

TENDER DOCUMENT

No. 4-50(Vol.I)/IT/ICFRE/2015-16/319 date 30 .09.2015

FOR

ONSITE REPAIRING OF UNINTERRUPTED POWER SUPPLY (UPS) OF DISCRETE MAKE/ MODEL AND RATING AT ICFRE HEADQUARTERS



INFORMATION TECHNOLOGY DIVISION
INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION
P.O. NEW FOREST, DEHRADUN

Dmd
Asstt. Director General
(I.T. and Forestry Statistics)
Indian Council of Forestry
Research & Education
P.O. New Forest, Dehradun

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(I.T and Forestry Statistics)
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P.O.-New Forest, Dehradun

1. **TENDER SCHEDULE**

(a)	Sale of Tender Form	From 23.09.2015 to 14.10.2015 upto 1.00 pm (on all working days)
(b)	Last date & time for receipt of bids	14.10.2015 upto 1430 pm
(c)	Opening of tenders	14.10.2015 at 1500 hrs. The tenders shall be opened as per schedule in the Committee Room of ICFRE (Hqtrs.), Dehradun

Note:

1. In case the tender documents have been downloaded from the www.icfre.gov.in website or received by post/courier, an additional Demand Draft of ₹ 500/- in favour of DDO, ICFRE, Dehradun, be attached on account of tender document fee. This shall be non-transferable / non-refundable.
2. The vendors may send their representative during the opening of quotations as per the above mentioned date and time.
3. Tenders received after last date and time shall be summarily rejected. ICFRE shall not responsible for any postal delay or non-receipt/non-delivery of the documents. No further correspondence on this subject will be entertained.

2. **SCOPE OF WORK**

- a) The Indian Council of Forestry Research and Education (ICFRE) invites sealed tenders in the prescribed format for Cost of Onsite Repairing of Uninterrupted Power Supply (UPS) of Discrete Make / Model and Rating at ICFRE Headquarters as per the details given in **Schedule I**.
- b) The bidder shall quote rate of every individual UPS identified by an Official ID listed in the **Schedule I** and marked on the body of the UPS.
- c) The IT Division, ICFRE shall facilitate the pre-bid inspection of all the UPS listed in **Schedule I**. Cost incurred on such inspection shall be the obligation of the bidder and ICFRE shall not be responsible for the same.
- d) The quoted rates of repair must be valid for a period till 31.03.2016.
- e) The bid price shall be the sum total of repairing cost of all the UPS listed in **Schedule I**.
- f) The ICFRE will enter into a work contract with the shortlisted bidder and the work orders for repair of requisite UPS (*all or subset of UPS listed in Schedule I*) will be placed by the concerned User Office/Officer of ICFRE Hqtr. during the contract period.
- g) The contracted firm will have to ensure satisfactory repair of asked for UPS in full within the time stipulated in the work orders issued from time to time during the contract period.


- h) Since all such repaired UPS have to be included in ongoing Maintenance Contract of UPS at ICFRE Hqtrs. soon after its repair, hence all such repairs shall have to be compulsorily be carried out in supervision of the IT Division, ICFRE and in consonance with the vendor looking after the maintenance of UPS.
- i) In case of repairing requiring replacements of parts, the firm shall provide new and genuine spare parts, assemblies and subassemblies of similar or higher rating. Such replacements shall also be done in consonance with the vendor looking after the maintenance of UPS.
- j) The minimum limit shall be one unit.
- k) The contract will not guarantee issue of work order to the firm.

