



**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA
ROURKELA**

BPUT/VIII/CS&P/06/17/2618

Date:24.05.2018

TENDER CALL NOTICE

Sealed tenders are invited from reputed registered **original manufacturers/authorized distributors/dealers/ agencies** having valid GSTIN for the supply, installation and commissioning of Online UPS & Inverter with Batteries at BPUT, Odisha, Rourkela. The last date of submission of the tender is 08/06/2018, 03:00 PM by Speed Post only. No other mode of submission is acceptable. The tender bid documents with details of terms and conditions are to be downloaded from the University Website: www.bput.ac.in

The authority reserves the right to reject/cancel the tenders in whole or in part without assigning any reason thereof. The authority will not be responsible for any postal delay.

Sd/-
Registrar

Memo No. 2619

Date: 24.05.2018

Copy to: OSD of the Vice Chancellor for kind information of the Vice Chancellor; Finance Officer for information and necessary action; the notice board of the University; Information officer to upload in the website of BPUT for wide circulation.

Sd/-
Registrar

BPUT/VIII/CS&P/06/17/2618

Date:24.05.2018

**BID PARTICULARS AND INSTRUCTIONS OF TENDER NOTICE
FOR SUPPLY, INSTALLATION AND COMMISSIONING OF
ONLINE UPS & INVERTER WITH BATTERIES**

AT

BPUT, ODISHA

ROURKELA

INVITATION FOR BIDS

Biju Patnaik University of Technology, Odisha, Rourkela invites sealed tender under two bid systems i.e. Technical and Financial Bid from the reputed **original manufacturers/authorized distributors/dealers/ agencies** having valid GSTIN for the supply, installation and commissioning of Online UPS & Inverter with Batteries at BPUT, Odisha, Rourkela as per the schedule given below. Interested eligible Bidders may download bid documents for detail information and technical specifications of from the University Website: www.bput.ac.in.

1. General Information:

a)	Cost of bidding document (non-refundable)	Rs. 500/-
b)	EMD Amount:	Rs.10,000/-
c)	First date of availability of Bidding Document in the website	24.05.2018
d)	Last date and time for submission of bids:	08.06.2018 at 03.00 P.M.
e)	Time and date of opening of Technical bids	11.06.2018 at 03.00 P.M.
f)	Time and date of opening of financial bids	Will be intimated later on after evaluation of technical bids.
g)	Place of opening of bids	Registrar's Office BPUT, Chhend, Rourkela-769015
h)	Address for communication	REGISTRAR BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA AT: CHHEND PO: ROURKELA PIN: 769015

Sd/-
Registrar

2. SCOPE OF WORK

Biju Patnaik University of Technology, Odisha, Rourkela is a State run Technical University having its headquarter at Chhend, Rourkela -769015. BPUT Office, Rourkela requires Inverter and Online UPS along with batteries for the different section of its office. Hence, offers are invited from original manufacturers/authorized distributors/dealers/agencies to supply, deliver; install and commissioning of Inverter and Online UPS along with batteries as per the technical specifications and instruction mentioned in the bid documents.

SI no.	SPECIFICATION	MAKE	Unit(s)
1	2 KVA 24V UPS (Inverter) with 02 years warranty and 12V 200Ah Tubular battery with 04 years warranty	UPS/ Inverter: Microtek, Luminous, Genus etc. Battery: Exide, Luminous, Amaron, Rocket etc.	05
2	3.5 KVA 48V UPS (Inverter) with 02 years warranty and 12V 200Ah Tubular battery with 04 years warranty		02
3	5 KVA 48V UPS (Inverter) with 02 years warranty and 12V 200Ah Tubular battery with 04 years warranty		01
4	10 KVA UPS (Online) 3PH in:1PH out with IGBT based isolation transformer with SMS Battery 150Ah interlink including rack and installation, must provide 02 hours Back up.	UPS: Emerson, APC/ Numeric/ Legrand/Microtek etc. Battery: Rocket, Exide etc.	

- Providing service and onsite support during warranty period and post-warranty period as per BPUT's requirement, without any extra cost to BPUT.

