

# **Tender Document for Supply, Installation and Commissioning of UPS Batteries**

**Tender No. IKM/3305/2017**

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## **INFORMATION KERALA MISSION**

*(Local Self Government Department, Government of Kerala)*

Swaraj Bhavan, Nandancode, Kawdiar PO,

Thiruvananthapuram, Kerala 695003

Tel: 0471 2312230, 2315833

[www.infokerala.org](http://www.infokerala.org)

## Tender Notice

Tender No.& Date	: IKM/3305/2017 Dated 06/01/2019
Description	: Supply, Installation and Commissioning of UPS batteries.
Due Date	: 19/01/2019 Saturday, up to 15 hrs
Earnest Money Deposit	: Rs 1500/- (Rupees One thousand and five hundred only)
Date of Opening	: 19/01/2019 Saturday 16 hrs
Venue of Opening	: Information Kerala Mission, Swaraj Bhavan, Nandancode, Thiruvananthapuram, Kerala - 695 003

Sealed bids are invited for the Supply, Installation and Commissioning of UPS batteries as per the specification and schedule. The necessary superscription, due date for the receipt of bids, the date up to which the rates will have to remain firm for acceptance and the name and address of officer to whom the quotation is to be sent are noted above. Any quotation received after the time fixed on the due date is liable to be rejected.

Yours sincerely,  
Sd/-  
Executive Director

## Terms and Conditions

1. The sealed quotations are to be submitted in prescribed format on your business letter head duly stamped and signed and dated on each page of Part 'A', 'B' & 'C' as their unconditional acceptance to the terms prescribed by the IKM, details/supporting documents wherever applicable, if attached with the quotation should be duly authenticated by the vendor/s. No overwriting shall be accepted unless authenticated with full signature of the vendor/s.
2. Each quotation shall submit the offer in two separate sealed envelopes, Part A & Part B. Envelop No. 1 (mark the envelope as "No.1 Part A - Technical Bid"), Envelop No. 2 will contain only Part 'B' (mark the Envelope as "No.2 Part B - Financial Bid"). Both the sealed envelopes bearing No. 1 and 2 are to be put in the main envelop i.e. Envelop No.3.
3. The sealed bids duly superscribed, "Supply, Installation, Testing and Commissioning of UPS batteries", should be addressed by name to The Executive Director, Information Kerala Mission and sent at the IKM's address given below either by registered post/speed post/or by dropping in the tender box placed at IKM Headquarter & should reach on or before the last date and time.

*Address :*

The Executive Director,  
Information Kerala Mission,  
Swaraj Bhavan, Ground Floor,  
Nandancode, Kawdiar PO,  
Thiruvananthapuram, Kerala 695003

4. Bids received after the stipulated date and time shall not be entertained. IKM shall not be liable for any postal delays what so ever and quotation received after the stipulated time/date are liable to be rejected summarily without giving any reason.
5. Tenderer should submit along with the tender an Earnest Money Deposit as specified in the Tender Notice/Special Conditions with this tender. The deposit of the said amounts shall be carried out through the Part A Technical bid in the form of Demand Draft in favour of Information Kerala Mission. EMD is returnable and no interest will be paid for the earnest money deposited. If any tenderer withdraws from his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, deposited by him will be forfeited to Information Kerala Mission or such action taken against him as the Information Kerala Mission think fit.
6. Firms who are registered with the Stores Purchase Department or the Directorate General of Supplies & Disposals, New Delhi are exempted from furnishing Earnest Money. In such cases necessary proof should be submitted along with Part A Technical bid.

7. The Bid shall be opened on the scheduled time at the office of the IKM in the presence those tenderer(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a closed holiday or declared Holiday for the State Government offices, the due date for opening of the bids will be the following working day at the appointed date, time & venue.
8. IKM shall have the right to assess the competencies and capabilities of the Tenderer by going through the credentials given in the Technical Bid and on the basis of such credentials, IKM may reject the candidature of the Tenderer without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular Tenderer. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened and time and date for opening the financial bid shall be intimated separately.
9. Prices quoted should be FOR IKM premises Headquarters at Thiruvananthapuram and should be inclusive of all charges.
10. Though IKM prefers to deal with manufacturers/principal manufacturers directly, it may also consider the offers received through its authorized channel partners, provided the principal authorizes the said channel partner in this regard.
11. Delivery should be completed within two weeks from the date of the confirmed purchase order. Penalty for the late delivery would be levied at the rate of half percent per week subject to a maximum of 10 percent of the value of the order as has not been supplied during the stipulated period. In case of delay beyond fifteen days from the stipulated period, IKM may at its discretion cancel the order and arrange to procure the same from the next bidder on the panel/open market at the sole risk, cost and responsibility of the vendor.
12. The Bids shall be valid for at least 60 days from the date of opening of the bids.
13. The payment terms are 30 days for 100% payment upon successful as detailed above and acceptance of the supplied material. Vendor will be fully responsible for comprehensive technical support free of charge during the warranty period and in case of default, IKM will have the right to arrange maintenance at vendor's risk and cost.
14. The Bidder is required to study of its own the IKM's setup and the proposed requirements to avoid any kind of confusion, what so ever.
15. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Executive Director of the Information Kerala Mission. The award of the sole arbitrator shall be final. Place of such arbitration proceedings shall be at Thiruvananthapuram
16. The IKM reserves the right to accept or reject any or all quotations including the lowest quotation/s without assigning any reason at its sole discretion and the decision of IKM will be final and binding on all concerned.