3. INSTRUCTIONS FOR BIDDERS

- (a) The prices are to be quoted in **Schedule - I** only and in no case any other price list shall be entertained. The quoted rate will not change under any circumstances.
- (b) Each page of the quotation document should be signed by the bidder with seal as a token of having read, understood and accepted the terms and conditions of this contract and shall be returned in original along with the bid submitted.
- (c) The quoted rates must be inclusive of all levies and taxes.
- (d) The duly filled in tender documents is to be submitted on or before the last date and time of submission under sealed cover to:
The Assistant Director General (IT & FS)
Room No. 31,
Indian Council of Forestry Research & Education
P.O. New Forest, Dehradun - 248006

4. CHECKLIST FOR THE BIDDERS:

- a) The **first envelope** must enclose following documents and must be marked in bold letter as "**QUALIFYING BID**"
 - i) E.M.D. of ₹ 5,000/- (Rupees five thousand only) in the form of Performance Bank Guarantee/FDR in favour of DDO, ICFRE, Dehradun.
 - ii) Demand Draft of ₹ 500/- on account of tender fee (in case the tender has been downloaded from website and not been purchased) in favour of DDO, ICFRE, Dehradun. The tender fee shall be non-transferable / non-refundable.
 - iii) A Certificate to the effect that the company is in the business of maintenance/repair of UPS for at least five years (from the authorized signatory of the company) as applicable. With supporting documents
- b) Dully filled **Form -1** : Particulars of the Tenderer
- c) Dully filled in **Form-2** : Bid Proposal Sheet.


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- vi) Proof of Service Tax / Sales Tax / VAT Assessment of last two financial years.
 - vii) PAN/TAN allotted to the company by the Income Tax Department.
 - viii) Proof of registration as company / firm.
 - ix) Copy of income tax returns filed in last two financial year.
 - x) Proof of having a functional office at Dehradun.
- b) The Second envelope must enclose the financial proposal and must be marked in bold letter as "FINANCIAL BID".
- i) Rates must be quoted in the **Schedule-I** only.
 - ii) Quoted rates should be inclusive of all levies and taxes in the attached proforma viz; **Schedule-I** only.


5. TERMS AND CONDITIONS

- a. While submitting the bid, the bidder shall be deemed to have read, understood and accepted all the terms and conditions stated in this Tender Document.
- b. The bidder shall indicate the complete address of the Company / Office and Service Centre along with the name(s) of the contact person(s) and their telephone / Fax / Mobile Nos.(s) and other particulars as per **Form-1**
- c. The bidder will furnish ₹ 5,000/- (Rupees five thousand only) as Earnest Money Deposit in the form of FDR / Bank Guarantee/ issued by any nationalised bank located at Dehradun, in favour of DDO, ICFRE valid for atleast six months. EMD of the successful bidder is liable to forfeited if firm violates any term and conditions laid down in the tender document.
- d. The ICFRE shall communicate its consent to the shortlisted bidder in the form of letter of intent. It shall be the binding on the bidder to submit the following within one week of receipt of Letter of Intent :
 - i) Formal letter of acceptance
 - ii) Non-Judicial stamp paper of Rs. 100/- and sign a 'Work Contract for the period valid till 31.03.2016.
 - iii) Performance Guarantee for ₹ 10,000/- (Rupees ten thousand only) in the form Bank Guarantee/FDR issued by a Nationalised Bank in favour of DDO, ICFRE, Dehradun, having validity of nine months from date of issue.
- e. Conditional tenders are liable to be rejected.
- f. The Assistant Director General (IT & FS), ICFRE reserves the right to accept / reject any or all tenders without assigning any reasons.
- g. The ICFRE does not bind itself to accept the lowest quote or part thereof.
- h. All information submitted or supplied in the formats of this quotation

document shall be presumed to be true to the best of knowledge of the bidder.

