

UTTARBANGA KSHETRIYA GRAMIN BANK



Head Office
Coochbehar-736101

Tender Document

For

Empanelment of vendor for supply & Installation Of UPS

Tender Float Date: 05.10.2020
Last Date Of Tender Submission: 20.10.2020
Technical Bid Open Date: 22.10.2020

GAD/44/2020-21/167/Tender

Date : 05.10.2020

The information provided by the bidders in response to this RFP will become the property of Uttarbanga Kshetriya Gramin Bank and will not be returned. The Bank reserves the right to amend, rescind, cancel or reissue this RFP and all amendments will be advised to the bidders and such amendments will be binding upon them. The Bank also reserves its right to accept or reject any or all responses to this RFP without assigning any reason whatsoever.

Objective-

Uttarbanga Kshetriya Gramin Bank, Head Office, Sunity Road, Cooch Behar invites sealed tenders from authorized UPS OEM/Authorized Dealers, in respect of proposed Supply, installation and commissioning of UPS in Bank branches / Offices situated in the districts of Cooch Behar, Alipurduar, Jalpaiguri, Darjeeling & Kalimpong **for one year. Initially Bank will place an order of total 50 UPS.**

Dear Sir/Madam

Supply and installation of UPS– Calling for Quotations

1. We invite sealed quotations from eligible, reputed UPS OEM/Authorized Dealers who have executed similar type of job for PSUs /RRBs/Govt Depts.

2.The general terms and conditions for execution of the work are given in Annexure I. The detailed specifications related to the UPS are given in Annexure II. Bidder must specify their offered configuration in Annexure II Proforma A whereas other credentials in Annexure II Proforma B and Quotations may be submitted in the prescribed format as given in Annexure III. All the proposals will be evaluated on technical and financial parameters as specified in the annexures.

3.Tender shall contain the following:

(a) a copy of the tender document(All Pages Duly Signed) with a certificate issued by the vendor accepting all the terms and conditions contained in the tender document

(b) Quotation Part -I -Technical Bid as in Proforma A&B Annexure II which shall be enclosed in a separate sealed envelope.

Item (a), (b),EMD ,Certificate of Acceptance and all other certificate specified need to be provided in a sealed envelope and super scribed as “Empanelment of vendor for supply & Installation UPS:Technical Bid”

(c) Quotation Part -II -Commercial Bid as in Annexure III which shall be enclosed in a separate sealed envelope and superscribed as “Empanelment of vendor for supply & Installation UPS:Commercial Bid”.

4. Quotations, as per details given above (point no.3) may be submitted in sealed covers addressed to The General Manager(GAD), Uttarbanga Kshetriya Gramin Bank, Head Office, Sunity Road , Coochbehar , Westbengal 736101 by 20 nd October 2020 upto 5:00 PM.

5. Technical Bid Opening: On the basis of the given technical parameters, the opened Technical Bids will be evaluated and shortlisted. Financial/Commercial Bid Opening:The Financial/Commercial Bid of only those vendors who have been shortlisted will be opened on 22nd October 2020 or any date decided by the bank.

6. The tender should be submitted strictly as per the Annexure II & III of the Tender Document. Proforma should be either typed or written legibly in English. Alterations, if any, in the Tender should be attested properly by the person signing the same. Tenders with alteration, which are not authenticated as above, may result in rejection of the tender. Over-writing in the tender may be treated as invalid at the discretion of the Department.

7. It has been decided that only experienced vendors with experience of having carried out such kind of work for reputed firms/Govt. organisations/Commercial Banks/RRBs etc. should be entrusted with the work. The vendors are requested to submit work order/ empanelment letter regarding the same.

10. All the material sent to the vendor shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances. Strict adherence to time schedule in respect of these publications is necessary. Supplied items, with defect or of inferior quality shall be rejected and shall have to be replaced immediately by the Vendor at his own cost.