3. ELIGIBILITY CRITERIA

- OEMs can quote through their authorized business partner. Bidder needs to furnish the authorization letter from Original Equipment Manufacturer for the proposed UPS and Batteries items. However, only OEM or the authorized business partner can submit offers under the RFP and not both.
- Bidders can quote only specified models of UPS and Batteries.
- The bidder should be capable of giving proper service support to BPUT, Odisha, Rourkela.
- Bidders, who have not satisfactorily completed any contract with BPUT earlier, will not be eligible for participation in this tender.
- The bidder must have GSTIN No. and Income Tax payment up-to- date. Attested copies of GSTIN Certificate or non-assessment certificate from the concerned Authority valid up-to-date and attested copy of Income Tax Clearance Certificate or non-assessment certificate, as the case may be, from the competent authority, up-to-date and/or PAN Number must be enclosed along with the Tender documents.

- The bidder must not have been black listed by any of Government Authority or Public Sector Undertaking (PSUs) or Autonomous Body. The bidder shall give an undertaking (on their letter head) to that effect along with the tender.

Bidder must comply with the above mentioned criteria. Non-compliance of any of the criteria can entail rejection of the offer. Photocopies of relevant documents/certificates should be submitted as proof in support of the claims made for each of the above mentioned criteria. BPUT reserves the right to verify/evaluate the claims made by the vendor independently. Any mis-representation will entail rejection of the offer.

4. BIDDING DOCUMENT

The BID document can be downloaded from the BPUT's website www.bput.ac.in and will be available at the Rourkela Office without any charges.

The Bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Document. Failure to furnish all information required by the Bidding Document or submission of bid not substantially satisfying to the Bidding Document in every respect will be at bidder's risk and may result in the rejection of bid.

5. COST OF BIDDING

The Bidder shall bear all the costs associated with the preparation and submission of bid and BPUT (hereinafter referred to as the Purchaser) will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

6. AMENDMENT OF BIDDING DOCUMENTS

- At any time prior to the last date for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding documents by amendments.
- Amendments, if any will be notified through BPUT's web site and will be binding on all prospective bidders.
- In order to provide, prospective Bidders, reasonable time to take the amendment into account in preparing their bid, the Purchaser may, at its discretion, extend the last date for submission of bids.

7. TERMS OF EXECUTION

- The selected bidder shall deliver the UPS and batteries within three weeks from the date of issue of the Purchase order at the office as per details of delivery locations to be provided in PO.
- The vendor shall install the equipments as per BPUT's requirement and make them operational at the respective locations within 3 days after delivery.
- The vendor shall provide service support as and when required during the warranty period and thereafter, if required by the BPUT.

8. LOCATIONS TO BE COVERED

The locations of delivery of UPS and installation will be informed while placing Purchase Order as per requirement of the BPUT from time to time.

9. PROCEDURE FOR SUBMISSION OF BIDS AND BIDDING PROCESS

a) The Tenderers must submit their bids as required in two parts in separate sealed covers prominently super scribed as Part-I “ Technical Bid” and Part-II “Price Bid” and also indicating on each of the covers the “Tender call Notice Number & Date” and due date and time of submission as mentioned in Bid Documents..

Part-I (Technical Bid)

Excepting the price schedule, all other documents i.e details of technical specifications, leaflet, Copy of Firm Registration Certificate from the competent authority, GSTIN No. , Income Tax Clearance, PAN Card copy, list of clients, authorization certificate from Manufacturer in case of Agent/Dealer, etc. along with tender document duly signed by the autorised person in each page shall be covered in Part-I (Technical Bid).

Part-II (Price Bid)

All indications of price shall be given in Part-II (Price Bid)

- b) Both sealed covers Part-I “ **Technical Bid**” , Part-II “Price Bid” and requisite **EMD & cost of Tender documents** (separately in the form of DD drawn in favour of Biju Patnaik University of Technology, **Odisha, Rourkela** at any Nationalized Bank payable at Bhubaneswar) should be placed in a third cover along with others requisite supporting documents etc. and sealed. The sealed cover containing tender documents as per procedure indicated above should be submitted by Speed Post addressing to the **REGISTRAR, BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA, AT: CHHEND, PO: ROURKELA, PIN: 769015** within the due date and time as stipulated in Tender Call Notice. **The University is not responsible for postal delay. The sealed envelope must show the name of the bidders and his address and should be super scribed as “Tender for supply of Online UPS & Inverter with Batteries** on the top of the envelope.
- c) The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the bidder to the contract. The authorization shall be indicated by written power of attorney accompanying the Bid. All pages of the bid except un-amended printed literature shall be initialed by the person or persons signing the Bid.
- d) All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning of the topics. Wherever possible, data in tabular form should be given.

