

# HIGH COURT OF UTTARAKHAND AT NAINITAL

## LIMITED TENDER NOTICE

Dated: June 11<sup>th</sup>, 2013

This Court invites sealed tender from eligible vendors for **“On Site Comprehensive Annual Maintenance Contract (without parts)”** in respect of **eleven (11) Generator Sets installed in the High Court and residences of Hon’ble Judges of High Court of Uttarakhand, Nainital.** The intended bidders may see the details of tender on any working day during office hours from 12.06.2013 to 27.06.2013 at Nazarat Section of this High Court. The details are also available on our website <http://www.highcourtofuttarakhand.gov.in>.

The tender along with Earnest Money Deposit in sealed cover addressed to REGISTRAR GENERAL superscripting thereon **“TENDER FOR AMC OF Generator Sets”** must reach the office of Registrar General by 3.00 PM on or before **27.06.2013** and tenders will be opened at 3.30 P.M. on same day. The tender received beyond the scheduled time shall be summarily rejected.

By order of the Court

Sd/-  
Registrar General

# HIGH COURT OF UTTARAKHAND AT NAINITAL

## NOTICE INVITING TENDER

Dated: June 11<sup>th</sup>, 2013

**Subject:- Tender for On Site Comprehensive Annual Maintenance Contract (without parts) of 11 (eleven) Generator Sets.**

Sealed quotations are invited for the "on site Comprehensive Annual Maintenance Contract (without parts)" of 11 (eleven) fully functional and running Generator Sets installed in the High Court and residences of Hon'ble Judges of High Court of Uttarakhand, Nainital *from Manufacturing Companies (OEM)*, reputed vendors/dealers, registered, bonafide, reputed, experienced and eligible firms who have executed similar nature of work in Government Ministries/Departments, Semi-government organizations including Public Sector Undertakings and satisfying all other terms and conditions in this tender document.

### **1. Instructions to the tenderers:**

The tender along with Earnest Money Deposit & Tender Fee in sealed cover addressed to REGISTRAR GENERAL superscripting thereon "TENDER FOR AMC OF Generator Sets" must reach the office of Registrar General by 3.00 PM on or before 27.06.2013 and tenders will be opened at 3.30 P.M. on same day. The tender received beyond the scheduled time shall be summarily rejected.

### **2. Period of Contract:-**

The contract will be initially for a period of one year, which can be extended further on mutual agreement subject to satisfactory performance of the contractor and will also depend upon the price trend for the services/products in the market on the date of extension.

### **3. Scope of Work:-**

- A. The place of performance will be High Court of Uttarakhand at Nainital.
- B. Attending to complaints on daily basis.
- C. The maintenance contract will include free of cost servicing & necessary repairs of the installed generator sets.
- D. Change of defective parts on the rates approved and as per direction of the High Court.
- E. To maintain all the Generator Sets in an efficient, reliable, safe & fully functional condition.

F. The maintenance contract also includes all necessary updations (if required)/troubleshooting to keep the generator sets fully operational.

G. The Generator Sets to be covered under this maintenance contract:-

SN	Make	Installed at the residence etc.	KVA	Date of Purchase
1.	Cummins, Jakson with canopy	High Court premises	200	03.04.2006
2.	Cummins, Jakson with canopy	High Court premises	140	2003
3.	Cummins, Jakson	High Court premises	40	2003
4.	Cummins, Jakson with canopy	Hon'ble the Chief Justice	40	04.09.2003
5.	Kirlosker with canopy	Hon'ble Mr. Justice V.K. Bist	15	01.10.2012
6.	Kirlosker with canopy	Hon'ble Mr. Justice B.S. Verma	15	15.03.2012
7.	Kirlosker with canopy	Hon'ble Mr. Justice Sudhanshu Dhulia	15	27.10.2007
8.	Kirlosker without canopy	Hon'ble Mr. Justice U.C. Dhyani	7.5	06.07.2010
9.	Kirlosker without canopy	Hon'ble Mr. Justice Alok Singh	7.5	02.08.2003
10.	Kirlosker without canopy	Hon'ble Mr. Justice S.K. Gupta	7.5	02.08.2003
11.	Kirlosker without canopy	Guest House, Glenthorn	7.5	02.08.2003

**Note:** The number of Generator Sets can decrease or increase for annual maintenance contract. The amount shall be paid in the same proportion for annual maintenance.

