

त्रिपुरा विश्वविद्यालय  
TRIPURA UNIVERSITY

(केन्द्रीय विश्वविद्यालय / A Central University)  
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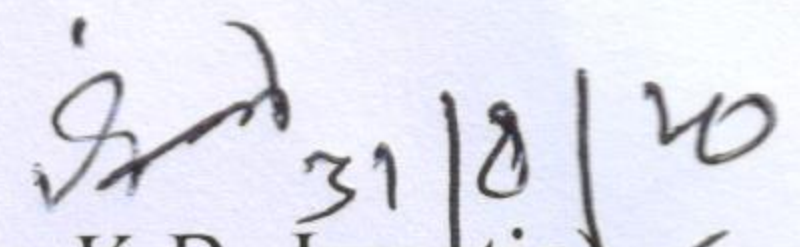
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Date: .....August, 2020

NOTIFICATION

This is notified for information of all concerned that an Uninterrupted Power Supply (UPS) policy has been prepared. An online form shall be circulated to collect UPS-related information from all the university sections.

Enclo: UPS Policy Document

  
(Dr. K.B. Jamatia)  
Registrar (I/c)

Copy to:

1. The Dean, Faculty of Science, TU.
2. The Dean, Faculty of Arts & Commerce, TU
3. The Dean of Students Welfare, TU
4. The Finance Officer(i/c), TU
5. All HODs.....
6. All Officers
7. To All Members of The UPS Committee
8. P.S. to the Hon'ble Vice-Chancellor, Tripura University

## Uninterrupted Power Supply (UPS) Policy of Tripura University

**Policy 1:** The proposal for repairing and maintaining UPSs shall be on a 'half-yearly contract rate chart basis'. The details of working and faulty UPSs inside the Tripura University premises shall be collected via an online Google form prepared by the UPS committee on a half-yearly cycle. Based on the UPS details collected, a tender shall be prepared by the office of the Finance Officer, Tripura University. After approval of the UPS committee along with the competent authority, the tender shall be uploaded by the office of the Finance Officer, Tripura University, on the university website. The collected quotes shall be opened by the office of the Finance Officer, Tripura University, and the UPS committee members for further processing and selecting vendors for a half-yearly contract.

Explanation of the 'Half Yearly Contract Rate Chart Basis':

(a) The vendors' selection for maintenance/repair/replacement shall be performed based on the lowest quoted rate (L1).

(b) At the end of three months, vendors shall submit a comprehensive report and bills to the UPS committee with the details on the maintenance/repair/replacement of UPSs carried out during the specified three months.

(c) After submission of the report and bills by the vendor, the UPS Committee shall arrange for final verification of the maintenance/repair/replacement by the office of the Executive Engineer, Tripura University. After due verification, the UPS committee shall recommend and forward the report and bills duly signed by the Chairman of the UPS committee to the office of the Honourable Vice-Chancellor, Tripura University, for further processing, validation, and subsequent disbursement of the payment to the vendor as per the pre-approved contract rate chart.

**Policy 2:** For resolving urgent UPS related faults/problems, the following six steps shall be followed:

Step 1: If any department or office of the University finds any difficulty in availing an uninterrupted power supply despite the UPS facility in their office/department, they should lodge a complaint at the office of the Executive Engineer, Tripura University over telephone/email/in-person immediately. The phone number and email id for lodging urgent UPS related problems are +91-9774515220 and ups@tripurauniv.in.

Step 2: After receiving the complaint, the office of the Executive Engineer, Tripura University, shall send a team of electrical experts to check whether the fault is related to UPS or electrical power. The team shall also perform the necessary disconnection of electrical power from the UPS for safety purposes if required.

Step 3: If the team of electrical experts from Engineering Cell diagnoses the fault is related to UPS failure and not due to any electrical connection outside the UPS, then the Electrical Engineer shall inform in writing the diagnostics to the concerned HOD/In-Charge mentioning the details of UPS, i.e., its kVA, brand, and other related specifications. The written communication may preferably be made via email whenever possible.

Step 4: The HOD/In-Charge where UPS is installed shall send an email to the Chairman of the UPS Committee enclosing the letter/email provided by the Electrical Engineer.

Step 5: The Chairman of the UPS Committee shall arrange to contact the preapproved UPS vendor to resolve the matter as soon as possible.

Step 6: After resolving the problem, the respective vendor shall submit a 'UPS problem resolution report' duly forwarded by the concerned HOD/In-Charge of the department/office to the Chairman of the UPS Committee via email.

**Policy 3:** Until and unless maturity of Policy 1 or non-enforcement of Policy 1 or transition period of renewal of new contract or fresh call for quotes, the Chairman of the UPS committee and Electrical Engineer, Tripura University shall sort out urgent UPS related problems as per GFR rule 154 of 2017.

**Policy 4:** Requisition for the purchase of new UPS shall be done as per the prevailing system after getting a recommendation from the UPS committee.

**Policy 5:** The UPS committee shall meet once in a month and send an action taken report to the office of the Honourable Vice-Chancellor, Tripura University. All the meetings of the UPS committee shall be conducted in physical, online or hybrid mode (physical and online).