

An Autonomous Institute of the Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India

STORES AND PURCHASE SECTION

E-mail	spm@niab.org.in		Address
Telephone	+91 40 2304 9404		D. No: 1-121/1, 4 th & 5 th Floors, Axis Clinicals Building,
Telefax	+91 40 2304 2740		Miyapur, Hyderabad, Telangana,
Website	www.niab.org.in		India - 500049

TENDER / BID DOCUMENT

NOTICE INVITING SEALED TENDERS /QUOTATIONS (SINGLE BID)

(SINGLE BID SYSTEM = Technical specification and price to be quoted in single quotation)

Director, NIAB, Hyderabad, invites sealed offers from reputed manufacturers or their authorized agents for the supply of the following items.

SN	Name of item	Qty.	Tender No Put this Ref. No. on the top of cover	Bid Type
1	02 years AMC for UPS (Details as per specification) <u>Detailed Specification mentioned in Chapter 2 , Page No -5</u>	As per specification	NIAB/SP/2015-16/03	<u>SINGLE Bid</u>

TENDER EMD (REFUNDABLE)	Rs Nil /-	Tenders without TENDER FEES / EMD (if applicable) will be rejected.
TENDER FEES (NON - REFUNDABLE)	Rs 500 /-	
MODE OF PAYMENT OF EMD/FEES	Demand Draft of any nationalized/commercial bank. Demand Draft must be enclosed along with the quotation. Please mention firm name & contact no, tender ref no backside of demand draft.	
DD IN FAVOUR OF	<u>National Institute of Animal Biotechnology</u> payable at Hyderabad.	
TENDERS TO BE SUBMITTED TO	Stores & Purchase Manager National Institute of Animal Biotechnology (NIAB), D. No. 1-121/1, 5 th Floor, Axis Clinical Building, Opp. to Cine Town, Miyapur, Hyderabad, Telangana , India - 500 049	
LAST DATE & TIME FOR SUBMISSION	16-10-2015 up to 14.00 hrs	Please strictly adhere to the dates / times mentioned in this document.
DATE & TIME FOR OPENING OF TENDER	16-10-2015 at 14.30 hrs	
PLACE OF OPENING	Store and Purchase section - NIAB , Hyderabad	
PRE-BID MEETING	No Pre-Bid meeting. (Contact information given at the end of this document for queries (if any) about tender.	
The objective of Pre-Bid Meeting is to provide a platform for clarifying issues and clearing doubts, if any, about the specification and other allied technical / commercial details of the bid document. This is also an opportunity to question the bidding conditions and the bidding process. Bids should be submitted only after the PBM if any so as to take care of the changes made in the bidding document. The prospective PBC participants should inform their intention to participate and send written queries at the email santosh@niab.org.in, spm@niab.org.in sufficient before PBC date to enable us to keep the response ready. The changes made to the bidding document subsequent to the PBM shall be treated as amendment to this bidding document and the same shall also be hosted on NIAB website.		

BID DOCUMENTS CHAPTERS

Chapter 1: Application Form to be submitted with Quotation.

Chapter 2: Important Terms and Condition

Chapter 3: Standard Forms, (To be submitted by the bidders)

Please refer to the detailed specifications & important points / clauses / terms and conditions mentioned in this document as per above chapters. Please read all points of BID Document very carefully before submission of your bid.

This Tender/Bid shall be submitted in Single Bid

Single bid means total offer/bid/Quotation with EMD / Tender Fees (if applicable), all terms and conditions, price quote & technical literature/details etc. required formats in and as one single document & in One Single Envelope.

Please Check and submit all forms and formats to be submitted with quotations as per chapter No 3. Offers/BID without this shall be summarily rejected.

The competent authority in NIAB will have full right to reject any/all offer(s) without assigning any reason thereof and does not bind itself to accept the lowest or any other tender and full authority to postpone the tender issue date, submission /opening date or to alter any other condition of tender as per Policy/Committee recommendations of NIAB for which no claim from whomsoever will be entertained.

Sd /-
Manager (Stores & Purchase)
For Director, NIAB

Chapter 1: THE DETAIL SCOPE OF WORK

THE DETAIL SCOPE OF WORK

The AMC to be executed at NIAB Hyderabad (Miyapur office) . The scope of work includes Comprehensive Maintenance of UPS Systems of capacity 1KVA, 2-KVA ,3KVA, 5 KVA, 6 KVA, **UPS as per the enclosed schedule.**

This maintenance of contract shall remain in force from tentatively 01/11/2015 to 31/10/2017 (02 years from the award of contract and can be extended further one more year after completion of contract, subject to adherence to all conditions/ as per contract.)

