



**REPCO HOME FINANCE LTD
ADMINISTRATION DEPARTMENT**

**AUDIT, SUPPLY, INSTALLATION, AND COMPREHENSIVE AMC (WHERE EVER
REQUIRED) OF UPS, INVERTER AND BATTERIES FOR RHFL BRANCHES – PAN INDIA.**

Repco Home Finance Ltd, invites Tender in two parts for audit, supply, installation, and maintenance (wherever required) of UPS, Inverter and Batteries Vendor for RHFL branches – Pan India.

The last date for submission of the Tender is **25th November, 2025 on or before 17:00 hrs.**
For further details please visit the “Tender” section at the website
<https://www.repcohome.com/>.

**Place: Chennai
Date: 11, November 2025**

**Chief Operating Officer
Repco Home Finance Ltd
Chennai.**

SCHEDULE OF TENDER (SOT)

Sl No	Item	Details
1	Name of the Department	Administration Department, Repco Home Finance Ltd, Chennai
2	Tender name	Audit, supply, installation and comprehensive maintenance of UPS, Inverter and Batteries at RHFL branches pan India wherever required.
3	Tender no.	RHFL/CHENNAI/ADMIN/022/25-26
4	Mode of Tender	OFFLINE
5	Date of Notice Inviting Tender (NIT)	11 th November, 2025 from 10:00 Hrs. onwards
6	Tender Fees	Nil
7	Starting of Tender for submission	11 th November, 2025 from 10:00 Hrs. onwards
8	Date of closing of tender for submission of Techno-Commercial Bid.	25 th November, 2025 at 17:00 Hrs
9	Date & Time of opening of Tender (Part-I)	12:00 Hrs. on 26 th November, 2025
For more details, please contact:- 7824899113 or 8778906697		

ELIGIBILITY CRITERIA (Documents to be attached)

Eligibility Criteria for participating in the Tender: Company/Firm/Agency who fulfills the following pre-qualification criteria is eligible to apply:

A	Composition of the firm	Full particulars (whether the contractor is an individual, or partnership firm, or a company, or Proprietorship, etc.,) of the composition of the firm of contractors in detail should be attached along with the name(s) and address(s), of the partners. The Articles of Association/ Power of Attorney/other relevant documents to be attached.
B	Registration	Copy of PAN Card, GST registration, etc. must be attached as part of the eligibility condition.
C	Duration of past experience / Work experience	Only those contractors who have minimum 5 years of experience in the field of undertaking similar works like 'Audit, Supply, Installation, and Maintenance of UPS, Inverter and Batteries' shall be eligible for participation. a) Copy of work orders issued for works undertaken between April 2021 to September 2025 and its client certificates/completion certificates along with copies of Income Tax returns during this period. b) Minimum 10 work orders to be enclosed for a value of 1 lakh per work order. c) Minimum 5 work orders to be enclosed for the value of 2 lakhs and above. d) Client List, indicating details, as specified, (including Contact No. and E-mail address of the Contact person) of the works carried out for them.
D	SME/MSME Certification	Must have necessary SME/MSME certification in case of a manufacturer or valid dealership certificate in case of dealer/distributor.
E	Turnover and credit worthiness for the last 3 years	The Bidder should have a minimum average annual turnover of Rs.5 crore during the last 3 financial years.
F	Name(s) and address(es) of the clients and their present contact executives & details of completed works	Information about the names and addresses of their clients along with full details, like names, postal address should be given.
A tender submitted by a bidder who is found to be not satisfying the above criteria will be liable for rejection		

Terms and Conditions

1. Successful Bidder has to sign a Rate contract with RHFL to fix a price for 1 year for the Audit, Supply, Installation and Maintenance of UPS, Inverter and Batteries to all RHFL branches, within 15 days.
2. Awarded vendor has to visit all our RHFL branches and submit a detailed report consisting of below, upon verification;
 1. Electricity load report,
 2. Sufficient UPS, Inverter and batteries are available or not,
 3. Status of existing UPS, Inverter and Batteries,
 4. In AMC period any fault in UPS or inverter then the same has to be brought to RHFL's notice with quotation.
 5. Electrical wiring needs to be done for changeover of power supply
3. Based on the branch-wise report RHFL will analyze and release P.O (Purchase Order) to the successful bidder
4. For Auditing RHFL Branches, No travel expenses will be reimbursed from RHFL, the Vendor has to arrange on their own.
5. Bidder shall raise an invoice for auditing fees for RHFL offices.
6. The above Exercise has to be completed within 5 months from the date of signing rate contract with RHFL.
7. After releasing the P.O (Purchase order) within 10 working days' the bidder has to complete and submit the report to RHFL along with the payment invoice.
8. After change of new UPS based on the recommendation then till warranty period Bidder has to support for any claims
9. In AMC (Annual Maintenance Contract) period calls have to be attended within 24 to 36 Hrs in person and Replacement of UPS has to be done within 3 days.

10. In AMC period successful Bidder has to visit all the branches at least two times in a year. The visit report has to be submitted along with RHFL Branch Manager Seal and signature with date.
11. RHFL takes 10 working days to release the payment from the date of the submitting the completion report.
12. The bidder shall dismantle and take away old UPS, Inverter and Batteries from the premises under buy-back. A consolidated rate may be quoted in the price bid. The amount quoted under buy- back will be deducted from the amount quoted for providing new UPS, Inverter and Batteries, the final amount will be considered for payment.
13. The service provider shall comply with the compliance requirements outlined in the RHFL Information Security Policy, Cyber security Policy, and other applicable policies and procedures.
14. **Tenders to be submitted in a sealed cover super-scribing the “Audit, Supply, Installation, and Maintenance of UPS, Inverter and Batteries at RHFL PAN India Branches.**

S.No	Region	States to be Covered
1	Ahmedabad	Gujarat, Madhya Pradesh, Rajasthan
2	Bangalore	Karnataka
3	Chennai	Tamil Nadu
4	Coimbatore	Tamil Nadu, Kerala
5	Hyderabad	Telangana
6	Madurai	Tamil Nadu
7	Pune	Maharashtra
8	Salem	Tamil Nadu
9	Trichy	Tamil Nadu
10	Tiruvannamalai	Tamil Nadu
11	Vizag	Andhra Pradesh, Jharkhand, Odisha, West Bengal
12	Hubli	Karnataka

Commercial Bidding: Three separate covers needs to be submitted as mentioned below

- 1) All Types of online UPS and inverter cost KV wise and Batteries cost AH wise
- 2) Separate quotation is to be provided for the auditing of RHFL premises in PAN India

- 3) For comprehensive AMC of UPS and Inverter (Annual Maintenance Contract) separate quotation need to submitted

GRIEVANCE MECHANISM:

Any Vendor participating in this process but aggrieved by the decision of the Company may submit his/her representation in writing (within 10 days of completion of the process) to:

**The Chief Operating Officer,
REPCO HOME FINANCE LTD,
Third floor, Alexander Square,
New No: 2, Sardar Patel Road,
Guindy, Chennai - 600 032.**