In the first stage, only TECHNICAL BID will be opened and evaluated. Bidders satisfying the technical requirements as determined by the BPUT and accepting the terms and conditions of this document shall be short-listed for commercial evaluation.

Under the second stage, the FINANCIAL BID of only those bidders, whose technical bids are qualified, will be opened.

The bid shall contain no interlineations, erasures or over writing except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid. The bidder should quote the price for each item required by BPUT.

10. EVALUATION CRITERIA

- The Technical offer (TO) should be complete in all respects and contain all information asked for in this document. It should not contain any price information. However TO should confirm that all required rates have been quoted in Financial Offer (FO), without showing the actual amounts in the TO. Any software(s) supplied free along with the UPS must be indicated separately and specifically.
- The TO must be submitted in an organized and structured manner. The TO should comprise of followings:

All other documents as mentioned in para 3 with the details of **technical specifications, leaflet, Copy of Firm Registration Certificate from the competent authorities, GSTIN certificate, Income Tax Clearance, PAN Card copy, list of clients, authorization certificate from Manufacturer in case of Dealer, etc.** along with **tender document duly signed** by the authorized person in each page shall be covered in Part-I (Technical Bid).

- BPUT reserves the right to reject an offer under any of the following circumstances:
 - a) Bid security is not submitted.
 - b) Offer is incomplete and/or not accompanied by all stipulated documents.
 - c) Offer is not in conformity with the terms and conditions stipulated in this document.
 - d) Specifications stipulated in Annexures are not met with. However, deviations resulting in higher/superior configuration will be accepted.
 - e) Unpriced Financial Offer is not submitted along with Technical Offer.
 - f) Unpriced Financial Offer format differs from actual Financial Offer format.
- If required, normalization of TCO would be undertaken on the basis of technical evaluation, before opening the Financial Offers.
- On completion of evaluation process of technical bids, BPUT will open Financial offers of successful bidders and contract will be awarded to the lowest bidder, if he complied in all respect. Failure or refusal to offer the services/goods by the successful bidder at the price committed shall result in forfeit of the EMD amount, which may be noted.

The final decision on the vendor will be taken by the BPUT. The BPUT reserves the right to reject any or all proposals. Similarly, it reserves the right not to include any vendor in the final short-list.

10.1 EMD Amount: Rs.10,000/-

The bidder has to submit a Demand Draft/Banker's Cheque/Pay Order for the equipment as mentioned below in favour of Biju Patnaik University of Technology payable at Rourkela in any Nationalized Bank towards EMD. Without EMD the tender will be summarily rejected.

The EMD will carry no interest at the time of refund.

In no case the EMD money in cash or any other forms will be accepted.

No request for adjustment of claims, if any, will be accepted.

The EMD of unsuccessful bidders will be refunded as soon as possible after the tenders are finalized.

10.2 Performance Security Deposit

In case of successful Bidder EMD will be kept as Performance Security Deposit and will be refunded after expiry of stipulated warranty periods from the completion date of installation and commissioning on satisfactory performance of the equipment.

10.3 Prices:

Price quoted should be FOR Biju Patnaik University of Technology, Odisha, Rourkela only. Tax components as applicable should be mentioned clearly in the financial bid.

Price should be quoted for unit item; however, the actual requirements may be much more. (A bidder may propose to give discounts if any for purchase of more than one unit of a particular item.)

Purchase order will be placed as a single lot for each type of item or for all the items together, as the case may be.

In case of items of import, the bidder should take full responsibility for customs clearance, handling, tax payment, etc. and specify the charge for the same in the price bid.

10.4 GST Concession:

GST Concession if any is to be availed on production of the required certificates applicable to Educational Institution.

10.5 Discount:

Our University is a pioneer Institution in the field of Teaching and Research in Engineering and allied disciplines and do not run with profit motive.

As such we are availing price discount for purchase of equipment/instruments.

The rate of discount or any other Institutional benefit arising out of Govt. Policy etc., on each item may also be indicated in the bid specifically.

11. OFFER VALIDITY PERIOD

The offer should remain valid for a period of at least 120 days from the date of opening of bids.

12. PRICE COMPOSITION

- The prices quoted should be only in Indian rupees.
- The commercial offer for UPS and Batteries shall be on a fixed price basis.

