



**The Kangra Central Cooperative Bank Ltd
Dharamshala
H.P. 176 215**

RFP Number KCCB/IT/HW/2019/02

Document Cost Rs. 1,000/-

Last Date of Submission of bid documents: 15/03/2019 upto 1:00 PM
Bid opening: 15/03/2019 at 3:00 P.M

Empanelment for the Supply & Installation of UPS

Notice Inviting Tender

The Kangra Central Co-operative Bank Limited invites sealed tenders for the empanelment of vendors for the “Supply & Installation of UPS” from Original Equipment Manufactures (OEM) / Authorized Dealer/ Distributor of OEM/ Authorized Business Partner of OEM.

The Kangra Central Co-Operative Bank Limited, Dharamshala is currently operating in five districts of Himachal Pradesh viz Kangra, Hamirpur, Una, Kullu and Lahaul & Spiti. The Bank has a network of 18 Zonal Offices, 216 Branches and 12 Extension Counters with it's Head Office at Dharamshala.

Bids should be sealed as per Bid Submission Procedure at Section 1 below and addressed to “**The Managing Director, The Kangra Central Co-operative Bank Ltd, Sehkar Jyoti Bhawan, Civil Lines, Dharamshala (HP) – 176215**”

The sealed quotations should reach at the address given above, latest by 15.03.2019 upto 1:00 PM and it will be opened on the 15.03.2019 at 3:00 PM in the Conference Hall at Head Office of the Bank at Dharamshala in the presence of the bidder(s) or their authorized representative(s), who wish to be present at the scheduled date and time.

1. **BID SUBMISSION PROCEDURE:** - All the documents viz. Bid Covering Letter(as per the proforma given in Section 5) Earnest Money Deposit, Tender Fee, Technical Bid and Commercial Bid prepared and sealed in a single cover super - scribed with **KCCB/IT/HW/2019/02**, date of submission and the words “Bids for **Empanelment for the Supply & Installation of UPS**, due on 15.03.2019 upto 3:00PM not to be opened before time”.

Technical Bid: - Envelope containing cost of Tender Bid, Covering Letter & Technical Bid. This cover should be super-scribed as “**Technical Bid for UPS**” and comprise of :-

- i. Valid demand draft in favour of the The Kangra Central Cooperative Bank Limited, payable at Dharamshala for Rs. 1,000/- being the **cost of tender**.
- ii. Valid demand draft in favour of the The Kangra Central Cooperative Bank Limited, payable at Dharamshala for Rs. 30,000/- being the **EMD**.
- iii. Neatly typed **Bid Covering Letter** on the letterhead of the Bidder and duly signed by the authorized signatory in the proforma given in **Section 5** post i.e. “**Bid Covering Letter**”.
- iv. Neatly typed and duly signed **Technical Bid** by the authorized signatory along-with relevant documentary proof in support of claim as per proforma given at **Section 6 post**.

Commercial Bid:- Envelope cover should super-scribed as “**Commercial Bid For UPS**” and contain neatly filled Commercially bid as per proforma given at **Section 7 post**.

2. **BID EVALUATION PROCESS:** - Bid evaluation process will be as follows:

2.1 Opening of Technical Bid: - Technical Bids will be opened on 15.03.2019 at 3:00 P.M at conference Hall of “The Kangra Central Co-Operative bank Ltd., Head Office Dharamshala” in the presence of representatives bidder(s) who wish to be present.

2.2 Opening and Evaluation of Commercial Bids:

- i. Commercial Bids of only technically qualified bidders will be opened.
- ii. The Bidders short-listed / evaluated for opening of the Commercial Bids will be separately informed of the Date/Time/Venue of opening of the commercial Bids.
- iii. L1 bidder of respective categories of UPS (3KVA, 6KVA, 10KVA, 30KVA) only becomes eligible for empanelment.
- iv. It is mandatory to quote buyback value for old UPS. However buyback value will not be taken into account for arriving at L1 since purchases need not have to be under buyback.