#### **4. Duties and responsibilities: -**

- A. The vendor should attend to all the complaints on daily basis, irrespective of its nature.
- B. To use trained and appropriately skilled personnel who will be qualified to keep the generator sets properly adjusted and who will use all reasonable care to maintain the Generator Sets in efficient, reliable and safe operating condition.
- C. To regularly examine, lubricate and adjust the generator sets and carry out planned maintenance in a systematic and controlled manner.
- D. To maintain highest order of integrity, moral and social responsibility and decorum of the Court.
- E. The technician is also liable to work on all holiday and Saturday/Sunday (if services are required) and no additional amount will be paid.

#### **5. Eligibility Criteria:-**

- A. The Agency applying should possess Income Tax PAN No. and Service Tax Account No. The Agency should have a minimum experience of 03 years in providing Annual Maintenance of Generator Sets in Central Government/State Government Departments/Public Sector Undertakings/Autonomous Bodies. Possession of valid ISO Certificate in the same field will be preferred.
- B. The Tenderer must have an annual turnover of at least ₹15 Lakhs from AMC during the last three year. Copies of the following documents should be submitted along with the Bid.
  - a. Audited Profit & Loss Account of last three financial years.
  - b. Service Tax Certificate.
  - c. Income Tax PAN No.
  - d. Income Tax Return for the last three financial years.

- e. ISO Certification. (Optional)
- f. Latest Service Tax Return.
- g. Documents regarding Experience of 03 years in providing similar services in Central Government/State Government/Public Sector Undertakings/Autonomous Bodies.
- h. The Earnest Money Deposit (EMD) of ₹10,000/- (Rupees ten thousand only) through a Demand Draft/Fixed Deposit Receipt/unconditional Bank Guarantee.
- i. The Tender Fee of ₹500/- (Rupees five only) through a Demand Draft.
- j. Certificate of authorization as authorized Service Provider from Original Equipment Manufacturer (OEM). (Optional)

#### **6. Evaluation of Bids:-**

- A. The Techno-Commercial Bid and Price Bid will be evaluated as a package simultaneously. It must satisfy all the terms and conditions mentioned in this document and must be accompanied by all the requisite documents.
- B. Filling of all the columns in Techno-Commercial Bid and Price Bid is compulsory.

#### **7. Earnest Money Deposit & Tender Fee:-**

The Tenders should be accompanied by **Earnest Money Deposit (EMD)** of ₹10,000/- (Rupees ten thousand only) in the form of Account Payee Demand Draft/Fixed Deposit Receipt/unconditional Bank Guarantee & **Tender Fee** of ₹500/- (Rupees five hundred only) in the form of Account Payee Demand Draft (**separate**) from any of the nationalized/scheduled banks in an acceptable form drawn in favour of Registrar General, High Court of Uttarakhand, Nainital without which the tenders will not be considered. The earnest money will be returned to all the unsuccessful Tenderers after finalization of the Contract.

#### **8. Other terms and conditions:-**

- A. The Registrar General, High Court of Uttarakhand, Nainital has the right of accepting or rejecting any or all tenders without specifying any reason(s) thereof. The Registrar General is under no obligation to accept the lowest tender.
- B. There is no obligation on the part of the Registrar General, High Court of Uttarakhand, Nainital to inform the unsuccessful Tenderer of the outcome of the Tender process and reasons for rejection of tender.
- C. Payment of contractual value, in appropriate proportion, shall be released every quarter (3 months) based on the performance and services of the firm.
- D. It shall be mandatory on firm to conduct routine checks to maintain the Generator Sets in perfect working condition and to submit the routine check reports on quarterly basis to the Registrar General, High Court of Uttarakhand, Nainital.
- E. The rates offered in the Tender will not be enhanced during the period of contract.