The payment shall be made quarterly on satisfactory completion of the job and T.D.S as applicable will be deducted. Any penalty liable to be paid will be deducted at the time of payment of quarterly charges.

The UPS as per the details given at the end of chapter 2, can be inspected by the interested tenderers on any working day between 10.00 hours to 1600 hours except between 1300 to 1400 hours.

DETAILS OF THE SERVICES REQUIRED TO BE RENEDEDERED BY THE CONTRACTOR IN AMC

- ✓ Quarterly preventive maintenance visit (**Total visit = 4 in a year**) Periodical inspection is to be done by the contractor's specialized technicians to ensure smooth running of UPS System with batteries and its associated accessories/equipment.
- ✓ UPS should be attended within 24 hours from the time of lodging the complaint in case of a fault. The firm should have a telephone and mobile phone facility so that the complaint can be lodged and the same to be attended immediately.
- ✓ Batteries should be maintained as to give full voltage to the UPS.
- ✓ Technical man power to look after the functioning and maintenance of UPS.
- ✓ **Batteries are not covered in AMC.** All other Cost of consumables items such as H.R.C fuses, super fuses etc. and worn out parts and broken parts and other replaceable parts shall be borne fully by the contractor. In the event of any damage in any part/equipment of the UPS, the same will be replaced by the contractor at his own cost and UPS will be kept in fully operational state all times during the contract period.
- ✓ Stand by UPS will be provided if delay is in service. The response time for attending the fault shall be within 24 hours at the site. The AMC party will rectify the faults within 24 hours' time, failing which they will have to provide respective items equivalent/higher configuration UPS, as stand by, for smooth functioning of Institute works.
- ✓ Where any items/parts/components need replacement, the same shall be replaced with the same make, specification and brand of item / competent / part shall be replaced free of cost, failing which a standby system shall be provided.
- ✓ The contractor shall make his own arrangement for cleanliness of UPS systems.

Chapter 2: Important Terms and Condition & Details of UPS

1	Only those companies who have sufficient experience of maintenance and running of UPS with excellent performance and are in a position to appoint experienced/ITI trained person should respond to this tender notice. They should furnish proof of their competence giving their details of work during last 03 years and the current ones along with certificate from all such establishments on their performance for which they have worked or working. Any information suppressed by them in this regard will be treated as disqualification at any stage resulting into forfeiture of security deposit.
2	<u>The penalty Clause</u> Besides the Agreed preventive visits, the firm shall also to be attended the Complaints/breakdown within 24 hrs. The UPS should be attended by the firm's engineer within 24 hours from the time of lodging the complaint in case of a fault. If the UPS remains unattended for the complaint for 24 hrs after lodging the complaint and if the UPS remains non-functional beyond 2 days, it will be counted as "penalty days". The validity of contract period shall be extended by the total number of "penalty days" during which time the contractor should continue to render the maintenance/operation service under the contract without any additional remuneration. In addition to each penalty day, the contractor will be liable to pay a penalty fee Rs. 500/- per day and the same will be deducted from the bill submitted by the contractor. Consequential, damages and losses arising out of any faulty maintenance/service/repair will be recovered from the contractor at the time of payment of bills. If any particular UPS is found to be under repeated failures due to poor servicing or replacement with inferior parts or when troubleshooting is found to have been performed in piecemeal by the AMC Agency, such instances will also be subject to levy of penalties. If such repetition occurs more than 3 times in a month causing an aggregate, such aggregate downtimes for 7 days or more in each case will invite penalty.
3	The security deposit furnished by the successful bidder for AMC will be released after the conclusion of AMC period without any interest.
4	The contractor shall arrange all Tools & Plants required for the above maintenance work from his own sources and no extra will be paid on this account.
5	Contractor shall in no case lease/transfer/sublet/appoint sub-contractor or care taker to render the services under the Contract.
6	No other person except Contractor's authorized representative shall be allowed to enter NIAB, Hyderabad premises.
7	Within NIAB, Hyderabad premises, the Contractor's personnel shall not do any private work other than their normal duties.
8	Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep NIAB indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
9	The personnel engaged by the Contractor are subject to security check by the NIAB Security Staff at any time and the Contractor shall ensure their presence for the said purposes.
10	Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. NIAB shall have no liability whatsoever in this regard and the Contractor shall indemnify NIAB against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.