11. The Bank reserves the right to accept/reject any or all quotations in full or part at its discretion without assigning any reason thereof and the Bank's decision in this regard shall be final.

12. Charges for delivery of UPS will be Borne by the vendor. Bank will not be liable for any damage during the delivery.

13. We look forward to high quality work to be executed within a stipulated time schedule.

14. Bank will shortlist 2 vendors for supply of UPS batteries, Inverter Batteries & Inverter. Order will be placed in proportions of 60:40 between L1 & L2. In case L2 vendor is not willing to match L1 price, Bank will call L3, L4 vendors etc. In the event of L2, L3, L4 etc. are not matching the L1 price the entire quantity will be awarded to L1. The Bank reserves the right to split the quantities amongst L1 and L2 vendors in proportions of 60:40 provided L2 vendor is willing to match all the prices/rates (item wise) and other terms & condition of the RFP. Bank will sign a rate contract with the selected vendors

15. Bank reserves right to review the performance of the successful vendors after completion of each six month and if not found satisfactory, Bank may assign rest of the orders to the better performing vendor out of the two finally selected or even float RFP for fresh empanelment of vendors altogether.

16. The Rate Contract with selected vendor will be valid up to one year from the date of the empanelment as an approved vendor for supply, installation and commissioning of UPS Systems to the Bank

17. Vendor selection for UPS will be based on the netting value i.e purchase price – Buy Back Price.

17. Vendors are requested for quote for AVO, NUMERIC, GE, EMERSON ,APC for better rate comparison. And may also offer other UPS only if they provide replacement warranty of at least 2 Years for UPS .

Yours Faithfully

(K.Soni)
General Manager

Encl: Annexure

I: General Terms & Conditions

II: Specifications for UPS along with Technical bid in performa A&B

III: Proforma of Quotation: Commercial Bid Annexure

ANNEXURE I GENERAL TERMS AND CONDITIONS

i. An earnest money of Rs. 50000/- in form of Demand Draft in the name of Uttarbanga Kshetriya Gramin Bank payable at Coochbehar needs to be submitted with the tender in a separate envelope. Please note no interest on the EMD will be paid. The earnest money will be forfeited if the tenderer wishes to withdraw during the process. The Earnest Money Deposit of unsuccessful bidders will be refunded without any interest while intimating the rejection of the bid. The Earnest Money Deposit of the successful bidder will be refunded (without interest) one month after successful installation and commissioning of last such purchase order or one month after completion of contract whichever is later.

ii. The tender for the works shall remain open for acceptance for a period of 90 days from the date of opening of tenders. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender, which are not acceptable to the Employer, then the Employer shall, without prejudice to any other right or remedy, be at liberty to forfeit full value of the earnest money as previously mentioned.

iii. The time allowed for carrying out of the work will be not exceeding the period of 17 Working Days counted from the 2nd day, after the date written orders to commence the work. The UPS should be installed/ make it operational in same week period. Delay to commence the said work will attract a penalty of Rs 100 Per Day subject to maximum of 10% of the item price.

iii. Vendor must have an annual turn over of 1 Crore for past 3 years and must be in profit in last 3 years. Vendors are also requested to furnish auditor certified balance sheet , Profit & Loss account to support their claim.

iv. The vendor should quote in figures as well as in words the rate, and amount tendered by them. The amount for each item should be worked out and the requisite totals given. The rates quoted shall be all inclusive rates for the item of work described, including materials, labour, tools & plant, carriage & transport, supervision, overheads & profits, mobilising and other charges whatsoever including any anticipated or unanticipated difficulties etc. require for proper execution of the work as per specifications and no claim whatsoever for any extra payment shall be maintainable

v. No cost in respect of damage/mutilated UPS will be reimbursed.