- The prices should be inclusive of all taxes, duties, levies including Service and CGST / SGST, will be payable at actual. However, in case of any upward /down ward revision in Service Tax, the same will be considered by the BPUT.
- The prices quoted should also include charges towards freight, forwarding, delivery, installation, transit insurance charges till installation, testing of equipment and the cost of battery stand.
- The prices should include warranty.
- Post warranty maintenance charges should be shown separately on yearly basis.
- The bidders should quote prices strictly as per the price composition stated above failing which the offers are likely to be rejected.

13. PRICE FREEZING

The prices finalized shall remain valid for a period of 120 days from the date of opening of bids.

14. OPENING OFFERS

Technical Offers will be opened as per date / time mentioned above. The representative of the vendor can be present for the opening of the Technical Offers. No separate intimation will be given in this regard to the vendors, for deputing their representative.

15. NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER.

BPUT shall be under no obligation to accept the lowest or any other offer received in response to this tender and shall be entitled to reject any or all offers without assigning any reason whatsoever.

16. RIGHT TO ALTER QUANTITIES & REPEAT ORDER

- BPUT will be free to either reduce or increase the quantity to be purchased on the same terms and conditions. BPUT reserves the right to alter quantities.
- BPUT also reserves right to place further/repeat order on same terms and conditions within a period of four months from the date of last order.

17. LATE BIDS

Any bid received by the Purchaser after the deadline for submission of bid prescribed by the purchaser will be rejected and/or returned unopened to the Bidder, if bidder desire so.

18. MODIFICATION AND/OR WITHDRAWAL OF BIDS

There will be no scope for modification or withdrawal of bids once submitted at any point of time.

19. BID OPENING & EVALUATION

Bids will be opened in the presence of Bidders' representative who choose to attend, at the time and date mentioned as per schedule.

The bidders' representatives who are present shall sign register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for purchaser, the bids shall be opened at the appointed time..

The financial bid shall be opened in the presence of Bidders' representative, whose bids are considered as responsive as per the technical and other qualification criteria as underlined in the bid document.

20. CLARIFICATIONS OF BIDS

To assist in the examination, evaluation and comparison of bids the purchaser may, at its discretion, ask the bidder for clarification and response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

21. PRELIMINARY EXAMINATION

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information have been provided as underlined in the bid document, whether the documents have been properly signed, and whether bids are generally in order. Bids from agents without proper authorization from the manufacturer as per authorization form shall be treated as non-responsive.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If the supplier does not accept the correction of the errors, its bid will be rejected. If there is discrepancy between words and figures, the amount in the words will prevail.

The bid determined as not substantially responsive will be rejected by the purchaser and may not be made responsive by the bidder by correction of the non-conformity.

The purchaser may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice to affect the relative ranking of any bidder.

22. CONTACTING THE PURCHASER

Any effort by bidder to influence the purchaser in the purchaser's bid evaluation, bid comparison or contract award decision may result in the rejection of the Bidders' bid.

23. PURCHASER'S RIGHT TO ACCEPT OR REJECT ANY BID OR ALL BIDS

The purchaser reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the purchaser's action.

24. HARDWARE INSPECTION

Pre-delivery /acceptance Inspection may be carried out by BPUT through its staff / consultant at vendor's factory / warehouse depending on the exigencies of BPUT. The vendor shall keep ready the equipments for inspection if the inspection is carried out at BPUT site, the vendor should provide all assistance including manpower. There shall not be any additional charges for such inspection. However, BPUT will have the discretion to recover the costs related to travel and stay of its staff / consultants if the hardware offered for inspection is not as per the requirements of BPUT.

25. PAYMENT TERMS

- No advance payment will be made against purchase order.
- 100% payment will be made against invoices only after successful completion of installation and commissioning of the equipment.

26. DELAY IN THE SUPPLIER'S PERFORMANCE

Delivery of the goods and performance of the Services shall be made by the supplier in accordance with the time schedule specified by purchaser. Any delay in performing the obligation by the supplier will result in imposition of liquidated damages and/or termination of rate contract for default.

27. ORDER CANCELLATION

- If the vendor fails to deliver and/or install the equipment within the stipulated time schedule or the extended date communicated by BPUT, it will be a breach of contract.
- BPUT reserves its right to cancel the order in the event of delay in delivery / installation / commissioning of equipment or supply of substandard equipments.

28. AVAILABILITY OF SPARES

Spares for the product offered should be available for at least 6 years.

29. DEADLINE FOR SUBMISSION OF BIDS

Bid must be received by the Purchaser at the address specified in Bid Document not later than the specified date and time as specified in Bid Document. In event of the specified date for submission of bids being declared a holiday for the Purchaser, the bids will be received up to appointed time on next working day.