11	Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. NIAB shall have no liability whatsoever in this regard and the Contractor shall indemnify NIAB against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.
12	In case of any default by the Contractor and in any of the terms & conditions (whether General or Special), NIAB may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 10 days' notice in writing to the Contractor and without incurring any financial liability whatsoever towards the Contract.
13	The successful tenderer should take over the maintenance of the UPS immediately after the contract is awarded or from the date mentioned in the letter awarding the contract is awarded and in any case not later than 20 days from the date of award. If he fails to takeover, the award will be cancelled and the work may be given to else without any references to the original awarded.
14	The Institute reserves the right to cancel the Agency's bid/agreement, if any information provided by the vender is found unverifiable or untrue during the selection procedure or the AMC period.
15	Bids in which any of the furnished particulars and prescribed information of agency are inadequate or incomplete in any respect or in which counter-conditions by the agency are imposed, are liable to be rejected. This tender is not transferable and the successful bidders shall not request for or allowed, on its own, to devolve or sub-contract or transfer the awarded contract to any other person/agency either before or after commencement of the contract period. Sub contract of the AMC not allowed.
16	No tenderer will be allowed to withdraw the tender rates after opening of the tender. If any tenderer withdraws the rates, the EMD amount (IF ANY) deposited by him will be forfeited and he will be disqualified from participating in any future tender of the Institute.
17	The Courts/any other Tribunal or Forum in Hyderabad alone shall have exclusive Jurisdiction with regard to any matter/dispute relating to or arising out of this contract.

The UPS Details for which AMC for 02 years is required

The same can be inspected by the interested tenderers on any working day between 10.00 hours to 1600 hours except between 1300 to 1400 hours.

Sl.No	UPS Brand and Model	Kva	Serial No	Qty
1	APC , SRC1000 UXIND	1Kva	B21304000663	1
2	APC , SRC500ux1	5Kva	6S1240Z00196	1
3	APC , SRC500ux1	5Kva	6S1243Z00066	1
4	APC .Pro BR1000G IN	2 Kva	E21338008557	1
5	Compact system (P) LTD	1Kva	A01SWKS1k20826	1
6	Compact system (P) LTD	3Kva	681L13H00160	1
7	Compact system (P) LTD	3Kva	964L13H00525	1
8	Compact system (P) LTD	3Kva	1.4043E+14	1
9	Emerson	6Kva	120506AS9873	1
10	Exotic MF 1103L8	2KVva	EON0440813	1
11	Exotic MF 1103L8	3Kva	EON0450813	1
12	Eaton E series DX	1Kva	120920-52580054	1
13	Consul	2 Kva	2U030H2013144761	1

Chapter 3: Standard Forms, (To be submitted by the bidders)

Format of Financial BID **Comprehensive Annual Maintenance Contract for UPS systems at NIAB**

The rate quoted will be valid for 90 days from the date of opening of tender document. All rates shall be written both in figures and in words. Corrections if any, are to be made by crossing out, initialing and rewriting. In case of discrepancy between the words and the figures the rates indicated in words shall prevail. All overwriting/cutting, insertions shall be authenticated and attested by the agency. Rates should be offered unconditionally and if rates are submitted with any conditions, such tenders are liable to be rejected. The rates quoted by the contractor for comprehensive maintenance is inclusive of all the consumables / spare parts to maintain the UPS systems **EXCUDING BATTTRIES**.

The following format should be printed on letterhead and submitted along with Form A documents.

Format of Quotation/ price BID

Sl.No	UPS Brand and Model	Kva	Serial No	Qty	Discounted unit Cost for 02 years	Total cost
1	APC , SRC1000 UXIND	1Kva	B21304000663	1		
2	APC , SRC500ux1	5Kva	6S1240Z00196	1		
3	APC , SRC500ux1	5Kva	6S1243Z00066	1		
4	APC .Pro BR1000G IN	2 Kva	E21338008557	1		
5	Compact system (P) LTD	1Kva	A01SWKS1k20826	1		
6	Compact system (P) LTD	3Kva	681L13H00160	1		
7	Compact system (P) LTD	3Kva	964L13H00525	1		
8	Compact system (P) LTD	3Kva	1.4043E+14	1		
9	Emerson	6Kva	120506AS9873	1		
10	Exotic MF 1103L8	2KVva	EON0440813	1		
11	Exotic MF 1103L8	3Kva	EON0450813	1		
12	Eaton E series DX	1Kva	120920-52580054	1		
13	Consul	2 Kva	2U030H2013144761	1		
ADD TAX						
AMC Final Cost including all for 02 years						

Competent Authority to sign:
Name, Designation:
Date with stamp & seal of organization

FOR ANY QUERY -- Contact Details of NIAB for this tender	
Send email	santosh@niab.org.in spm@niab.org.in
call on	040 – 23049404 (S & P section)

The following form should be submitted by firm along with quotation.

DETAILS TO BE ATTACHED WITH QUOTATION

1	1. Name of the Company/Firm : 2. Name of Authorized Person 3. Office Address : 4. Phone No. : 5. e-mail address : 6. Mobile No. :																			
2	Status (Whether Company/ Proprietary/ Firm/ Individual/Any other)																			
3	Annual Turnover of Last 02 years 2013-14 2014-15																			
4	Sales Tax registration Number Permanent Account Number VAT/TIN Number																			
6	Client List for the same item (Write first client of Hyderabad/AP (if any) & then other part of India).	<table border="1"> <thead> <tr> <th data-bbox="681 1070 826 1111">Sr No</th> <th data-bbox="826 1070 1145 1111">Name of client</th> <th data-bbox="1145 1070 1516 1111">Location /Contact Details</th> </tr> </thead> <tbody> <tr><td data-bbox="681 1144 826 1184">1</td><td></td><td></td></tr> <tr><td data-bbox="681 1218 826 1258">2</td><td></td><td></td></tr> <tr><td data-bbox="681 1292 826 1332">3</td><td></td><td></td></tr> <tr><td data-bbox="681 1366 826 1406">4</td><td></td><td></td></tr> <tr><td data-bbox="681 1440 826 1480">5</td><td></td><td></td></tr> </tbody> </table>	Sr No	Name of client	Location /Contact Details	1			2			3			4			5		
Sr No	Name of client	Location /Contact Details																		
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5	Hyderabad based local service support available? If Yes, give all following details. Location /Address of Service Centre ,Name of Technical /In charge Person / Qualification, Phone/Fax/Email :-	Yes / No																		

Please attached “FORM A” with correct documents along with financial bid.
Please (Write “Yes” or “No” in boxes) in following table to certify that the
required documents are enclosed or not with this bid document.

FORM A

SN	Documents Description	(Write "Yes" or "No" in boxes)
1	Copy of Sale tax Registration No	
2	Copy of PAN No	
3	Copy of Service tax Registration No	
4	Copy of ASC/AMC orders executed in Government / PSU's along with the particulars (qualification, experience etc.) of the Service Engineers/Technicians deployed by the firm, no. of machine being covered etc. The company should have undertaken AMC for at least one Central Government /Public sector Unit (PSU), for a minimum of 01 year in last three financial year.	
5	Copy of Company Profile. The firms/agencies intending to bid for the tender shall be a reputed organization in the field of UPS for the last 3 Years. Proof of the same , Client list should be given.	
6	Copy of last two income tax return .	
7	Copy of Annual turnover Proof / Balance sheet of last 02 financial year.	
8	Self-declaration certificate to the effect that the firm is neither blacklisted by any government department nor any criminal case registered against the firms or its owner / partners anywhere in India.	
9	Copy of certificate from two such establishments on their performance for which firm have worked or working	
10	This full Notice Inviting Tender (NIT) should be printed and hard copy to be submitted along with Technical BID. Tender Document with each page duly signed by the Bidder as token of acceptance. This Notice Inviting Tender (N.I.T) shall form part of the Tender Document.	
11	TENDER FEES / EMD if applicable is Enclosed. Demand draft is/are in favour of National Institute of Animal Biotechnology payable at Hyderabad. Firm's Name/Ref. No. Etc. Has Been Mentioned On The Back Side of DDs	

Suitable documents in proof for the conditions at 1 to 11 above shall be attached to the Price bids, failing which the bid may not be shortlisted for further process.

DECLARATION BY BID SUBMITTING FIRM

I have carefully gone through all the terms and conditions contained in this tender notice for Comprehensive on site Annual Maintenance Contract (CAMC) for UPS installed in various blocks/locations at NIAB ,Hyderabad . I declare that all the terms and conditions of the tender notice are acceptable to our company. Our company does not impose any terms and conditions of its own in respect of this bid being submitted for AMC. I further certify that I am an authorized signatory of the company and I am therefor competent to make this declaration. The decision of competent authority of NIAB with respect to this Tender-Result will be fully agreeable and binding on us. ***If our bid is accepted, we commit to provide a performance security @ 10 % of the BID value for due performance of the Contract as per NIAB policy and as per tender specification/ as per contract.***

Competent Authority to sign:

Name, Designation:

Date with stamp & seal of organisation:

Please take print of this full tender Document and submit this duly signed & stamped each page of this document as a token of acceptance of its conditions with above declaration and submit along with your quotation/bid