vi. Any delay in adhering to the prescribed delivery schedule or failure to supply requisite number of UPS would entitle the Bank to cancel the order. In such an event, the Bank shall not be liable to pay any amount and the supplier shall not be entitled to recover from the Bank for any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time the Bank shall be entitled to recover the loss which the Bank may incur on account of non-delivery or late delivery or on account of placing order with other suppliers and recover from the supplier the difference between the price at which it has been agreed

to supply and the price at which the Bank is forced to place fresh orders.

vii. Bank does not bind itself to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.

viii. Payment Terms: - Payment terms will be as follows:

90% of the total cost on delivery & installation of UPS plus 100% of GST as per actuals on production of original receipt. →

SNR case - Wherever installation could not be carried out by the successful bidder due to the Bank's dependencies like Site not ready etc. even after 60 days beyond the date of delivery then the payment would be released, upon the successful bidder's submission of certificate from location concerned duly signed (with Bank's seal affixed) by the Bank Authority concerned on the Bank's dependencies like site is not ready etc.

Balance amount of 10% will be released after one month on completion of warranty period or against Performance Bank Guarantee.

X. Billing Facility

The selected vendor will provide the bills post Installation on monthly basis for all the work orders placed to the vendor during that month at Zonal Office with a copy to Regional Office along with the following

1. Delivery Report duly signed and stamped by the Branch Head
2. Installation Report duly signed and stamped by the Branch Head.
3. The vendor will provide the details of Sr. Numbers of the UPS installed during the month in an excel sheet. Along with the specification.

Xi. Maintenance:

Bidder shall carry out preventive maintenance at least once in Half yearly basis in consultation with the banks team during the warranty period as well as the subsequent AMC period. Preventive Maintenance will include replacement of worn-out parts, checking diagnostic etc. In case equipment is taken away for repairs, the Bidder shall provide a standby equipment (of equivalent configuration), so that the work of the Bank is not affected.

Any complaint raised during Warranty period should be rectified within, Next 3 working days, or the vendor shall be responsible to provide standby for uninterrupted services of the branch. In case non-rectification of defects within given 15 working days of complaint lodge, a penalty at the tune of .5% per day of the item rate subject to maximum penalty of 10% of the work order on the item will be charged for consecutive weeks.

The bidder must have at least 2 technician per region of Uttarbanga Kshetriya Gramin Bank to provide support at the earliest. 2 Engineer for Coochbehar District, 1 each For Alipurduar Jalpaiguri District one for Hills (Darjeeling & Kalimpong) and 1 for Siliguri & surrounding area . The Credentials of such engineer must be attached.

ANNEXURE II

SPECIFICATIONS FOR UPS

(1) For 3 & 5 KVA UPS : PROFORMA: A

Sr. No.	Specifications	Minimum requirement	Offered
	Power Rating	3KVA & 5KVA	
1	Technology	PWM, True Online Double Conversion ups with Build in isolation transformer and Digital Signal Processor, IGBT based rectifier and inverter. Phase neutral reversal protection. (In the event of reversal in phase segment UPS should automatically adjust itself and should synchronize with input phase)	
2	Input a. Voltage 1. Nominal 2. Range b. Frequencies 1. Nominal 2. Range c. Input 1. Power Factor 2. DG Compatibility 3. Input over voltage protection 4. Input under voltage protection d. Total Harmonic Dissertation Current THD	230 VAC 230 +/- 25% VAC (on Full Load) 50 Hz ± 10% 0.95 minimum with P.F. Correction Should be provided Should be provided Should be provided <5% at 100% Load <10%	
	e. SPD (surge protection device)	Should be present inbuilt in ups	
4.	Normal DC Voltage	Minimum 96 V for 3 KAV Minimum 192 V for 5 KVA	