The purchaser may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of the purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

30. WARRANTY

- Vendor shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of equipment, accessories etc. covered by the offer. Vendor must warrant all equipment, accessories, spare parts etc., against any manufacturing defects during the warranty period. During the warranty period vendor shall maintain the equipment and repair/replace all the defective components at the installed site, at no additional charge to the BPUT.
- Warranty should not become void if BPUT buys any other supplemental hardware from a third party and installs it with these equipments. However, the warranty will not apply to such hardware items installed. The vendor is expected to ensure same maintenance standards clause.

31. Comprehensive Maintenance Contract:

The bidder may be required to enter into a Comprehensive Maintenance Contract (CMC) with BPUT on mutual acceptable rates after expiry of normal warranty period.

32. FORCE MAJEURE

Notwithstanding the above provisions, the Successful bidder shall not be liable for penalty or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, wars or revolutions and epidemics. If a Force Majeure situation arises, the Bidder shall promptly notify BPUT in writing of such condition and the cause thereof. Unless otherwise directed by BPUT in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means of performance not prevented by the Force Majeure event.

33. UNDERTAKING BY VENDOR

The successful bidder must give an undertaking that all components used in the machines supplied are original and not re-furnished. This must be submitted along with the Invoices.

34. PENALTY FOR LACK OF SERVICE SUPPORT

BPUT expects proper service support during warranty and post warranty period. The machine should be set right within 24 hours of reporting the complaint. In case the machine is down for more than 3 working days and no substitute is provided by the vendor, a penalty of Rs.100.00 per day may be charged, maximum Rs.1000.00 per case.

35. GOVERNING LAW AND DISPUTES

All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the provisions of Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactments thereof and the rules made there under and for the time being in force, shall apply to the arbitration proceedings. The arbitrator shall be appointed with the mutual consent of both the parties. Any appeal will be subject to the exclusive jurisdiction of the courts at Rourkela.

During the arbitration proceedings the Vendor shall continue to work under the Contract unless otherwise directed in writing by BPUT or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator or the umpire, as the case may be, is obtained.

The venue of the arbitration shall be Rourkela.

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA
ROUKELA, PIN:769015**

Email: registrar@bput.ac.in

TECHNICAL BID

(To be enclosed in separate sealed cover)

Name and address of the bidder:

Tender Cost detail: DD. _____

EMD Cost detail: DD. _____

Note: A DD for EMD and Tender document fee should be enclosed with this bid separately as mentioned in tender paper

1. Name of the bidder
 - a) Full postal address
 - b) Full address of the premises
 - c) E-mail id
 - d) Telephone number
 - e) Fax number

2. Total Annual turn-over(in Rupees)(Previous year)
(Copy of Balance Sheet / Audit Statement / IT returns, etc. to be attached as proof)

3. Whether similar job work undertaken in the past, if so details.
(Demo of the Lab Equipment to be arranged if required)

Customer	Quantity supplied	Year
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4. GSTIN No.
5. PAN No.

Signature and seal of the bidder

BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA
ROUKELA, PIN:769015

Email: registrar@bput.ac.in

FINANCIAL BID

(To be enclosed in separate sealed cover)

Name and address of the bidder:

Tender Cost detail: DD. _____

EMD Cost detail: DD. _____

Sl. No	Name of Instruments	Make / Model	Unit Cost	Taxes Applicable	Total
1					
2					

Sl. No. UPS Capacity= _____.

A. UPS cost (With taxes & other charges if any):Rs. _____

B. Cost of USUAL Nos of Battery(s) (With taxes & other charges if any):Rs. _____.

C. Total Cost : Rs. _____.

(Cost comparison will be made on the basis of total cost per unit where a unit comprises of a set of one UPS/Inverter and required no. of Batteries)

Signature and seal of the bidder

UNDERTAKING FOR NOT BEING BLACKLISTED

To

The Registrar,

BPUT, Odisha

Rourkela – 769015

Undertaking (To be submitted by all bidders on their letter head)

We _____ (bidder name), hereby undertake that-

We have not been blacklisted by the Government Authority or Public sector undertaking(PSUs) in India or any Financial Institution in India as on date of submission of response.

We also undertake that, as on date of submission of response no legal case is pending Against firm that may affect the solvency / existence of our firm or any other way that may affect capability to provide / continue the services to bank.

Yours faithfully,

Authorized Signatories

(Name, Designation and Seal of the company)

Date: