

**INDIAN INSTITUTE OF FOREIGN TRADE**  
**B-21, Qutab Institutional Area, New Delhi -110016.**

**TENDER DOCUMENT FOR AMC of 6 Nos UPSs**

IIFT is an autonomous body under the Department of Commerce, Government of India and also a Deemed to be a University. IIFT intends to invite tender from competent/authorised agencies who can carry out effective Annual Maintenance Contract for the following UPSs installed at IIFT Delhi as well as at IIFT Kolkata Campus for 01 year from the date of award of contract. Document can also be directly downloaded from IIFT's website ([www.iift.edu](http://www.iift.edu)) **and submit alongwith Rs. 250/- towards cost of the Tender Document:-**

Description	Quantity
<b>DELHI CENTRE</b>	
80 KVA UPS – M/s Best Power Equipments	1
20 KVA UPS – M/s Best Power Equipments	2
20 KVA UPS – M/s R.S Power System.	1
40 KVA UPS – M/s Best Power Equipments	1
<b>KOLKATA CENTRE</b>	
20 KVA M/s Best Power Equipments	1

**DETAILS OF THE BID**

Commencement of issue of tender document	05.04.2018
Last date and time of receipt of bid	15.04.2018 at 05.00 PM positively
Date and time of opening of Technical Bid	17.04.2018 at 11.00 AM
Place of submitting and opening of technical bid	Room No. 522, Indian Institute of Foreign Trade, IIFT Bhavan, B-21, Qutab Institutional Area, New Delhi-110016.

**BIDDING PROCEDURE**

The prescribed tender documents consisting of (i) Technical Bid along with EMD and (ii) Financial Bid, sealed separately **in two different envelopes**, super scribing "Technical Bid" and "Financial Bid", as the case may be, and placed **in a duly sealed big single envelope** super scribing "**Bid for AMC of UPSs**" to be submitted to the Section Officer, General Admn. in Room No. **522** in Block-I, of the Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110016 by 05.00 p.m. on 15.04.2018 positively. **The bid should be submitted alongwith Tender cost of Rs.250/- otherwise the bid will be rejected.**

**The demand draft in favour of IIFT, payable at New Delhi of Rs.25,000/- towards EMD should be attached with the Technical Bid only.**

In case an acknowledgement of receipt of tender is desired (applicable to Tenders sent THROUGH POST ONLY), it should be sent under Registered Post with an acknowledgement due cover, so as to reach IIFT, B-21, Qutab Institutional Area, New Delhi-110016 by **05.00 PM on 15.04.2018 positively.**

The Technical Bid shall be accompanied by a demand draft of Rs. 25,000/- drawn in favour of "Indian Institute of Foreign Trade", payable at "New Delhi" towards Earnest Money. Bids received without the draft of required amount or not fulfilling the prescribed conditions will be summarily rejected and decision of the Institute in this regard shall be final and binding.

**Authorized signature of the tenderer with seal**

**Note:**

1. Faxed or incomplete offers will be rejected.
2. Indian Institute of Foreign Trade reserves the right to accept or reject any or all bids in part or full, at its absolute discretion without assigning any reason, whatsoever or any notice.

**Instructions to Bidders**

1. The tender document will form an integral part of the Contract.
2. The tender documents can be directly downloaded from Institute's website [www.iift.edu](http://www.iift.edu). No editing, addition/deletion of matter is permitted. If such action is observed at any stage, such tenders are liable for outright rejection.
3. Only enclosed formats as provided in original should be used. All sheets need to be submitted **after affixing seal of the Company and signature of the authorized signatory**. Additional sheets, duly authenticated, to be attached to elucidate specifications or clarify the specific issues.
4. The prescribed tender document consisting of (i) Technical Bid along with EMD and (ii) Financial Bid, **sealed separately in two different envelopes**, superscribing "Technical Bid" and "Financial Bids", and placed in a duly sealed **big single envelope superscribing "BID FOR AMC OF UPS"** to be submitted to the Section Officer, General Admn. in **Room No.522 in Block-I, of the Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110016 by 05.00 PM on 15.04.2018 positively**.
5. Financial bid will be opened only those bidders who qualify on the basis of technical Bids.
6. Tender document should be **signed and stamped by the bidder on each page** accepting tender terms and conditions.
7. Tenderer has to submit EMD of Rs.25,000/- (Rupees twenty five thousand only). Tenders received without EMD shall be summarily rejected. The E.M.D. shall be adjusted towards performance guarantee of the successful bidder. The after the execution of the contract. The earnest money shall be deposited by crossed Demand Draft in favour of "**Indian Institute of Foreign Trade**" payable at "**New Delhi**". Cheques, Bearer Bonds, Promissory Note, Cash Certificate etc. will not be acceptable towards the Earnest Money.
8. The bid should be submitted along with DD in favour of "**Indian Institute of Foreign Trade**" payable at "**New Delhi**" for Rs.250/- towards the cost of Tender Document.
9. IIFT reserves the right to forfeit the EMD amount on non-acceptance/non-compliance of offer in full or part or if IIFT feels that tenderer has mis-guided in any way.
10. Any conditions/terms given in the bid by vendors shall not be binding on Indian Institute of Foreign Trade. All the terms and conditions for the service contract will be as given herein and no change in any term or condition by the vendors will be acceptable.
11. The firms should also submit a list of their clients/customers (with complete name, address of the firms and telephone no. of the contact person therein) alongwith Technical Bid.
12. Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practice, the tender of such firm will be rejected.