3. TERMS & CONDITIONS: -

3.1 BIDDER'S QUALIFICATIONS (GENERAL)

Sr. No.	Criteria	Documents to be submitted
1.	The Bidder should not have been blacklisted / debarred by the Government of India or their undertakings, any State Governments or their undertakings previously. In such cases the bid will be summarily rejected and no correspondence in this matter shall be responded by the Bank.	Undertakings from the Bidder in this regard should be enclosed as Annexure EG – 1 .

3.2 BIDDER'S QUALIFICATIONS (TECHNICAL)

Sr. No.	Criteria	Documents to be submitted
1.	The Bidder Company should be in existence for minimum Three years.	Copy of the Certificate of Incorporation should be enclosed as Annexure ET – 1 .
2.	Original Equipment Manufactures (OEM) / Authorized Dealer/ Distributor of OEM/ Authorized Business Partner of OEM.	Manufacturer Authorization Certificate from OEM for the supply and support & service for the Bank should be enclosed as Annexure ET – 2 .
3.	The Bidder should be in UPS sales and service business for at least last three (3) years with OEM.	At least Copy of the one Purchase Order of older than three years from the date of bid submission should be enclosed as Annexure ET – 3 .
4	The bidder/OEM should have successfully executed at least three contracts of supply and installation of minimum 10 UPS each with different Banks within the past three years from bid submission date.	Copy of the three Purchase Orders for past three years from the date of bid submission from different Banks as Annexure ET – 4 .
5	The bidder should have turnover of at least 10 crore per annum for the last three financial years from UPS business.	Copies of the Audited Balance sheets and Profit and Loss account for last 3 Financial years should be enclosed as Annexure ET – 5 .
6	The bidders should ensure that they are GST compliant and their quoted tax Structure/Rates are as per GST Law.	Copy of GST registration to be enclosed as Annexure ET – 6 .

- 3.3 The Bidder shall submit a copy of the tender document and addendum thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender document.
- 3.4 The Bidder shall deposit Rs. 1,000/- (Rupees One Thousand Only) in the form of a Demand Draft favoring The Kangra Central Cooperative Bank Limited payable at Dharamshala being the cost of the tender document along with Bid in the manner as prescribed above.
- 3.5 **Earnest Money Deposit :-** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 30,000/- (Rupees Thirty Thousand only) by way of demand draft favoring "The Kangra Central Cooperative Bank Limited "payable at Dharamshala only.
- 3.6 EMD of empanelled Bidders will be retained as Performance Guarantee and will be returned at the end of empanelment period. No interest will be paid on Performance Guarantee/EMD amount.