17. The quantities indicated in Part “B” are tentative and may be increased at the sole discretion of IKM and the vendor shall have not right to claim any minimum/definite volume of business.

## **Special Conditions**

1. The material shall be new and unused supplied in original packing from the manufacturer clearly indicating manufacturing date, expiry date & price etc.
2. The quality of print should not be faint and should be legible and clear.
3. The supply, installation & Commissioning of battery will have to carry within one week from the date of issue of supply order.
4. Any goods found defective after purchase should be replaced free of cost to the satisfaction of IKM authorities.
5. The 100% payment will be made to successful bidder after successful installation, and testing of batteries at IKM.
6. Award of contract will be done after the bidder selected if found to be technically, commercially and financially acceptable to IKM.
7. The bid security/Performa all security deposit of the bidder would be forfeited, in case he refuses to honour the letter of intent issued by the IKM for supply of the materials.
8. Selected bidder has to execute an agreement in the prescribed Performa (Performance Security Bond Form) as per annexure I in a non-judicial bond paper of appropriate value for the supply of the materials as per the indent of IKM
9. Deposit 5% of the total value of the order towards security deposit in Bank Guarantee payable at Thiruvananthapuram and execute an agreement in stamp paper of appropriate value to be purchased (Specimen enclosed) within 7 days from the date of receipt of this order. The security deposit will be released within three months after the expiry of the warranty period.
10. Penalty: All faults of the battery during the warranty period shall be rectified on the same day. In case the firm fails to rectify within the time frame he has to provide a standby identical system on the next working day and take parallel action for replacing. If the firm fails to make the system working by any of the two options, penalty of Rs. 200/- (Rupees Five hundred only) will be imposed per working day per battery the next working day of the booking of the fault

## **Scope of Work**

- Supply, installation, testing and commissioning of UPS batteries as per specification, terms, conditions and time schedule.

- The batteries are to be installed in the existing battery rack for connecting to the existing 30KVA UPS.
- Existing connections cables may be used. If it is not suitable, bidder should supply necessary connection cables along with batteries.
- Buy back the existing 60 numbers of 75Ah SMF batteries, 5 years old.
- The installation location is inside the UPS room of IKM, located at Swaraj Bhavan, Nanthancode, Thiruvananthapuram.

## **Specification**

- Brand new UPS Batteries
- 12V, 75Ah, SMF batteries
- 2 years OEM warranty.
- Preferred make : Rocket/Quanta/ Hi-power

## Part A. Technical Bid

### INFORMATION KERALA MISSION

Swaraj Bhavan, Nandancode, Kawdiar PO,  
Thiruvananthapuram, Kerala 695003

#### PART A. TECHNICAL BID

Supply, installation, Testing and Commissioning of UPS batteries

1.	Name and complete address of the Tendered Company	
2.	Tele/Fax/E-mail/Cell No. of the Tendered Company	
3.	Contact person's name & designation and telephone No.	
4.	Details of registered office, if any, along with contact person's name and tele. No.	
5.	Legal status i.e. public / private limited / any other along with documentary evidence.	
7.	Income-Tax registration number along with documentary evidence.	
8.	GST registration number along with documentary evidence.	
9.	List of existing major clients to whom they supplied and installed UPS batteries successfully in last 1 year, installed and implemented with details of company, value of business, concerned person name & his telephone no. (Please attach full details)	
10.	Brochure/product datasheet of the product with detailed specifications.	

Date

Name and Signature of Bidder  
with Corporate Seal

## Part B. Financial Bid

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Thiruvananthapuram, Kerala 695003

#### PART B. FINANCIAL BID

Supply, Installation and Commissioning of UPS Batteries

<i>Sl No</i>	<i>Item</i>	<i>Qty</i>	<i>Unit Rate INR</i>	<i>Tax amount INR</i>	<i>Total amount INR</i>
1	Brand new UPS Batteries 12V, 75Ah, VRLA SMF batteries with 2 years OEM Warranty. Preferred make : Rocket/Quanta/ Hi- power	32 Nos			
2	Buyback of Existing 12V, 75Ah, SMF Batteries	60 Nos			
3	Installation, Testing and Commissioning charges	Lumpsum			
<b>4</b>	<b>Total (Sl Nos (1-2+3))</b>				

The quoted amount should be inclusive of all taxes.

Date

Name and Signature of Bidder  
with Corporate Seal



## **Annexure I : Technical Compliance**

(To be printed in the company letterhead duly signed by authorised signatory)

Make & Mode:

<b>Specification</b>	<b>Compliance (Yes/No)</b>	<b>Deviation (if any)</b>
12 V, 75 Ah		
VRLA SMF Battery		
2 Years OEM Warranty		

Authorised Signatory  
Corporate Seal