- F. The rates finally approved/accepted by the High Court of Uttarakhand, Nainital shall be valid for the whole of the contract tenure and no upward revision will be allowed under any circumstances whatsoever.
- G. Under no circumstances, shall the successful firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the authority who has approved the award of the contract.
- H. The Registrar General High Court of Uttarakhand, Nainital can terminate the contract, at any time without assigning any reason. In this respect, the decision of the Registrar General, High Court of Uttarakhand, Nainital will be final and binding on the contractor. The Registrar General, High Court of Uttarakhand reserves the right to accept or reject any bid in whole or in part without assigning any reasons thereof.
- I. The bills in triplicate for the maintenance services prepared on the basis of rates will have to be submitted in favour of the Registrar General, High Court of Uttarakhand, Nainital for effecting payment. No advance payment shall be made for the services.
- J. Premature withdrawal of the Tender by the Tenderer shall make him liable for forfeiture of the earnest money.
- K. All the pages of the tender document should be serially numbered and duly stamped and signed by bidder.
- L. The firm should have Five years of experience in this field i.e. AMC of Generator Sets in the Government Ministries/Departments/Semi-Government organizations including public sector undertaking.
- M. The arrangement of tools required for repair/servicing of the Generator Sets will be the responsibility of bidder. Hon'ble High Court will not provide them, in any condition.
- N. The parts, to be changed for maintenance/proper working of generator sets, should be **original**.
- O. The intended bidders have to attach **price list of parts**, which are required to be changed for maintenance and proper working of generator sets.
- P. The required parts should be provided/changed immediately after the approval of Court.
- Q. It will be duty of the Contractor to have the credentials of the Service technicians verified and certified.
- R. The Contractor will ensure that only qualified and good character technicians possessing diploma course in allied technical subject from a recognized Institute or board are deputed for performance of maintenance work. In case there is any

change in technician, the details with educational qualification will be informed to the Registrar General, High Court of Uttarakhand, Nainital in advance.

- S. Response time, removal of defects etc. must be as under, failing which penalty mentioned there against shall be levied against the vender(s).

Response time		Removal of defects		Extension of time with cogent reasons in writing	Beyond extended time
Not exceeding (From the time of receipt of complaint)	Failing which penalty @ per day per complaint per item	Within	Failing which penalty @ per day per complaint per item		
12 Hours	₹200/-	24 Hrs	₹200/-	Upto 48 Hrs with penalty	Making available standby (of same configuration) + enhancement of penalty to ₹400/- per day per complaint per item from 4 <sup>th</sup> day onwards.

- T. The job carried out shall be to the satisfaction of the Registrar General, High Court of Uttarakhand, Nainital failing which deductions @ 10% of the total bill shall be made. Depending upon the severity of negligence, the Registrar General, High Court of Uttarakhand reserves the right to blacklist the agency for a suitable period or from further participation in any of the jobs to be done for the High Court of Uttarakhand, Nainital. The decision of the Registrar General of the High Court of Uttarakhand shall be final and binding on the firm/agency.
- U. The Registrar General, High Court of Uttarakhand reserves right to decrease or increase the number of Generator Sets at its discretion. In that case payment will be decreased or increased proportionately.
- V. A register of surprise/routine checks shall be maintained by the contractor, which shall also be inspected by nominated Registrar, High Court of Uttarakhand.
- W. The Registrar General High Court of Uttarakhand, Nainital reserves the right to review the performance whenever so desires, and also to terminate the contract at any point of time during the tenure of the contract in case the performance and the service rendered by the contract firm is found to be unsatisfactory. The decision of the Registrar General shall be binding on the Contractor. Contract can also be terminated at any point of time if the above-mentioned work is no more required.
- X. The Registrar General, High Court of Uttarakhand, Nainital reserves the right to vary, amend or alter any terms and conditions of the Tender Document at the time of execution of the Annual Maintenance Contract.

Sd/-  
Registrar General  
High Court of Uttarakhand, Nainital

## Annexure-I

### Techno-Commercial Bid

TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF 11 (ELEVEN) GENERATOR SETS INSTALLED IN THE HIGH COURT AND RESIDENCES FOR HON'BLE JUDGES OF HIGH COURT OF UTTARAKHAND, NAINITAL

