

**HIGH COURT OF JAMMU & KASHMIR**

**NOTICE INVITING TENDER**

No.: TENDER-JKHC/7/2017

Dated: 07-07-2017

**Subject:- Tender for Comprehensive Annual Maintenance Contract of DG sets.**

Sealed Tenders are invited for the Comprehensive Annual Maintenance Contract of DG sets installed in the District Courts in the State of Jammu & Kashmir from manufacturing companies, reputed vendors/dealers, registered, bonafide, reputed, experienced and eligible firms who have executed similar nature of maintenance work in Government Ministries/Departments, Semi-government organizations including Public Sector Undertakings/autonomous bodies and satisfying all other terms and conditions in this tender document.

1. **Instructions to the tenderers:**

Tenders will be invited in sealed envelope consisting of Techno-commercial & Price Bid. The bid shall be made and put in the sealed single envelope containing the title **“TENDERS FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF DG SETS OF THE DISTRICT COURTS IN THE STATE OF JAMMU AND KASHMIR.”** and addressed to the **“Central Project Coordinator (e-Courts), High Court of Jammu & Kashmir”** and submitted latest by 24-07-2017 4:00 P.M. The Tender shall be opened on next working day at 11:30 A.M in the Office of Central Project Coordinator, High Court of Jammu & Kashmir in presence of parties or their representatives if they chose so. Bids received after due date and time shall not be considered.

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:**

- 3.1. The place of performance of AMC will be Courts in the State of Jammu & Kashmir (as per "**Annexure-A**").
- 3.2. It will be duty of the Contractor to have the credentials of the Service Engineers verified and certified.
- 3.3. It must be noted that number of DG sets may increase or decreased at the sole discretion of the High Court of Jammu & Kashmir. In that case, payment will increase/decrease proportionately.
- 3.4. Number of items proposed to be covered under the AMC:

S. No.	Particulars	Numbers
1.	DG sets	24

4. **Duties and responsibilities: -**

- 4.1 The vendor should attend to all the complaints, irrespective of its nature.
- 4.2 Maintaining the DG sets in perfect working condition.
- 4.3 To attend the complaints without fail within shortest possible time and in no case shall exceed 2 days downtime.
- 4.4 To depute service engineer to check the DG sets and rectify the problem immediately to make it functional.
- 4.5 To replace all such parts which are damaged and which cannot be repaired to keep the DG sets in good working condition.
- 4.6 To use only **Genuine Original spare parts** of manufacturing companies in the DG sets.
- 4.7 To carry out preventive maintenance on monthly basis of all the DG sets and to submit the report to the concerned Pr. District and Sessions Judge who after attestation shall forward the same to Registrar General, High Court of J&K.
- 4.8 To maintain extra inventory of hardware items of the DG sets.

- 4.9 To maintain highest order of integrity, moral and social responsibility and decorum of the Courts.

5. **Eligibility Criteria:-**

- A. The Agency applying should possess valid Income Tax, PAN No., TIN No. and Service Tax Account No. The Agency should have a minimum experience of 03 years in providing complete Annual Maintenance of DG Sets in Central Government / State Government Departments/Public Sector Undertakings/Autonomous Bodies/reputed Private organizations.
- B. The tenderer must have an average annual turnover of Rs.10 Lakh during the last three years in the field of sales, supply and maintenance of DG sets.
- C. Copies of the following documents should be submitted along with the Bid.
- a. Service Tax Certificate.
  - b. Income Tax PAN No.
  - c. Income Tax Return for the last three years i.e. 2013-14, 2014-15 and 2015-16.
  - d. Valid TIN / VAT registration details .
  - e. Latest Service Tax Return.
  - f. Documents along with proof regarding experience of 3 years in providing similar services in Central Government/State Government /Public Sector Undertakings/Autonomous Bodies / reputed Private sector.
  - g. CA Statement showing average turnover for the last three financial years.
  - h. The Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty Five Thousand Only) through a Demand Draft/FDR/CDR/unconditional Bank Guarantee.
  - i. Tender fees of Rs. 500/- in the form of Demand Draft drawn in the name "**The Registrar General**",**High Court of Jammu & Kashmir**" payable at Srinagar.