

FERRO SCRAP NIGAM LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)
EQUIPMENT CHOWK, CENTRAL AVENUE
POST BOX NO. 37
BHILAI 490 001(C.G)
(website - www.fsnl.nic.in)

PHONE :2222474, 2222475

FAX :2220423, 2223884

E-mail : nivedit.mathur@fsnl.co.in

ENQUIRY REF. NO. FC/ 851 / 2023 DT. 10-03-2023

Dear Sir,

Please submit your "Quotation" in "sealed cover " addressed to the Dy. General Manager (MM), M/s. Ferro Scrap Nigam Ltd., with our Enquiry No., Date & Due Date and "Quotation" superscribed on cover, for the job(s) mentioned below: -

The quotation in sealed cover as above should reach us latest by **2.30 p.m.**, on **17/03/2023** and shall be opened on the same day at **3.00 p.m.**

S/n.	Description	Qty.	Charges for Annual Mait. of each UPS Without GST (Rs.)	Total Rate (Rs.) Without GST(Rs.)
1)	To carryout the Annual Maintenance Contract for 5 KVA Online UPS Without Battery, Make : UNILINE For a period of one year	05 Nos	Rs.-----	Rs.-----
2)	Advance GST @_____%			Rs.-----
3)	Grand Total (i.e. Sl No. 1 + Sl No. 2)			Rs.-----

General Note :-

1. The above items are required for our Corporate Office Bhilai - 04 Nos. and 01 Nos. UPS is installed at DR Server Room (Transit House, Sector 10, Bhilai). Hence, you are requested to quote F.O.R., basis.
2. Please refer to the terms & conditions are shown in the **Annexure-II** to this enquiry and confirm each point in your quotation.
3. Bidders may visit our Corporate Office between **9 AM to 5 PM** on working days (**except 2nd & 4th Saturdays and Sundays**) for any clarification before submitting the offers.
4. Each page should be signed by authorised signatory of the tenderer and name & designation should be mentioned along with rubber stamp/seal of the tenderer as a token of acceptance.

Note:- Interested vendors for the item/job mentioned in this tender can apply for vendor registration by submitting vendor enlistment form available in our website www.fsnl.co.in for future participation in tenders after enlistment. Vendors who are already enlisted with FSNL can only participate in this tender.

Scope of Work :-

- 1) The above contract shall be valid for as per above mentioned period. The UPS are to attended by your service engineer one in every quarter for regular cleaning, adjustment end routing checking of the health of the UPS. However, in the event of any breakdown in the UPSs you have to depute your service engineer with 24 hours on receipt of our call either by telephone or fax or e-mail to rectify the faults etc.
- 2) If any UPS goes under breakdown which needs major repair, you will have to arrange a substitute/ replacement till the existing one is thoroughly repaired by you and put into service.
- 3) Please refer to the terms & conditions in the separate Annexure-I enclosed herewith and confirm each point in your quotation.

Note:- All above UPSs are installed at our FSNL Corporate Office, Equipment Chowk, Central Avenue, Bhilai.

(NIVEDIT MATHUR)
SR.MGR(MM)

Annexure-I

1) You shall following services :-

- a). The service consists of both preventive and corrective maintenance and includes carrying out of the necessary repairs to the installed UPS.

The preventive maintenance shall be carried out from your Engineers at our Corporate Office, Equipment Chowk, Central Avenue, Bhilai every month.

After the preventive maintenance or breakdown maintenance concerned personnel of FSNL at Corporate would sign the field service report or issued a certificate.

- b). Spares parts required for the maintenance of UPS and / or correction of faults will be supplied by you at no extra cost to FSNL. You may use new or repaired parts at your own sole discretion to maintain the UPS.
- c). You shall provide maintenance services, normally from 9 a.m. to 5 p.m. (Monday to Saturday) to keep the UPS in goods working condition and order. However in case the situation warrants the services shall be provided by you at any time or any day as desired by FSNL without ay extra cost.
- d). Ferro Scrap Nigam Limited can get the U.P.S. repaired at the risk and cost of the agency in case of its failure to maintain the UPS to the satisfaction of Ferro Scrap Nigam Limited.
- e). FSNL can terminate this work order with one month notice if the performance is not satisfactory or if the present system is upgraded without any risk and cost to FSNL.