S. N.	Description	Indicate also page number where attached														
1.	Name, address & telephone number of the agency/firm															
2.	Name, designation, address & telephone number of authorized person															
3.	Please Specify as to whether tenderer is sole proprietor/ partnership firm/private or limited company.															
4.	Name, address & telephone number of Directors/Partners, Fax No., e-mail address															
5.	Copy of PAN Card issued by income Tax Department and copy of previous 3 Financial Year's Income Tax Return.															
6.	Valid ISO Certificate in this field, if any (Please attach copy)															
7.	Service Tax Registration No. (Please attach)															
8.	Latest Service Tax Return (Please attach).															
9.	Annual Turnover From AMC during last 3 years: 2009-10 _____ 2010-11 _____ 2011-12 _____ (Please attach proof in the form of Profit & Loss Account)															
10.	Experience Certificates of 03 years in providing services in Central Government/State Government/Public Sector Undertakings/ Autonomous Bodies.															
11.	Details of Bid Security/ Earnest Money Deposit/Tender Fee: a) Amount: b) Demand Draft/Fixed Deposit Receipt/unconditional Bank Guarantee: c) Date of issue: d) Name of issuing Bank:															
12.	Furnish the list of technicians with Educational Qualifications who will be deputed at the High Court of Uttarakhand, Nainital in the format given below-															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">S N</th> <th style="width: 20%;">Name</th> <th style="width: 20%;">Technical Qualifications</th> <th style="width: 15%;">Area of specialization</th> <th style="width: 15%;">No. of years of Experience</th> <th style="width: 15%;">Area of Experience</th> <th style="width: 10%;">Date of joining the firm</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	S N	Name	Technical Qualifications	Area of specialization	No. of years of Experience	Area of Experience	Date of joining the firm								
S N	Name	Technical Qualifications	Area of specialization	No. of years of Experience	Area of Experience	Date of joining the firm										
13.	List of clients with name, complete address and contact person with telephone number where the company is currently maintaining Generator Sets. Copies of Three such work order or any other documentary evidence from Govt. Departments/Public Sector Undertakings clearly showing that Generator Sets are being maintained should be attached.															

S N	Name of the Organization/Govt. dept/PSU with Contact person with tel. No.	Details of make of Generator Sets & Number of Generator Sets	No. of resident technicians provided	Period of contract	Contract value (Rs. In lakhs)

**Declaration by the Bidder:-**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in the tender document and undertake myself/ourselves to strictly abide by them.

**Signature of the Tenderer with Seal**

Note: Please indicate the page numbers where documents are attached. The entire Tender documents should be serially page numbered including enclosures.

Previous experience(s) of the services provided by the Agency to the Govt./Semi-Government Department and reputed/Ltd. Companies (minimum three years experience is essential)				
S. N.	Name	Billing Amount (in ₹)	Period	Status

It is certified that the particulars given above are true to the best of my/our knowledge/behalf and I/We have read terms/conditions and duties/responsibilities of the Technical Staff to be deputed for the purpose and have also understood the same and to hereby undertake to abide by the same without any reservations on any grounds whatsoever. In case of any breach of the said conditions, I/We shall be responsible for the consequences arising out of such situation(s).

Name & Signature of the  
Authorized Signatory of the Agency  
(with Seal of the Agency affixed)

Date: .....  
Place: .....



## Annexure-II

### Price Bid

#### Generator Sets to be brought under maintenance contract at the time of commencement of the Contract:

S N	Make	Installed at the residence etc.	KVA	Date of Purchase	Total Amount inclusive of all taxes and duties (₹)
1.	Cummins, Jakson with canopy	High Court premises	200	03.04.2006	
2.	Cummins, Jakson with canopy	High Court premises	140	2003	
3.	Cummins, Jakson	High Court premises	40	2003	
4.	Cummins, Jakson with canopy	Hon'ble the Chief Justice	40	04.09.2003	
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11.	Kirlosker without canopy	Guest House, Glenthorn	7.5	02.08.2003	
<b>TOTAL</b>					

- A. Total amount in Rupees = .....
- B. Less Discount (if any) = .....
- C. Net Total (A-B) = .....

Note:

- i. Actual number of Generator Sets may decrease/increase at the time of awarding of contract.
- ii. All the duties/taxes are to be clearly mentioned by the firm.

All the terms and conditions of the tender for providing Comprehensive AMC of Generator Sets are acceptable to me.

Signature of Contractor with Seal

## CERTIFICATES

### ***WE CERTIFY THAT:***

1. We will not LEAK/DISCLOSE any information of the High Court of Uttarakhand to any other institutions/organizations.
2. The rate of TAXES /DUTIES mentioned in the tender is in accordance with the provisions of the rules in all respects and the same is payable to the Authorities.
3. The Comprehensive AMC of 11 (eleven) Generator Sets offered by our firm shall be of the best quality strictly in accordance with the specifications and particulars as detailed in the tender.
4. The information furnished by us in the tender are true and correct to the best of our knowledge and belief.
5. We have read and understood the rules, regulations, terms and conditions of tender as applicable from time to time and agree to abide by them.
6. We shall not disclose any information/Data of the High Court to any other third party.

Authorized Signatory  
(Seal of the Company)