- 3.7 The empanelment is for the supply & installation of UPS during empaneled period against the requirement which may occur during this period. There is no binding on the Bank to procure UPS of any type during the empaneled period in case no requirement occur. Purchase order will be issued based on the actual requirement of the Bank during the empaneled period i.e during next one year.
- 3.8 Bid(s) received without EMD, Tender Cost and not complying with terms and conditions of tender document shall be liable for rejection.
- 3.9 Incomplete and Conditional bid will be treated as unresponsive and shall be rejected.
- 3.10 Unsuccessful Bidders' EMD will be returned as promptly as possible after bid evaluation.
- 3.11 Number of bidders to be empaneled by Bank will be decided dynamically and will depend upon the response of bidders.
- 3.12 Bidders, who becomes eligible for empanelment, has to submit an undertaking that they will supply the UPS as per the requirement of Bank on the offered price and terms & conditions during the period of empanelment.
- 3.13 The Bank reserves the right to accept or reject any bid partially or fully or annul the bidding process and reject all bids at any time prior to award of Purchase Order without assigning any reason, thereby incurring no liability to the affected Bidder(s). The Bank is under no obligation to inform the affected Bidder(s) of the ground for its action.
- 3.14 The Bank may at its discretion accept the requirement detailed in this tender either fully or partially. Bank also reserves its right to order for only UPS or UPS along with the batteries and accessories directly at its discretion.
- 3.15 In case of breakdown of the UPS system and the fault is not rectified within a period of 48 hours, standby UPS will be provided within 72 hours.
- 3.16 **Rates:-** The rates quoted shall remain firm throughout the period of contract and this contract will remain valid up to one year from the date of empanelment. The price should be indicated in both words and figures. In case of any discrepancy, the rates indicated in words should prevail.
- 3.17 **Taxes and Duties: -** The rates quoted should be inclusive of the GST component. No GST would be paid if valid registration is not produced. All other taxes, fee, levy, insurance charges etc. would be borne by the Agency/Firm.
- 3.18 **Validity:-** The quoted rates must be valid for period of 90 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quotes the validity shorter than the required period, the same will be treated as unresponsive and shall be rejected.
- 3.19 Bidders should note that if the last date of submitting bids is declared a closed holiday by the Govt., the bids will then be submitted till 1.00 PM on next working date and will subsequently be opened on same day at 3.00 PM at designated place.
- 3.20 **Delivery:-** The delivery and installation period of the supplies should be within 30 days from the date of confirmed order from the Bank.
- 3.21 **F.O.R Destination:-** At any Offices of the Bank with in the operational area i.e. Kangra, Una, Hamirpur, Kullu and Lahul & Spiti districts of Himachal Pradesh.
- 3.22 **Warranty:** This contract will include supply & installation of UPS with 3 years on-site comprehensive warranty and support as per OEM from date of installation. It will also include service parts. The bidder will produce documentary proof of having 3 years warranty.
- 3.25 **Penalty: - Against Delivery & Installation:** If the supplier fails to supply and install on or before the stipulated time period, then a penalty at the rate of 2.5% per week of the order value shall be levied subject to maximum of 10% of the order value(For fraction of week the penalty will be calculated on pro-rata basis). After that purchase order will be canceled and EMD /Performance Guarantee will be forfeited and empanelment of supplier will be canceled..

Against Service: If the supplier is unable to resolve the issue or provide standby UPS within 72 hours during the warranty period then penalty @ Rs. 250/- per day shall be levied for one week. After that remaining 10% of the equipment cost will be forfeited and empanelment of supplier will be canceled.

- 3.26 **INSURANCE:-**The Bank will not pay for any insurance charges against loss or damage and it shall be purchased by the Bidder, in an amount equal to the exact value of the goods up to the delivery site on all risks basis, including war Risks and strike clauses etc.
- 3.27 **ARBITRATION:** - All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator to be appointed by the Managing Director, The Kangra Central Cooperative Bank Limited, Dharamshala, H.P. The award of the sole arbitrator shall be final and binding on both the parties under the provisions of the Arbitration and Conciliation Act, 1966 or by statutory modification/re-enactment thereof for the time being in force. Such arbitration shall be held at Dharamshala.
- 3.28 **CONFIDENTIALITY:** The Bidder shall not, and without the Bank's prior written consent, disclose the contract or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Bank in connection therewith to any person other than a person employed by the Bidder in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 3.29 **Payment Terms:-** 90% Payment will be released with in 30 days on submission of: -
- Invoice/Bill duly completed in all respect and accompanied with Installation report duly signed and stamped by the Branch Manager/Office Incharge of concerned branch of the Bank.
 - Documentary proof of having 3 years warranty on UPS & 2 years on battery. The battery manufacturing date should be within three months from the date of delivery.
 - 10% payment will be retained and to be released after the warranty period subject to satisfactory service.
- 3.30 **Applicable Law & JURISDICTION OF COURTS:**
- The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.
 - Any disputes are subject jurisdiction of Competent Court and Forum in Dharamshala, Himachal Pradesh, India.
- 3.31 **Force Majeure:-** Any delay due to Force Majeure will not be attributable to the supplier.

4. TECHNICAL SPECIFICATIONS FOR ON-LINE UPS - 3 KVA/6KVA/10KVA/30KVA

Sr. No.	Item	Specifications
1	Type	Online
2	Capacity	3KVA (1 Phase input & 1 Phase Output) 6KVA (1 Phase input & 1 Phase Output) 10KVA (1Phase input & 1 Phase Output) 10KVA (3Phase input & 1 Phase Output) 30KVA (3 Phase Input & 1Phase Output)
3	Backup time	4 hours. Minimum VAH for 3KVA – 12480 VAH 6KVA – 24960 VAH 10KVA- 38400 VAH 30KVA- 115200 VAH
4	D/G set Compatibility	Required
5	Input Power Factor	>0.99
6	Output Power Factor	0.8
7	Waveform	Pure Sine Wave
8	Alarm	Over Temperature, Main failure, Battery low, UPS Overload
9	Technology	Pulse Width Modulation (PWM) using IGBTs with inbuilt Isolation Transformer
10	Operating Temperature	0°- 45° C
11	Noise level	Less than 55 db
12	Inverter Efficiency	More than 90%
13	Overall Efficiency	More than 90%
14	Protection	Automatic discharge protection with self test Features, Over Load, Surge protection, Input fault, Cold start, Low Battery, Battery over charge, Output short circuit, Charging Current Circuit, Inverter over temperature
15	Indications/LCD Display	Mains on/ Load on Battery/ Inverter / Battery level/Load level/ Inverter over load etc
16	Certification	ISO 9001:2000/ ETDC /CPRI test report/ ISO 14001:2004 with type test report of each model / BIS – For UPS of 3KVA / ROHS/CE
17	Warranty	Three year warranty
18	Battery Make	Panasonic/Exide/Quanta
19	Battery Type	SMF
20	Battery AH	65 AH/100AH
21	Warranty on Batteries	24 months from the date of delivery
22	Nominal Input Voltage	For Single Phase: 160-280 V, For Three Phase: 300-480 V
23	SNMP	SNMP Interface Support

5 BID COVERING LETTER

To:
The Managing Director,
The Kangra Central Cooperative Bank Limited,
Sehkar Jyoti Bhawan,
Civil Lines,
Dharamshala. H.P.
176 215.

Dear Sir,

Empanelment for Supply & Installation of UPS

1 Terms & Conditions

- 1.1 I / We, the undersigned Bidder(s), having read and examined in detail the specifications and all bidding documents in respect of this Request for Proposal do hereby propose to provide goods and services as specified in the bidding document for the next one year from the date of empanelment.
- 1.2 I / We, the undersigned Bidder(s) having submitted the qualifying data as required in your Request for Proposal, do hereby bind ourselves to the conditions of your Request for Proposal. In case any further information/documentary proof in this regard before evaluation of our bid is required, I / We agree to furnish the same on demand to your satisfaction.

2 Rates & Validity

- 2.1 All the rates mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the rates and other terms and conditions of this proposal are valid for a period of one year from the date of empanelment.
- 2.2 I / We have studied the Clauses relating to Indian Income Tax Act and hereby declare that if any Income Tax, surcharge on Income Tax and any other Corporate Tax is altered under the law, I / we shall pay the same.

3 Deviations

I / We declare that all the goods and services shall be delivered strictly in accordance with the Technical specification, Time Schedule and other terms of the Request for Proposal Document.

4 Bid Pricing

I / We further declare that the rates stated in our proposal are in accordance with your terms and conditions in the bidding document.

5 Earnest Money

I / We have enclosed the earnest money as required under Section 3.5 of the Request for Proposal Document. In case of default it is liable to be forfeited in accordance with the provisions enumerated therein.

6 Details of cost of RFP Document:

Value	1,000/- (Rupees one Thousand Only)
Demand Draft Number with Date	
Name and Branch of the Bank	

7 Details of Earnest Money Deposit:

Value	30,000/- (Rupees Thirty Thousand Only)
Demand Draft Number with Date	
Name and Branch of the Bank	

8 Performance Guarantee

I / We shall submit a Performance Guarantee as required under Section 3.6 of the Request for Proposal Document.