6. CONTRACT

- a) The tender document as a whole shall form the part of the Work Contract.
- b) If any part of the Work Contract does not correspond or agree with any other part, or if any question arises as to the meaning of the terms of the contract or as to the performance of the work, Assistant Director General (IT & FS), ICFRE shall determine the matter and his decision shall be final and binding upon the parties hereto.
- c) The Work Contract when executed by the parties hereto shall constitute the entire contract between the parties in connection with the works covered, and shall be binding upon the parties hereto or upon either of them unless the said modification shall be in writing and duly executed by ICFRE and the firm.
- d) The work contract shall not be assigned or sublet in whole or in part by the firm without prior written consent of Assistant Director General (IT & FS), ICFRE. Any assignment or subletting of this contract by the firm or any interest therein, or of any money due or to become due by reason of the terms hereof, shall be null and void without prior written consent of Assistant Director General (IT&FS), ICFRE having been obtained.
- e) Work contract will not guarantee any minimum number of work orders.
- f) The contractor will ensure satisfactory repair of the asked for UPS vide the respective work order placed by ICFRE from time to time.
- g) The Work Contract will be valid for a period till 31.03.2016. Assistant Director General (IT & FS) reserves the right to terminate the contract through a notice without assigning any reason if the services of the firm are found unsatisfactory or otherwise which may result in forfeiture of Performance Guarantee in part or full.
- h) This contract shall not be deemed an asset of the firm in any form.
- i) In case the contractor is unable to carry out repairs within stipulated period due to some unavoidable reasons the same may be informed to the concerned officer stating time frame within which the same will be made. The officer placing the supply order will notify his acceptance on the request or negotiate until an agreement is reached. In all cases the delivery time, as accepted by the contractor and the officer placing the order, shall be deemed to be the essence of the contract and the repairs must be completed within time. In case the contractor still fails to carry out repairs of the asked for UPS, the officer placing the order will have the right to get the asked for UPS repaired from the market


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and the difference between the approved rates and the market price will have to be born by the contractor and all such costs shall be recovered from the Performance Guarantee. Repetition of such instances by the contractor would result in termination of work contract and forfeiture of performance guarantee.

- j) If the contractor violates any of these terms and conditions, the PBG shall be liable for forfeiture, wholly or partly, as may be decided by Assistant Director General (IT & FS) and the contract may be cancelled with immediate effect.
- k) No legal proceedings to enforce any claim and no suite arising out of this contract shall be instituted except in a court of competent jurisdiction over Dehradun, Uttarakhand.

7. PAYMENT TERMS

- (i) Payment will be made within 30 days from the date of submission of bills in triplicate along with dully acknowledged service reports by respective users in accordance of the work order issued from time to time by the concern Office of ICFRE.
- (ii) The payment is subject to TDS as per Income Tax Rules / Laws. The ICFRE shall deduct such taxes, duties and any other statutory levies imposed by the Government on such charges as may arise from the implementation of the contract agreement.
- (iii) No claim on account of sales tax, service tax, VAT, work contract tax or any other taxes and duties presently in force for the material used for execution of the work awarded under the contract, will be entertained and all such taxes and duties shall be borne by the firm.
- (iv) The violation of any of these terms and conditions mentioned in the Tender Document, shall result in forfeiture of Performance Guarantee in part or in full, as may be decided by the Assistant Director General (IT&FS). Such decisions shall be the binding on the bidder / contractor.

8. ARBITRATION

Arbitration: Except where otherwise provided in the contract all questions and disputes whatsoever in any way arising out of or relating to the contract or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the contract or after the completion or abandonment thereof shall be referred to the sole arbitration of the person appointed by the Director General, Indian Council of Forestry Research and Education, Dehradun on his behalf at the time of dispute. There will be no objection to any such appointment that the arbitrator so appointed is an employee of ICFRE, or government servant or that he had to deal with the matters to which the contract relates or that in the course of his

duties as employee of ICFRE, or government servant, he had expressed views on all or any of the matters in dispute of differences. The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason shall be replaced by another person as decided by Director General, ICFRE, to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It shall also be a term of the contract that no person other than a person appointed by the Director General, ICFRE should act as arbitrator and if for any reason, that is not possible, the matter is not to be referred to arbitration at all. In all cases where the amount of the claim in dispute is ₹ 50,000/- and above, the arbitrator shall give reasons for the award.

Subject as aforesaid, the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

Services under the contract shall, notwithstanding the existence of any such dispute, question or controversy, continue during arbitration proceedings and no payment, due or payable by ICFRE or the firm shall be withheld on account of such proceedings unless such payments are the direct subject of the arbitration. Reference to arbitration shall be a condition precedent to any other action at law.

