

MoES/NCCR/ITM/UPS AMC/29/2018

Date: 12.07.2018

Online Tender submission due date : 24.07.2018, 5PM

NOTICE INVITING E-TENDER (LIMITED – Two Cover System)

To
As per list enclosed

You are invited to submit your most competitive **ONLINE** quotation through the Central Public Procurement (CPP) portal web site <https://eprocure.gov.in/eprocure/app> in **Two cover system (Technical and Financial)** on or before the prescribed date and time for **Providing Annual Maintenance for UPS units.**

Manual bids shall not be accepted except for the original documents/instruments if any mentioned in this tender.

The details of tender items are available in the tender document (**Annexure 1**), which can be downloaded from <http://www.icmam.gov.in> and Central Public Procurement (CPP) portal web site <https://eprocure.gov.in/eprocure/app> and the bid is to be submitted **ON-LINE** only on <https://eprocure.gov.in/eprocure/app> till the last date and time of submission of tender.

1. Brief Details of Tender

S.No	Details	Description
(i)	Name of Supply/Work	Providing Annual Maintenance Service for UPS units (45nos)
(ii)	Tender reference No.	MoES/NCCR/ITM/UPS AMC/29/2018
(iii)	Required Validity of Bid	120 Days from the date of opening of Tenders.
(iv)	Tender document fees	Nil
	EMD Fee	Nil
(v)	Language of Bid	English
(vi)	Bid Currency	Indian National Rupee (INR)
(vii)	Tentative date of public tender	12.07.2018 or later

2. Complete tender can be viewed and submitted through <https://eprocure.gov.in/eprocure/app>. To use the Electronic Tender portal <https://eprocure.gov.in/eprocure/app>, bidders need to register on the CPP portal.

3. **Important instructions to bidders for online bidding**

3.1 The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) portal <https://eprocure.gov.in.in/eprocure/app>, using valid Digital Signature Certificates.

3.2 **SUBMISSION OF BIDS**

- i) Bidder should log in to the CPP site well in advance for bid submission so that bidder can upload the bid in time on or before the **bid submission date & time (24.07.2018, 5PM)**.
- ii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- iii) Bidders select the payment option as offline to pay the Tender Fee/EMD and enter details of the DD/BC/BG/others, if any asked in the tender.
- iv) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- v) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- vi) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- vii) **If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding.**

Bidders shall download the Schedule of Quantities & Prices, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (PRICE BID) only. The Technical bid also uploaded in CPP Portal in the appropriate place and the details of TECHNICAL BID is available in the tender document available in the CPP and National Centre for Coastal Research (NCCR, formerly ICMAM Project Directorate) websites.

If the template of Schedule of Quantities & Prices file is found to be modified/ corrupted in the eventuality by the bidder, the bid will be rejected.

- viii) Bidders shall submit their bids through **online e-tendering system** to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.**
- ix) After the bid submission (**i.e. after Clicking "Freeze Bid Submission"** in the portal), the bidders shall **take print out of system generated acknowledgement** number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening (if any) or for records.
- x) Bidders should follow the server time being displayed on bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- xi) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

3.3 ASSISTANCE TO BIDDERS

- (i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender of the relevant contract person indicated in the tender.
- (ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk and the Toll Free numbers are given in the website.
- (iii) Clarifications, if any required to be sought on this tender may be obtained through writing letter, addressed to The Director, NCCR, II Floor, NIOT Campus, Velachery- Tambaram Main Road, Pallikaranai, Chennai- 600100 (OR) email to icmam@icmam.gov.in (OR) contact 044-66783599.
- (iv) Bidders should submit/upload their bid in CPP Portal, digitally signed and placed in appropriate covers/places only.