5.	<p>Intermediate DC Circuit</p> <p>1. Battery Backup</p> <hr/> <p>2. Battery Type</p> <p>3. Audible Alarm for</p> <p>a) Battery Low</p> <p>b) Mains Failure</p> <p>c) UPS Failures</p> <p>5. Battery re-charge time from fully discharged condition to 100% charged condition</p> <p>6. Cabling</p> <p>7. Cold Start</p>	<p>Min 3hr (Three hours at 100% load) 3 KVA (6240 VAH)</p> <hr/> <p>5KVA (12480 VAH)</p> <hr/> <p>Sealed Maintenance Free – SMF battery 12 Volt 65 AH Make- Exide, Quanta, Amara Raja ,</p> <p>Should be provided Should be provided Should be provided</p> <p>Should not exceed 12 hours</p> <p>For the length of the cable between batteries and UPS, the supplier should provide a maximum cable length of 10 mtr without DC drop.</p> <p>The facility to start the UPS even if main power is not there at the time of starting. The system should draw current from the batteries and start. This should be demonstrated at the time of installation.</p>	
6.	<p>Charger Type</p> <p>1. Voltage Regulation</p>	<p>Constant Voltage, Constant Current</p>	

	2. Battery Recharge Time from fully discharged condition to 100% charged condition.	Should not exceed 12 hours.	
7.	<p>Output</p> <p>a. Phase</p> <p>b. NOMINAL OUTPUT VOLTAGE</p> <p>c. FREQUENCY</p> <p>d. VOLTAGE THD</p> <p>e. Efficiency</p> <p>1. Inverter efficiency</p> <p>2. Overall Efficiency (AC to AC)</p> <p>f. OVERLOAD CAPACITY</p> <p>g. Voltage THD</p>	<p>Single</p> <p>230 VAC +/- 1%</p> <p>50 HZ +/- 1HZ</p> <p><2% for Linear Load <5 % for Non Linear Load</p> <p>95 % or better</p> <p>90 % or better</p> <p>125% of rated load for Min 10 min 150% of rated load for Min 30 Sec</p> <p><2% for Linear Load <5% for Non Linear Load</p>	
8.	Manual By-Pass Switch	Built-in Manual By-Pass should be provided.	
9	Static Bypass Switch	Should be inbuilt static bypass switch.	
10	Display Panel	Built in LCD Display Input Voltage, Output Voltage, Heat Sink Temperature, Battery Voltage, Output Current (%) , Output Frequency etc.	
11	Protection for (Audible alarms should be provided for important protections)	Input MCB, Rectifier Over Voltage, Battery MCB, Battery Low, Battery Charging Current Limit, Output under Voltage, Output Over voltage, Inverter over Temperature, Output Overload, Output Short circuit, Output Short circuit, Rectifier short circuit, Bypass over voltage, etc	
12	Isolation Transformer	Built in isolation transformer to be provided at Input	
13	Environmental		
	1. Operating Temperature	0-45 0 C (Continuous)	
	2. Storage Temperature	0-60 0 C	

	3. Humidity 4. Audible Noise level 5. Cooling	10-90% (Non Condensing) < 55 dB at full load upto distance of 1 mtr Forced air	
14	Warranty	UPS should have onsite Repair / Replacement warranty for 2 years from the date of installation.	

Certified that the above particulars are true.

Date:

Signature of Authorised Signatory

Place:

(Name of company/firm)With Seal

**ANNEXURE II
PROFORMA B**

Quotation Part I: Technical Bid–UPS

1	Company/Firm Name	
2	Registration Number	
3	Submitting the tender in the capacity of OEM/PARTNER	
4	Year of establishment and constitution. Certified copy of “Partnership Deed” or “Certificate of Incorporation/commencement of business”, Memorandum of Association, Articles of Association should be submitted as the case may be.	
5	Location of Registered office /Corporate office and address- Mailing address of the bidder	
6	Current GST Number (enclose copy of certificate)	
7	Names and designations of the persons authorized to make commitments to the Bank.	
8	Telephone & E-mail addresses of contact persons	
9	Address for Communication	
10	<ol style="list-style-type: none"> 1. The Bidder should be the Original Equipment Manufacturer (OEM) or their authorized dealer / distributor in India. Documentary proof need to be attached. 2. In case participating as an OEM directly then the bidder should be an ISO 9001:2008 and ISO 14001:2004 certified company with valid certificate should be attached 3. In case of participating as a partner then the bidder should be an ISO 9001:2008 Or 14001:2004 certified company with valid certificate should be attached 	

11	In case of participating as a partner then the bidder must provide a letter of Authorization from the OEM for submitting the offer on behalf of the OEM.	
12	The bidder should submit a self declaration in company's letter Head that they have not been debarred by any government / statutory / regulatory / Banks / Insurance Companies / Financial Institutions at the time of submission of Bid.	
12	In case the bid is submitted by a partner then a letter from OEM needs to be provided regarding the unconditional acceptance of terms and condition related to support for their products during warranty and subsequent AMC period if partner fails to do so.	
13	The UPS system quoted should be certified by ERTL / ETDC /NTH or any other organization which provides similar test certificate. must be attached.	
15	Bids should be for latest models and should not include models, which are marked to be withdrawn (End of Life) during the next 12 months and End of Support for next 60 Months. A certificate in this regard must be provided in OEM's Letter head.	
16	The bidder should submit a certificate from OEM for availability of spares for at least 5 years for the UPS System quoted	
17	Annual Turnover(₹in Lakhs) in as per the Income Tax returns of last three years(Copy attached)	2017-18: 2018-19: 2019-20: (provisional if accounts are yet to be finalised)
18	Profits after Tax in last three years(in Rupees Lakhs) @ (Copy attached)	2017-18: 2018-19: 2019-20: (provisional if accounts are yet to be finalised)

7	Contract amount of at least previous 3 years work orders of different PSU/RRBs/Govt Depts payments made	
8	List of major clients during the last two years	

@ Minimum Turnover needs to be 1 Crore in a year.

@ Minimum work order amount must be 30 lakh for UPS in last 3 years.
Work Order from PSU & Govt Dept from last three years must be attached.

Certified that the above particulars are true.

Date:

Signature of Authorised Signatory

Place:

(Name of company/firm)With Seal

ANNEXURE III

Quotation Part II: Financial BID : 3 KVA & 5 KVA UPS

Sl No	Item	Unit Cost(exclusive of GST)	GST	Total Cost	Unit Buy Back Price (Excluding GST)	GST	Unit Buy Back Total Cost
1	3 KVA UPS						
2	5 KVA UPS						

Delivery in branches/Offices will have no extra cost as per.

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the Bank at the rate quoted above

Date:

Signature of Authorised Signatory

Place:

(Name of company/firm)With Seal

CERTIFICATE OF ACCEPTANCE

“Certified that we have read and understood all the terms and conditions in the Tender Document and that our company/firm, namely,.....do hereby unconditionally accept all the Term and Conditions set out in the Tender Document and annexures including the penalty clauses therein.”

Date

Signature of Authorized Signatory

Place:

(Name of company/firm)With Seal

CHECK LIST FOR SUBMISSION OF TENDER

1. Technical Bid in Proforma–A

Annexure II of the Tender Document duly filled along with attested copies of:

- 1.1 Attested copies of Certificate of Registration
- 1.2 Attested copies of Certificate GST Registration
- 1.3 Details of three years order latest orders of similar kind from PSB or RRB
- 1.4 Audited balance sheets for 2017-18, 2018-19 and 2019-20: (provisional if accounts are yet to be finalised)
- 1.5 IT return
- 1.6 Copy of Profit & Loss account
- 1.7 Work orders from Different PSU/RRBs/Govt Dept for last 3 years
- 1.8 Different Certificates from OEM as asked in Annexure II Proforma B

2. Financial/Commercial Bid as in Annexure III Annexure V of the Tender

Documents duly filled in.

3. Separate Cover for Earnest Money Deposit named as “EMD”.

All the Forms , Documents , Covers should be packed in a single envelope superscribed as “Empanelment of vendor for supply & Installation UPS”