9 PREPARATION OF PROPOSAL


The proposals must consist of two separate sealed envelopes as follows:

The **first envelope** must enclose following documents and must be marked in bold letter as "QUALIFYING BID" and the **Second Envelope** must enclose the Financial proposal and must be marked in bold letter as "FINANCIAL PROPOSAL". Both the envelopes must be sealed in a separate outer envelope and must be clearly marked "DO NOT OPEN EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE" and "ONSITE REPAIRING OF UNINTERRUPTED POWER SUPPLY (UPS) OF DISCRETE MAKE / MODEL AND RATTING AT ICFRE HEADQUARTERS".

A. The **first envelope** marked in bold letter as "QUALIFYING BID" and **must contain the following documents :**

- i) E.M.D. of ₹ 5,000/- (Rupees five thousand only).
- ii) Demand Draft of ₹ 500/- on account of tender fee (in case the tender has been downloaded from website and not been purchased) in favour of DDO, ICFRE, Dehradun. The tender fee shall be non-transferable / non-refundable.

A Certificate to the effect that the company is in the business of


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maintenance/repair of UPS for at least five years (from the authorized signatory of the company) as applicable. With supporting documents

- iv) Dully filled **Form 1** : Particulars of the Tenderer
- v) Dully filled in **Form 2** : Bid Proposal Sheet.
- vi) Proof of Service Tax / Sales Tax / VAT Assessment of last two financial years.
- vii) PAN/TAN allotted to the company by the Income Tax Department.
- viii) Proof of registration as company / firm.
- ix) Copy of income tax returns filed in last two financial year.
- x) Proof of having a functional office at Dehradun from last 5 years.

- B. The **Second Envelope** must enclose the Financial proposal and must be marked in bold letter as "**FINANCIAL PROPOSAL**". Rates must be quoted in the **Schedule-I** only.

10. SUBMISSION OF PROPOSAL

Qualifying Bid and Financial Bid should be sealed in two separate envelopes and then the two envelopes in turn sealed in a common envelope. The proposals should be clearly distinguished by writing on the cover, "Qualifying Bid" and "Financial Bid". The outer envelope must be clearly marked "DO NOT OPEN EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE" and "ONSITE REPAIRING OF UNINTERRUPTED POWER SUPPLY (UPS) OF DISCRETE MAKE / MODEL AND RATTING AT ICFRE HEADQUARTERS"

The proposal must contain no interlineations or overwriting except as necessary to correct errors made by the concerned themselves, in which cases such corrections must be initialed by the person or persons signing the proposal. Completed proposal must be delivered on or before the stated time and date.

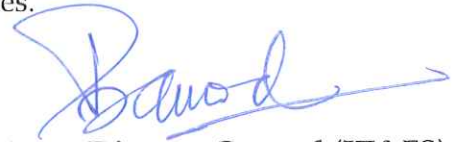
11. PROPOSAL EVALUATION

The bid shall be checked for all qualifying documents submitted by the bidder in the first envelope and disqualification amongst these documents shall lead to the rejection of the bid in toto.

The evaluation committee will determine if the financial proposals are complete and without computational errors. The total bid price shall be the sum total of cost of repairing of all the UPS listed in **Schedule I**. The lowest bidder shall be eligible for award of Work Contract.

However, the ICFRE

- a. is not bound to accept the lowest quote or part thereof.
- b. reserves the right to cancel any or all tenders received without assigning any reason thereof.
- c. reserves the right to enter into parallel rate contract simultaneously with other parties.