13. All columns of this bid should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form. All relevant product literature to be enclosed with the bid along with media, if any.
14. Alterations, if any, in the tender document should be attested properly duly signed by the authorized signatory and affixing seal by the vendor, failing which the tender will be rejected.
15. The tenderer should not have been blacklisted by any Govt organization. A self attested declaration for the same to be enclosed with the tender.

### **Conditions of Contract**

1. Tenderer should have at **least two years of experience** in the AMC services of UPS. Documentary proof of the same to be attached.
2. Tenderer should enclose copies of **valid registration of GST**.
3. The tenderer should quote the amount of AMC including GSTs. In case of any discrepancy between the unit price and the total price, the unit price shall prevail and total price shall be corrected unless it is lower than the sum total of unit prices. If there is any variation between amount written in figure and words then the amount whichever is lower shall be taken into consideration.
4. The successful tenders will have to furnish the Contract Form to the Institute (as per the proforma attached with the tender document) within 05 working days of issue of work order, failing which the service contract will be cancelled and EMD forfeited.
5. **Payment terms:** Payment shall be released at the end of each quarter only after certification of satisfactory services by authorized / concerned officer of the Institute
6. The service provider's request for payment shall be made in writing accompanied by relevant document such as proper invoice and satisfactory performance report duly certified by authorized / concerned officer of the Institute.
7. The tenderer should not sub-contract or permit any other third party other than the vendor's personnel to perform any work.
8. If the UPSs are not rectified within the time frame mentioned in AMC, the institute would get the same rectified by some third party and the amount spent for such repairs would be built to the vendors.
9. The vendor shall submit consolidated report furnishing the details of breakdown calls attended and status on quarterly basis.
10. The vendor shall identify one engineer as single point of contact for coordinating and providing services to the Institute.
11. The vendor shall make AMC services available on all days as and when requested by the Institute.

## **SCOPE OF WORK**

1. All UPSs will be on-site comprehensive AMC excluding batteries
2. The vendor will attend to the complaints, as and when called including Sundays/Saturdays/off-days.
3. Any complaint received up to 05.00 PM will have to be attended the same day.
4. The vendor will take up necessary preventive maintenance of all the UPSs on a periodical basis, at least once in a month, from time to time for smooth and uninterrupted functioning of the UPSs. A certificate, duly authenticated by System Manager, IIFT, to this effect to be submitted in person as and when the maintenance is carried out.
5. The response time of the complaint shall be maximum four hours. In case, it is felt that the repair of UPSs would take more than 24 hours, a suitable replacement/standby will need to be provided.
6. Vendor will send his qualified engineer at the time of changing of batteries i.e. at the time of disassembling and re-assembling of batteries of UPS.
7. Any other relevant requirement put across to the vendor.

**Financial Bid (Price Schedule)**

I / we submit my /our quotation for the AMC of UPSs. Prices quoted in INR inclusive of GSTs.

Description	Quantity	Cost of AMC incl. taxes
<b>DELHI CENTRE</b>		
80 KVA UPS – M/s Best Power Equipments	1	
20 KVA UPS – M/s Best Power Equipments	2	
20 KVA UPS – M/s R.S Power System.	1	
40 KVA UPS – M/s Best Power Equipments	1	
<b>KOLKATA CENTRE</b>		
20 KVA M/s Best Power Equipments	1	
<b>Total</b>	<b>06</b>	

Total amount in figures: Rs. \_\_\_\_\_

Total amount in words: Rupees \_\_\_\_\_

**Authorized signature with seal**

**Checklist of the documents to be attached (Technical Bid)**

<b>S. No.</b>	<b>Documents</b>
1.	Copy of valid GST registration certificate
2.	List of clients - two government departments/Educational Institutes
3.	EMD of Rs.25000/- as DD of any nationalized/scheduled bank
4.	A self-declaration to the effect of not ever been blacklisted by any Govt. Department.

**Authorized signature with seal**

**Particulars of the bidders**

Name of the person/organization and address:	
Contact Person:	
Contact Number:	
Email Address:	
Details of EMD submitted (DD No., date of issue of DD, issuing bank and branch name)	

**Declaration by the bidder:**

I / we have very carefully read the terms and conditions of the contract and agree to abide by them. The decision of the institute on any dispute arising out of the contract, shall be binding on me / us.

I / we undertake to comply with all the conditions contained in the bid document.

Place:

Signature:

Date:

Name: