uttarakhand ,IT Bhawan, IT-07, IT Park, Sahastradhara Road, Dehradun - 248001
Date of Quotation:	
Subject of Procurement:	QUOTATIONS FOR THE “<u>Comprehensive Annual Maintenance of UPS (Excluding Batteries)</u>”

Quote

Item No	Description of Works	Qty	Unit rate	Total Price
	<u>Comprehensive Annual Maintenance of UPS (Excluding Batteries)</u>			
	Other additional costs			
			Subtotal	
			GST @ %	
			Total	

Quotation Authorised By:

Signature :		Name:	
Position:		Date:	
Stamp: _____			<i>(DD/MM/YY)</i>
Authorised for and on behalf of:			
Company :			
Address:			

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TERMS & CONDITIONS

1. You are invited to submit your most competitive quotation for the “Comprehensive Annual Maintenance of UPS (Excluding Batteries)”.
2. The contract shall be for the full work as described above.
3. Preventive maintenance should be done for every 03 months.
4. The detailed proposal should clearly specify the services/parts/consumables offered /or not offered in the AMC, should be furnished.
5. Site survey prior to the submission of the proposal may be done.
6. The rates quoted by the firm shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
7. The Price shall be quoted in Indian Rupees only.
8. Each firm shall submit only one quotation.
9. Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.
10. ITDA will evaluate and compare the quotations determined to be substantially responsive i.e. which
 - a. are properly signed; and
 - b. conform to the terms and conditions, and specifications.
11. ITDA will award the contract to the firm whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
12. Notwithstanding the above, ITDA reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
13. The firm whose bid is accepted will be notified of the award of contract prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order.
14. Payment shall be made after completion of work on the basis of submission of satisfactory certificate by the concerned department.
15. In case of any clarification, the firm can contact on the above-mentioned address during office hours (10.00 AM-05.00 PM) or email at procurement-itda@ukgovernment.in
16. Delivery Period: Within 10 working days after the receiving of the Work Order
17. Evaluation of Quotations
The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
 - (a) Are properly signed, and
 - (b) Conform to terms and conditions, and specifications.The Quotations would be evaluated for all the items together

Finance Controller
ITDA

Copy:

ITDA Website @ <https://itda.uk.gov.in/tenders>

Finance Controller
ITDA