9 Declaration

I / We hereby declare that my / 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 my / our knowledge and belief and nothing has been concealed therefrom.

Thanking you,
Yours faithfully,

(Signatures)

Date:

Place:

Name:

Designation:

Seal

6. PROFORMA TECHNICAL BID

1	Bidder's Proposal Reference No & Date	
2	Bidder's Name and Address	
3	Contact Person Designation Telephone Number Fax Number e-mail Address	
4	Please enclose Sales Tax / VAT registration copy	
5	Please enclose Company's PAN Card copy and the latest Income-tax Clearance letter.	
6	Please enclose printed leaflets / specification sheets of the products being offered.	
7	Please enclose an undertaking on the letterhead of the Bidder that they have not been blacklisted / debarred by the Government of India or their undertakings, any State Governments or their undertakings.	Annexure EG-1
8	The Bidder Company should be in existence for minimum three years, please enclose relevant certificate of Incorporation.	Annexure ET-1
9	If the Bidder is not OEM for any particular goods or services, please enclose relevant Authorization Certificates from OEM.	Annexure ET-2
10	Please enclose copy of at least one Purchase Order three year older from the date of bid submission for UPS.	Annexure ET-3
11	Please enclose three Purchase Order for UPS sales and service business along-with successful execution certificate of three contracts of supply and installation of 10 UPS each with different Banks within the past three years as on date of bid submission.	Annexure ET-4
12	Please enclose financial accounts (Profit and Loss account and Balance sheet for last three financial years).	Annexure ET-5
13	Please enclose copy of GST Registration.	Annexure ET -6.

(Signatures)

Date:

Place:

Name:

Designation:

Seal

7. PROFORMA COMMERCIAL BID

Please note that this proforma should tally the relevant rate schedules and should reflect the amount to be paid by the bank inclusive of GST. In case of any mistake or discrepancy is noted in this proforma and the relevant rate schedule, the Bank reserves its absolute right to reject the bid without assigning any reasons.

A) UPS with Batteries & Accessories:

UPS Make: _____

Sr. No.	Item Description	Rate for 3KVA UPS (1 phase in / 1 phase Out)	Rate for 6KVA UPS (1 phase in / 1 phase Out)	Rate for 10KVA UPS (1 phase in / 1 phase Out)	Rate for 10KVA UPS (3 Phase in/ 1 phase Out)	Rate for 30KVA UPS (3 Phase in / 1 phase Out)
1	UPS					
2	GST (_____%)					
3	Batteries (with 4 hour backup)					
4	GST (_____%)					
5	Installation Charges					
6	GST (_____%)					
7	Net Amount					

B) UPS Without Batteries & Accessories :

UPS Make: _____

Sr. No.	Item Description	Rate for 3KVA UPS (1 phase in / 1 phase Out)	Rate for 6KVA UPS (1 phase in / 1 phase Out)	Rate for 10KVA UPS (1 phase in / 1 phase Out)	Rate for 10KVA UPS (3 Phase in/ 1 phase Out)	Rate for 30KVA UPS (3 Phase in / 1 phase Out)
1	UPS					
2	GST (_____%)					
3	Installation Charges					
4	GST (_____%)					
5	Net Amount					

C) Buy Back Prices For UPS:

Sr. No.	Item Description	Rate for 3KVA UPS (1 phase in / 1 phase Out)	Rate for 5KVA UPS (1 phase in / 1 phase Out)	Rate for 6KVA UPS (1 phase in / 1 phase Out)	Rate for 10KVA UPS (3 phase in / 1 phase Out)	Rate for 30KVA UPS (3 Phase in / 1 phase Out)
1	Buy Back Price Per UPS (of any Make)					
2	GST (18%)					
3	Net Amount					

- **Buy Back Make: - Any make as installed in the Bank.**

- **Installation charges shall include connecting wires, rack etc.**

Commercial Bid not in conformity with the above format or incomplete in any respect will be rejected / disqualified by the bank.

(Signatures)

Date:

Place:

Name:

Designation:

Seal