2). The maintenance service does not include:-

- a). Electrical work external to UPS.
- b). Damage resulting from any accidents, fire, lighting, transportation during change of site, neglect or misuse, failure or unclean electrical power, air-conditioning or humidity control.

3). Care of the equipment :-

- a). FSNL shall take all necessary precaution to keep the site, power and other environmental conditions of the site at all times.
- b). FSNL shall take care to ensure that rats, insects etc. Do not involle the site and damage the system especially cables.

- 4). AMC charges :- AMC charges should remain firm till the work order is fully executed. In the event of your failure to render the periodical maintenance under this work order, we reserve the right to deduct the proportionate charges for the period you have failed to render the service.

- 5). GST :- Tenderer are requested to provide GST details as per **Annexure-II & III** and also mention the percentage of GST applicable extra separately & the rate should be quoted exclusive of GST.

- 6) **GST Registration** :- Tenderer shall ensure that their GST Registration and GST No. is valid and active at the time of opening of the tender.
- "If in case the GST status is found invalid & not active, their offer is liable for rejection".
- 7) **Validity** :- The contract shall be valid for a period of one year, however the same can be extended for a further period of **on/two/three years** subject to your satisfactory performance and mutual agreement.
- 8) **Payment** :- Payment shall be made on quarterly basis after submission of your bill **within 30 days**. You shall submit a copy of the field service report signed by concerned person or a certification from competent authority of satisfactory performance after attending calls/ regular visits alongwith the bills.
- 9) Please state your Banker's Name, Branch, Account No. Pan No. & IFS Code reference.
- 10) **Penalty** :- In case of machine breakdown and failure on the part of the agency to attend to the call within 24 hours of receipt of call (Specifying the nature of the breakdown in detail), and rectify, FSNL may impose a penalty of Rs.100/- per day for the period the system is down, subject to the following :-
- a) For the purpose of computing the delay on the part of the agency to attend to the breakdown calls the Holidays/ Sundays/ Half Days working shall not be included.
 - b) Penalty shall not be applicable if the system is made function, by making alternative arrangements. Only if the whole system is down and it could not be used for any purpose whatsoever.
- 11) **Guarantee** :- The UPS serviced by you under the AMC shall be deemed to perform totally trouble free. In the event of any defect developed after servicing the same shall be rectified by you free of cost.
- 12) **Risk Purchase** :- In the event of your failure to execute the order, we reserve the right to get the same executed through some other source and the extra cost thereof including the GST shall be recoverable/ Payment from you.
- 13) **Dispute** :- Should any dispute as regards quality, quantity, specification, interpretations of the purchase order terms or methodology for execution of supply arise, the decision of FSNL will be final and binding upon you.
- 14) **Quotations Containing** :- Quotations containing any other conditions other than those stated herein will be treated as conditional offer, which will be rejected.
- 15) **Arbitration** :- All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award given in pursuance thereof shall be binding on you.

- 16) **MSME :-** Tenderer(s) falling under MSME category and having valid registration certificate with NSIC, are required to submit registration certificate to enable us to consider under MSME, so that applicable benefits/facilities shall be provided as per procurement policy of Government of India.
- 17) The execution of the job against this work order should not adversely affect the environment, health and safety of the organization.
- 18) were no debaring action against them by any Govt. organization/ CPSE/ Court. Further vendors who are found blacklisted at any later stage their bid/offer shall be liable for cancellation.
- 19) Also, those vendors who cannot execute the job/supply as per the order, FSNL in its sole discretion reserves the right to cancel the order and blacklist the firm without any notice.
- 20) **Termination of order :-** FSNL reserves the right to terminate the order at 15 day's notice without assigning any reason(s) or incurring any liability thereby.
- 21) **Jurisdiction :-** Disputes, if any, arising out of this transaction are subject to provisions of competent court having jurisdiction over Durg.
- 22) **Blacklisting :-** You have to declare that you have never been blacklisted and/or there were no debaring action against you by any Govt. organization/ CPSE/ Court. Further if you are found blacklisted at any later stage your bid/offer/order shall be liable for cancellation.
- 23) **Regret letter :-** Please forward your regret letter in case you do not wish to quote.