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Terms and Conditions to the Bidders

1. **Nature of Work:** Comprehensive AMC of UPS (batteries are excluded and they will be provided by National Centre for Coastal Research (NCCR, formerly as ICMAM Project Directorate), whenever required, available at NCCR, Chennai and the details are given in the following section.
2. The period of contract is approximately one year from the date of work order.
3. **Eligibility Criteria:**
 - 4.1 The firm should be in existence for over three years in the trade with the maintenance/sales business of UPS. **Necessary proof (Registration/Incorporation Certificate) should be submitted along with quotation.**
 - 4.2 The firm must be registered with the Service Tax Department (GST No.). The details of registration numbers of the firm for GST No. / PAN / TIN Numbers should be provided. **Necessary proof for GST/PAN /TIN should be submitted.**
 - 4.3 The bidder should be an OEM or authorised AMC service partner of APC / Schneider Ltd. Necessary proof in the form of letter of authorization OR valid dealership certificate (copy of other types of certificates not acceptable) from APC / Schneider, **should be enclosed with the quotation by the bidder** and **without this document, quotation will not be considered for evaluation.**
 - 4.4 The **Bidder should have a local office in Chennai** so that they can attend the faults with minimal travel time of their service engineers. For this purpose, **complete address details should be furnished by the bidder, in their letterhead.**
 - 4.5 Average **Annual financial turn over during the last 2 years** ending 31st March of previous year should be at least **Rs.10 lakhs**. Necessary proof in the form of P&L account/balance sheet/CA certificate/Bank report should be enclosed.
 - 4.6 Experience of having successfully completed similar works as on the date of tender should be either of the following, executed during last 3 years:
 - a) 3 similar completed works OR from UPS sales, costing not less than Rs.3 lakhs each.
 - b) 2 similar completed works OR from UPS sales, costing not less than Rs.5lakhs each .
 - c) 1 similar completed work OR from UPS sales, costing not less than Rs.6lakhs.

Necessary proof in the form of **copies of work/supply orders should be submitted.**

The TECHNICAL BID without the above said necessary documents (specified in points 4.1 to 4.6) will be rejected and will not be considered for evaluation. The TECHNICAL and FINANCIAL BIDS should be submitted ONLINE ONLY, through CPP E procurement

Portal (<https://eprocure.gov.in/eprocure/app>), on or before the due date of tender submission.

The bidder is expected to examine all instructions forms, terms and specifications in the tender document. **Failure to furnish all information required as per the tender document or submission of bids not substantially responsive to the tender document in every respect, will be at bidder's risk, and may result in rejection of the bid.**

Scope of Work

- 5.1 The scope of work covers comprehensive maintenance of UPS located at (excluding batteries & the batteries shall be provided by NCCR and all necessary OEM spare components should be supplied/installed by service provider without any additional cost) National Centre for Coastal Research (NCCR), Chennai and the details of UPS units are given in following section.
- 5.2 **On Call Maintenance:** The service provider should attend and restore UPS power to the system on the next working day in the case of minor faults or battery replacement and a maximum of 5 working days in the case of parts replacement, for which the service provider should provide a stand by unit within two working days from the date of complaint.
- 5.3 **Preventive Maintenance:** The service provider should complete preventive maintenance services for all UPS units capacity and they should monitor the status (for ups $\geq 2\text{kVA}$ only) of batteries and submit report during PM calls. The status of batteries of individual users also report in general service reports.
- 5.4 **Other:** All the UPS units should be properly labeled for AMC identification and stock verification. The service provider shall be responsible for the maintenance, repair, replacements and supply of required parts, etc. The dismantled parts can be taken by contractor after the replacement. All spares to be used in this work shall be genuine spare parts and the same shall be procured / serviced from the OEM.
- 6 **Period of Contract:** The contract shall be initially for a period of one year (approximate) and extended to same duration on the basis of performance of past year with the same price & quantity mentioned in quotation. However, the contract can be terminated at any time by either party after serving advance notice of one month. However, NCCR shall have the right to terminate the contract at any time without assigning any reason, whatsoever to the firm.
- 8 **Agreement:** The notice inviting tenders, conditions of the tender and the duly completed forms of the tender will be part of the agreement to be executed by the successful contractor and they

will be part of the work order.

- 9 **Payment:** Payment shall be made pro-rata on quarterly basis at the end of each quarter after certification of satisfactory work, by scientist of NCCR. Penalty if any, shall be deducted from the running payments.

10 **Penalty:**

i) If during the contract period, the firm fails to maintain any UPS unit to the entire satisfaction of Scientist of NCCR then NCCR shall realize the cost of such particular unit as a penalty by way of deducting from the contractor's bill.

ii) Individual unit UPS should be attended and rectified within two working days and if not possible, the contractor should provide a standby unit.

ii) In case any UPS remains un-repaired for 3 weeks or more NCCR shall be at liberty to get the UPS serviced/repaired/ replaced from outside agencies available locally or at outstation at the risk and expense of the contractor and total expenditure in this regard by way of cost of spare parts, repair charges, traveling charges of service engineers of repair agency or NCCR personnel as the case may be, incurred by NCCR will be deducted from the contractor's bills.

iii) In case any UPS unit is not serviceable, the contractor should provide a replacement unit, which is equivalent or higher capacity of same brand without any cost from NCCR.

11 **Safety:**

11.1 It shall be the duty of the party/bidder to acquaint his staff with all safety regulations as proposed by any statutory authorities. All liabilities, owing to injury/death due to negligence or miscommunication or during discharging regular work of the staff of the party/bidder, will be to the party/bidder and what so ever the work, in any case NCCR will not be responsible for any liabilities of injury/death, etc. It's the duty of party/bidder to guide the staff regarding the standard safety measures.

11.2 All staff of the contractor while working on electrical installation & infrastructure should use adequate safety/protection equipment such as: a) Electrical safety gloves. b) Rubber shoes/ chapal. c) Safety belt. d) Earthing discharge rod. e) Insulated line tester.

f) The workmen shall execute the work as per IS code of practice of relevant equipments

12 **Force Majeure:**

The firm shall not be liable for forfeiture of any liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations

under the Contract is the result of an event of Force Majeure.

For purposes of this Clause, "Force Majeure" means an event beyond the control of the firm and not involving the firm's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of NCCR either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Firm shall promptly notify NCCR in writing of such conditions and the cause thereof. Unless otherwise directed by NCCR in writing, the Firm shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event

- 13 **Resolution of Disputes:** All disagreements, disputes, difference that may arise between the Wildlife Institute of India and the Firm which cannot be resolved through mutual negotiations shall be referred to an Arbitrator appointed in accordance with the provisions of relevant Indian Law as the case may be. The venue of the proceedings and arbitration shall be Chennai, Tamil Nadu, India
- 12 **Jurisdiction:** The obligations and liabilities arising out of this contract shall be construed in accordance with the laws of Union of India. The Court in Chennai, Tamil Nadu shall have the exclusive jurisdiction to try all or any of the dispute.
- 13 **Notices:** Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e-mail and confirmed in writing to the other party's address specified in the contract. A notice shall be effective when delivered or on the notice's effective date, whichever ever is later
- 14 The Contract shall not be assigned or sublet in whole or in part by the Firm without prior written consent of NCCR. Any assignment of subletting of the contract or any interest there in or any money due or to become due by the reasons of the terms shall be null and void without prior written consent of WII having been obtained.
- 15 Tenders which do not fulfill any or all of the above conditions or incomplete, are liable for rejection.