Asstt. Director General (IT&FS)
ICFRE, Derhadun

PARTICULARS OF THE TENDERER

- 1 Name of the Company : _____
- 2 Head/Regd. Office Address : _____
- a Postal Address : _____

- b Fax No. : _____
- c Telephone Nos. (s) : _____
- d E-mail Address : _____
- e Website Address : _____
- 3 Former name of Company (if any) : _____
- 4 Dehradun Office Address : _____
- a Postal Address : _____

- b Fax No. : _____
- c Telephone Nos. (s) : _____
- d E-mail Address : _____
- 5 Type of Organization : _____
Individual/Partnership/ Incorporated
- 6 Year of establishment : _____
- 7 Year since dealing in Maintenance /
Repair of UPS : _____
- 8 Earnest Money Deposit Details : _____
- a Amount : _____
- b FDR/Bank Guarantee No. : _____
- c Bank Detail : _____
- d Amount : _____
- 9 Validity of quotation : _____
- 10 Name and address of the authorized
signatory and contact person for this
Quotation : _____

- 11 Whether letter of Authority for Attending : **Yes / No**
bid opening enclosed with Quotation ?
- 12 Income Tax PAN with proof : _____
- 13 Sales Tax/VAT Regd. No. : _____
- 14 Whether the company has ISO : _____
Certificate. If yes/whether
document attached in technical bid.

Date
Place

Signature of the bidder
Name
Office Seal

D. D. D.
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BID PROPOSAL SHEET

Tenderer's Proposal Reference No. & Date: _____
Tenderer's Name & Address : _____
Person to be contacted : _____
Designation : _____
Telephone No. Email: Fax No: _____


To:

The Assistant Director General (IT & FS)
Indian Council of Forestry Research & Education
P.O. New Forest, Dehradun 248006

Sub: Onsite Repairing of Uninterrupted Power Supply (UPS) of Discrete Make / Model and Rattng at ICFRE Headquarters

Dear Sir,

1. We, the undersigned Tenderer(s), having read and examined in detail the bidding documents in respect of the above cited maintenance contracts as specified in the tender document.
2. All the prices mentioned in our proposal are in accordance with the terms as specified in the tender document. All the prices and other terms and conditions of this proposal are valid for a period till 31.03.2016.
3. We do hereby confirm that our bid prices include all taxes including Income Tax, Professional Tax and Service Tax etc.
4. We have studied the Clauses relating to the tax laws of India and hereby declare that if the rates of any Tax are enhanced under the law, we shall pay the same.
5. We have enclosed the Earnest Money Deposit in the form of FDR / Bank Guarantee issued by a Nationalised Bank in favour of DDO, ICFRE, Dehradun amounting to Rs. 5,000/- (Rupees five thousand only), it is liable to be forfeited in accordance with the provisions of tender document.
6. We further declare that the prices stated in our proposal are in accordance with your terms & conditions in the bidding document.
7. We confirm having submitted qualifying data as required by you in your tender document. In case you require any further information / documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.
8. We hereby declare that in case the contract is awarded to us, we shall submit the Performance Guarantee of ₹ 10,000/- (Rupees ten thousand only) in the


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form of FDR/Bank Guarantee issued by a Nationalised Bank in favour of DDO, ICFRE, Dehradun, having validity of nine months from date of issue.

9. We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge & belief.
10. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
11. We understand that you are not bound to accept the lowest or any bid you may receive or to place part order or to reject any bid or to cancel the tender without assigning reason whatsoever.

Yours sincerely,

(Signature)

Date:
Place:

Name:
Designation:
Business Address: Seal


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SCHEDULE-I

FINANCIAL BID AGAINST LIST OF ITEMS

Sl. No	Brand / Make / Model / Rating of UPS	Office ID	Total Cost of Repairs (Including Taxes)
1.	LUMINOUS(800VA)	411	
2.	LUMINOUS(800VA)	424	
3.	LUMINOUS(800VA)	430	
4.	LUMINOUS(800VA)	401	
5.	LUMINOUS(800VA)	405	
6.	LUMINOUS(800VA)	423	
7.	LUMINOUS(800VA)	415	
8.	LUMINOUS(800VA)	406	
9.	LUMINOUS(800VA)	416	
10.	LUMINOUS(800VA)	403	
11.	LUMINOUS(800VA)	440	
12.	LUMINOUS(800VA)	421	
13.	LUMINOUS(800VA)	382	
14.	LUMINOUS(800VA)	399	
15.	LUMINOUS(800VA)	436	
16.	LUMINOUS(800VA)	419	
17.	LUMINOUS(800VA)	427	
18.	LUMINOUS(800VA)	432	
19.	LUMINOUS(800VA)	433	
20.	LUMINOUS(800VA)	434	
21.	LUMINOUS(800VA)	381	
22.	LUMINOUS(800VA)	412	
23.	LUMINOUS(800VA)	447	
24.	LUMINOUS(800VA)	428	
25.	LUMINOUS(800VA)	409	
26.	LUMINOUS(800VA)	380	