Signature :
Name (in block letter) :
Designation :
Rubber Stamp of the Co. :

ANNEXURE- II

Please indicate the @% of GST applicable and provide copy of GST Registration Certificate.
Tenderers are requested to provide following information for GST Compliance:-

Vendor Name	Name of Authorised Person under GST with Mobile No. & Email ID.	Place of Business		GST Regn No. (GSTIN)	Whether under Composition Scheme		HSN Code No.
		Principal Place of Business	Additional Place of Business		Yes	No	

Date :

Signature

:

Name (in block letter) :
Designation :
Rubber Stamp of the Co. :

ANNEXURE- III

Following undertaking is to be provided by Contractor/ vendor's at the time of submission of quotation :-

1. (a) We agree to do all things not limited to providing GST invoices or other documentation as per GST law relating to the above supply, payment of taxes, timely filling of valid statutory returns for tax period on the Goods and Service tax portal etc. that may be necessary to match the invoice on GST common portal and enable FSNL to claim input tax credit in relation to any GST payable under this Agreement or in respect of any supply/ service under this agreement.
- (b) In case the Input Tax Credit of GST is denied or demand is recovered from FSNL on account of any non-compliance by the vendor/supplier/contractor, including non-payment of GST charged and recovered, the contractor shall indemnify FSNL in respect of all claims of tax, penalty and/or interest, loss, damages, costs, expenses and liability that may arise due to such non-compliance.
- (c) Contractor/Vendor shall maintain high GST compliance rating track record at any given point of time.
- (d) The Contractor/ Vendor shall avail the most beneficial notification, abatements, exemptions etc., if any, as applicable for the supplies/services under the Goods and Service Tax.
2. Any invoice issued in favour of FSNL shall contain the following particulars:-
 - a. Name, address and GSTIN of the supplier;
 - b. Serial number of the invoice;
 - c. Date of issue;
 - d. Name, address and GSTIN of the recipient (FSNL Unit/C.O)
 - e. Name and address of the recipient and the address of the delivery, along with the State and its code;"
 - f. HSN code of goods or Accounting Code of services;
 - g. Description of goods or services;
 - h. Quantity in case of goods and unit or Unique Quantity Code thereof;
 - i. Total value of supply of goods or services or both;
 - j. Taxable value of supply of goods or services or both taking into discount or abatement if any;"
 - k. Rate of tax (Central Tax, State Tax, Integrated Tax (for inter-state supply), Union Territory Tax or cess);"
 - l. Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax (for inter-state supply), Union Territory Tax or cess);"
 - m. Place of supply along with the name of State, in case of supply in the course of inter-state trade or commerce;"
 - n. Address of the billing where the same is different from the place of supply.
 - o. Signature or digital signature of the supplier or his authorised representative on Invoice.
3. GST invoice shall be prepared in triplicate, in case of supply of goods, in the following manner:-

- a. The original copy being marked as ORIGINAL FOR RECIPIENT;
 - b. The duplicate copy being marked as DUPLICATE FOR TRANSPORTER and
 - c. The triplicate copy being marked as TRIPLICATE FOR SUPPLIER.
4. GST invoice shall be prepared in duplicate, in case of supply of services, in the following manner: -
- a. The original copy being marked as ORIGINAL FOR RECIPIENT; and
 - b. The duplicate copy being marked as DUPLICATE FOR SUPPLIER.
5. In case of any advance given against any supplies contract, the supplier of the goods shall issue Receipt Voucher containing the details as prescribed in the GST Acts 2017 read with GST Rules, 2017.
6. For the purpose of the above mentioned requirements, the contractor/vendor shall provide necessary documents as may be necessary and shall allow inspection of the same to concerned authorities.

All the above terms & conditions are acceptable to us.

Date :

Signature :
Name (in block letter) :
Designation :
Rubber Stamp of the Co. :