# COMP/BATT\_AMC/ENQ/09 26th September 2019

|  |
| --- |
|  |

Sub: Enquiry for Maintenance including Periodic checking of all UPS batteries

at our Head Office, Fairlee Place, Howrah & Liluah branch

Dear Sir,

We would like to invite quotations in a sealed envelope for on-site AMC of Maintenance including periodic on-load checking & maintaining log of all UPS batteries for the period 01/10/19 – 30/09/20 at our 4 branches as mentioned above.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Item | Qty. | Total Amt. (Rs.) | GST | Price inclusive of Tax (Rs.) |
| 1. | Maintenance & Periodic Checking of UPS batteries at Bank Head Office | L. S. |  |  |  |
| 2. | Same for Fairlee Place | L. S. |  |  |  |
| 3. | Same for Howrah | L. S. |  |  |  |
| 4. | Same for Liluah | L. S. |  |  |  |

The Scope of job & terms and conditions of AMC for Battery maintenance is enclosed as Annexure – I.

**You are requested to submit your quotation for 4 branches within 11th October by 16-00 hrs. at our above mentioned Head office address (10, Strand Road, Kolkata – 700 001).** Our Fairlee Place Branch address is: 17, N. S. Road, Kolkata – 700001. Our Howrah branch address is: DRM Building, E. Rly., beside Howrah station., Howrah – 711101. Our Liluah branch address is: C & W Workshop, E. Rly, Liluah, Howrah.

The qualified bidder will be judged depending on technical & commercial evaluation and the qualified bidder may be awarded contract for AMC. The bank in its own discretion can distribute items for AMC (Both Branchwise & Itemwise) among more than one qualified bidders.

Thanking you

Yours faithfully

Authorised signatory

D/A: As Above

(Authority: CEO’s approval dt. 26/09/19)

**ANNEXURE - I**

Scope of job for Battery Maintenance:

1. There are 6 UPSs at our Head Office, viz. 1 no. 5 KVA UPS running on 48 V system with 4 nos. 12V / 65 Ah Exide Make SMF batteries (outside UPS cabinet); rest 5 nos. 3 KVA UPS each running on 48 V system with 4 Nos. 12 V / 18 Ah Exide Make SMF batteries (inside UPS cabinet). Total 12 V/ 18 Ah – 20 Nos & 12V / 65 Ah – 4 Nos.
2. There are 1 UPS each at our rest 3 branches (Fairlee Place, Howrah, Liluah) all of which are running on 192 V system with 16 nos. 12V / 65 Ah Exide Make SMF batteries (outside UPS cabinet).
3. Preventive maintenance including periodic on-load checking & maintaining log in a proper register (to be counter signed by Branch-in-charge) must be made once in every month on a mutually agreed date in consultation with Branch-in-charge
4. In addition to that the branch should be attended on SOS basis on receipt of call.
5. Report should be notified as soon as some batteries become weak / faulty with recommendation of rectification (either single battery or full set replacement).

Battery Maintenance terms and conditions:

1. In this case all service calls are very critical. Hence, all service calls are to be attended within 2 to 3 working hours from the time of receipt of the call. In case a service call is registered within 2 PM, it must be attended within the same day. For a service call after 2 PM, attempt should be made to attend the call on the same day but it must be attended within forenoon of the next working day.
2. The Battery should be made functional within 4 – 8 working hours with suitable by-pass / replacement / rectification.
3. Any low value items like screw / nut / battery connectors, etc. should be provided free of cost. However, Battery & other high value items should be procured by bank.
4. The bank will provide your authorised service persons full and free access to the Battery & related item on call and will also provide necessary infrastructure like Electrical Power, Table, etc. All the tools & tackles are to be brought by your service person.
5. In case By-pass system is not made functional within 2 working days from the date of service call, the bank will reserve the right to get them rectified from other source and the necessary expenses will be charged on you for payment, failing which the contract will be terminated.
6. Half-yearly advance payment (50% each) will be made within 30 days on submission of proper bill. Rest 50% payment will be done after successful completion of AMC for first 6 months (within 30 days on submission of proper bill after 6 months).
7. Non-fulfilment of contract will attract imposition of interest @ 18% on the whole advanced amount and the advanced amount plus the interest will have to be paid by THE VENDOR to the bank.