16. List of Items covered under this AMC

S.N	StockRegNo	Item & Year of Purchase	SI.No.	AT
1	S. No.382, P.58	APC Smart UPS SUA1500I(2014)	B21447050022	AAO
2	S. No.382, P.58	APC Smart UPS SUA1500I(2014)	B21447050015	AO
3	S. No.355, P.46	SUA1500I (5/10) (2011)	AS1112111563	DM
4	S. No.355, P.46	SUA1500I (10/10) (2011)	AS1137243247	DM/Karth
5	S. No.355, P.46	SUA1500I (2/10) (2011)	AS1133123363	DM/Nag
6	S No.180, P. 82	APC BUP 1000I UPS(1/10)(2003)	BB0250001222 (Re)	DM/Nag
7	S. No.325, P.38	APC SURT2000XLI (1/2) (2010)	JS0939006015	DM/Nag
8	S. No.325, P.38	APC SURT2000XLI (2/2) (2010)	JS0939006030- RepIB21126000610	DM/SRM
9	S. No.352, P.46	APC SURTD5000UXI (2/2) (2011)	B21120000395	DM/SRM
10	S. No.374, P.54	APC Smart SUA1500I UPS (2014)	AS1219240822	KR
11	S. No.355, P.46	SUA1500I (7/10) (2011)	AS1129220814	PMA
12	S. No.382, P.58	APC Smart UPS SUA1500I(2014)	B214470500018	PMA/Dbar/GIS
13	S. No.382, P.58	APC Smart UPS SUA1500I (2014)	B214470500024	PMI
14	S. No.382, P.58	APC Smart UPS SUA1500I (2014)	B214470500027	PMI
15	S. No.382, P.58	APC Smart UPS SUA1500I(2014)	B21447050013	PMI
16	S. No.318, P.36	APC SU1500VA UPS (1/3)(2010)	AS0916232000	PMI
17	S. No.318, P.36	APC SU1500VA UPS (3/3)(2010)	AS0731220096	PMI/Subra
18	S No.249, P. 14	APC 2.2 KVA UPS(2/2)(2006)	JS0627026656	RSK
19	S. No.355, P.46	SUA1500I (4/10)(2011)	AS1137243296	RSK
20	S. No.355, P.46	SUA1500I (6/10) (2011)	AS1133123412	RSK/Aroc

21	S No.249, P. 14	APC 2.2 KVA UPS(1/2) (2006)	JS0627026704	RSK/Rajn
22	S. No.382, P.58	APC Smart UPS SUA1500I (2014)	B21447050010	RSK/Sath GISla
23	S. No.382, P.58	APC Smart UPS SUA1500I(2014)	B21447050008	RSK/GISlab Vip
24	S. No.382, P.58	APC Smart UPS SUA1500I(2014)	B21447050014	Office
25	S. No.374, P.54	APC Smart SUA1500I UPS(2014)	AS1211240362	SKD
26	S. No.349, P.44	APC SUA 1500VA UPS(2/3)(2011)	AS1114132897	SP
27	S. No.374, P.54	APC Smart SUA1500I UPS(2014)	AS1223130686	SRM
28	S No.180, P. 82	APC BUP 1000I UPS(9/10)(2003)	JB0315051696/YS03 TS 20584 (Re)	
29	S. No.318, P.36	APC SU1500VA UPS (2/3)(2010)	AS0612330944	TU
30	S. No.349, P.44	APC SUA 1500VA UPS(1/3)(2011)	AS1048141478	TU
31	S. No.355, P.46	SUA1500I (8/10)(2011)	AS0730110912	USP
32	S. No.352, P.46	APC SRC10000 UXI (1/1)(2011)	6S1026Z00032	VR
33	S. No.355, P.46	SUA1500I (9/10) (2011)	AS1112111557	VR
34	S. No.355, P.46	SUA1500I (1/10)(2011)	AS1129220745	VR
35	S. No.355, P.46	SUA1500I (3/10)(2011)	AS1112121120	VR
36	S No.180, P. 82	APC BUP 1000I UPS(4/10)(2003)	JB0315041716(F)	VR
37	S No.199, P. 88	APC 3 KVA UPS (2004)	JS0432022306/JA..5	VR
38	S No.255, P. 14	APC 2.2 KVA UPS (2006)	JS0627026693	VR/302
39	S. No.374, P.54	APC Smart SUA1500I UPS(2014)	AS1211240519	VR/302
40	S. No.349, P.44	APC SUA 1500VA UPS(3/3)(2011)	AS1114132952	VR/Comm
41	S No.180, P. 82	APC BUP 1000I UPS(3/10)(2003)	JB0315046615	VRR/Ezhilr
42	S. No.382, P.58	APC Smart UPS SUA1500I(2014)	B21447050023	VRR/Gay

43	S No.173, P. 80	APC SUA 1500 UPS(2003)	AS0211234311	VRR/Kumare
44	S No.214, P. 4	APC 3KVA (proc with equip)(2005	JS0439001613	VRR/LabVis
45	S. No.345, P.44	APC SURT 3000XLI (2011)	ES1014001712	VRR/LabVis

NOTE: For financial evaluation, the total AMC price only be considered for evaluation of L1 bidder and not on the basis of individual AMC prices of the units.

NCCCR