Sl. No	Brand/ Make/ Model/ Rating of UPS	Office ID	Total Cost of Repairs (Including Taxes)
27.	LUMINOUS(800VA)	449	
28.	APC (650 VA)	348	
29.	APC (650 VA)	366	
30.	APC (650 VA)	332	
31.	APC (650 VA)	323	
32.	APC (650 VA)	363	
33.	APC (650 VA)	333	
34.	APC (650 VA)	300	
35.	APC (650 VA)	501	
36.	APC (650 VA)	303	
37.	APC (650 VA)	288	
38.	APC (650 VA)	321	
39.	APC (650 VA)	322	
40.	APC (650 VA)	304	
41.	APC (650 VA)	299	
42.	APC (650 VA)	334	
43.	APC (650 VA)	350	
44.	APC (650 VA)	298	
45.	APC (650 VA)	311	
46.	APC (650 VA)	305	
47.	APC (650 VA)	290	
48.	APC (650 VA)	338	
49.	APC (650 VA)	346	
50.	APC (650 VA)	339	
51.	APC (650 VA)	354	
52.	APC (650 VA)	329	
53.	APC (650 VA)	359	
54.	APC (650 VA)	291	
55.	APC (650 VA)	314	

Sl. No	Brand / Make / Model / Rating of UPS	Office ID	Total Cost of Repairs (Including Taxes)
56.	APC (650 VA)	296	
57.	APC (650 VA)	308	
58.	APC (650 VA)	501	
59.	APC (650 VA)	360	
60.	APC (650 VA)	500	
61.	APC (650 VA)	463	
62.	APC (650 VA)	297	
63.	APC (650 VA)	335	
64.	APC (500 VA)	371	
65.	WAY INDIA (500 VA)	7	
66.	WAY INDIA (500 VA)	279	
67.	WAY INDIA (500 VA)	4	
68.	WAY INDIA (500 VA)	41	
69.	WAY INDIA (500 VA)	264	
70.	WAY INDIA (500 VA)	469	
71.	WAY INDIA (500 VA)	278	
72.	WAY INDIA (500 VA)	50	
73.	WAY INDIA (500 VA)	271	
74.	WAY INDIA (500 VA)	123	
75.	WAY INDIA (500 VA)	452	
76.	WAY INDIA (500 VA)	227	
77.	WAY INDIA (500 VA)	272	
78.	WAY INDIA (500 VA)	221	
79.	HIFI (500 VA)	13	
80.	HIFI (500 VA)	29	
81.	HIFI (500 VA)	49	
82.	HIFI (500 VA)	207	
83.	HIFI (500 VA)	502	
84.	HIFI (500 VA)	25	

Sl. No	Brand / Make / Model / Rating of UPS	Office ID	Total Cost of Repairs (Including Taxes)
85.	POWER IN (600 VA)	460	
86.	POWER IN (600 VA)	459	
87.	POWER IN (600 VA)	461	
88.	SAFETECH (600 VA)	462	
89.	CASE (650 VA)	244	
90.	UNILINE (650 VA)	470	
91.	UNILINE (650 VA)	471	
92.	Online UNILINE (3 KVA)	504	
93.	Online UNILINE (3 KVA)	503	
TOTAL			

Note :-

- i) Rate quoted for the all listed items are valid for a period till 31.03.2016.*
- ii) Unit Prices of the repair of each items have been quoted in the respective rows of the above table.*
- iii) The quoted rates should be inclusive of taxes.*

Signature of the
Authorized person of
the firm with seal