



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A. & E.),  
GUJARAT,**

**Race Course Road, Rajkot-360001**

**Phone No: 0281-2441600-06(PBX) Fax No: 0281-2456238**

OW No. \_\_\_\_\_

Date - 17.03.2025

To,

Subject: Annual Maintenance Contract and Rate Contract for UPS for the year 2025-26

Sir,

This office desires to award an Annual Maintenance Contract (AMC) and Rate Contract for UPS for the year 2025-26 from the date of signing the Contract.

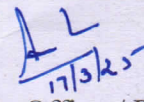
- (a) The details of various UPS and Batteries for which AMC for the year 2025-26 is required to be allotted as per Annexure-A.
- (b) Further Vendors should submit their offers for The Rate of charges for repair/replace of various parts of UPS as listed in Annexure- "C".
- (c) Experience Certificate in respect of AMC of UPS should be attached with the bid/quotation.
- (d) Rates should be quoted per items inclusive of GST and any other taxes or charges and GST Number should invariably be mentioned on the bid document.
- (e) Further, the vendors should submit their offers in the prescribed Annexures duly considering the terms and conditions as per Annexure-B.
- (f) The bid documents are also available on <https://cag.gov.in/ae/gujarat/en/tenders>

The offer should be submitted in a sealed cover, so as to reach the undersigned on or before 21.03.2025 at 5.00 pm.

Thanking you.

Yours Faithfully,

Encl. : Annexure A, B & C

  
Sr. Accounts Officer/ Purchase Committee

Annexure – 'A'

List for UPSs for Annual Maintenance Contract for the year 2025-26

Sr. No.	UPS Rating	Qty	AMC FROM	AMC TO
1	10 KVA UPS	02	01-04-2025	31-03-2026
2	7.5 KVA UPS	02	01-04-2025	31-03-2026
3	5 KVA UPS	01	01-04-2025	31-03-2026
5	2 KVA UPS	02	01-04-2025	31-03-2026
7	1 KVA UPS	15	01-04-2025	31-03-2026
9	600 VA UPS	133	01-04-2025	31-03-2026
	Total UPSs	155		

Quantity mentioned in the Annexure-A may be increased or decreased at the time of final agreement.

**Comprehensive Annual Maintenance Contract of various UPS installed in this office for the Year 2025-26**

**Scope of the work**

1. The comprehensive maintenance services will consist of:
  - a) Attending to complaints raised by various departments/sections/individuals of this Office (details will be provided by IT Support Cell of this Office) on daily basis.
  - b) The maintenance contract will include necessary repairs to the existing installed UPS as well as replacement of defective/damaged parts, components and other accessories free of cost.
  - c) Complete first-time battery replacement of old batteries with new batteries purchased through GeM portal at free of cost.
2. The maintenance services will be provided on all working days from 10:00 hour to 18:30 hour (Monday to Friday). The agency shall make provide the services of service engineers on Saturdays, Sundays or other holidays in case of requirement by this office.
3. The agency shall also carryout periodic preventive maintenance including external cleaning of equipment on quarterly basis during days and timings convenient to this office.
4. This Comprehensive Annual Maintenance Contract is for one year i.e. from 01.04.2025 to 31.03.2026.

**General Conditions:**

1. We reserve the right to increase or decrease quantities of any item of the work and the agency shall maintain the same at the rate quoted for similar hardware item.
2. No transportation charges, whatsoever shall be paid by this office for any type of services.
3. It shall be the responsibility of the agency to ensure that sufficient number of standby equipment/components shall be kept at this office to meet the stipulated response time.
4. The parts/components/sub-assemblies used for repair/replacement by the contractor will be of the same/equivalent or higher make and functional capability as originally available in the UPS.
5. The UPS that are not serviceable by the agency due to obsolescence of technology or non-availability of parts/components/assemblies will be withdrawn from the maintenance contract. The decision of Head of this Office regarding non-availability and obsolescence of technology will be final. Withdrawal of such systems shall be communicated to the agency and equivalent maintenance charges shall be deducted from the amount due to the agency.
6. The agency shall maintain adequate standby equipment of equivalent configuration for handling major repairs and requiring shifting of such equipment to their test and repair center.

**Bank Guarantee:**

1. Performance Security @ 5% on the total amount of the annual maintenance contract as per General Financial Rules.

**Payment Terms and condition:**

1. The payment to the contractor will be made on quarterly basis on successful completion of each quarter against invoice with GST Number PAN number. TDS, Service tax and any other applicable taxes as per prevailing rates, will be deducted before making the payment. An amount of 2 per cent as GST will be debited from the quarterly payment.
2. The maintenance charges quoted by the agency per item shall be on yearly basis inclusive of all taxes and charges applicable. No price escalation of prices shall be permitted on any ground.

**Annexure-1**

Name of the Firm.....  
Registered /Postal Address.....  
Telephone No.....  
E-mail.....  
PAN No.....  
GST/VAT/TIN No. (If applicable) .....  
Service Tax Registration (If applicable) .....

Sr. No.	UPS Rating	Qty	AMC From	AMC To	AMC Charges per pc	Total Amount
1	10 KVA UPS	02	01-04-2025	31-03-2026		
2	7.5 KVA UPS	02	01-04-2025	31-03-2026		
3	5 KVA UPS	01	01-04-2025	31-03-2026		
4	2 KVA UPS	02	01-04-2025	31-03-2026		
5	1 KVA UPS	15	01-04-2025	31-03-2026		
6	600 VA UPS	133	31-03-2026	31-03-2026		

**Note: (@) UPS will be added between the year.**

**Quantity mentioned in the Annexure-A may be increased or decreased on final agreement.**