



Government of India/ भारत सरकार
Ministry of Electronics & Information Technology
इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी मंत्रालय
STQC Directorate/ एसटीक्यूसी निदेशालय
**ELECTRONICS REGIONAL TEST LABORATORY
(NORTH)**

इलेक्ट्रॉनीकी क्षेत्रीय परीक्षण प्रयोगशाला (उत्तर)
S -BLOCK, OKHLA INDUSTRIAL AREA, PHASE-II
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TENDER DOCUMENT FOR

**Annual Maintenance Contract (AMC) of 10kVA UPSs (2 Nos), Make Uniline,
at ERTL(N), New Delhi**

Category	SINGLE-BID TENDER
Tender No.	13(1)/ERTL(N)/21-22/ET-AMC-UPS
Issue Date	13-09-2021
Closing Date & Time for submission	11-10-2021, at 11:00 hrs
EMD Amount	Nil
Opening Date & Time	12-10-2021, at 11:00 hrs
Validity of Offer	Minimum 120 days from the date of closing of tender

Head (Admin)
Phone : +91 (11) 26386238

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TO
ALL INTERESTED BIDDERS

INVITATION OF TENDER

Sealed Tenders are hereby invited by the **Director, ELECTRONICS REGIONAL TEST LABORATORY (NORTH), New Delhi**, for and on behalf of the President of India, from interested and eligible Bidders for the Items under the terms and conditions and schedule of requirements and specifications mentioned in the following Tender Document in the manner prescribed. Bidders are requested to kindly use, if required for specific documentation, the formats prescribed in this tender document.

In case, any clarification is required for filling the bid document or submitting the same, the prospective bidder may contact **Head (Admin)** (Telephone No. +91(11) 26386238, Email: ertlnorth@stqc.gov.in .

Enclosures: **1) Chapter – I : SCOPE OF WORK / DESCRIPTION OF ITEM**
 2) Chapter – II : Instructions to Bidders
 3) Chapter – III : OTHER TERMS & CONDITIONS
 4) Chapter – IV : PROFORMA FOR THE TECHNO-COMMERCIAL BID

Head (Admin)
Phone: +91 (11) 26386238

Chapter – I: SCOPE OF WORK / DESCRIPTION OF ITEM

Providing **Annual Maintenance Contract (AMC)** for **10KVA On-line UPS** for One Year at ERTL(N) New Delhi.

Details of Items:

Sl. No.	Items	Make/ Model No.	Sr. No.	Qty	Remark
1.	10KVA On Line IGBT Based UPS System (1Ph-I/P / 1Ph-O/P)	Uniline / --	UL-C10-315 & UL-C10-315	02	Make Yr 2010

AMC with following **Terms & Conditions**:

1. AMC shall consist of **Quarterly Preventive & unlimited corrective maintenance**, as required by ERTL (N).
2. Defective part will be replaced by Service Provider at their cost.
3. Batteries are not included in AMC.
4. AMC shall be provided at ERTL(N), New Delhi.
6. UPS System should be kept in working condition, during AMC period.
7. Others Terms & Conditions of Service Provider, if any, please mention.

Chapter – II: Instructions to Bidders

1 **Submission of Bids:**

1.1 **Price of the Bid Document:** This Tender Document is Free of Cost.

1.2 **Availability of Bid Document:**

Irrespective of a Single or Limited Tender invitation or Advertised Tendering, in all cases, the detailed bid document can be used / downloaded from the website of the STQC Directorate, Ministry of Electronics and Information Technology, Govt. of India, New Delhi [<http://www.stqc.gov.in>] and also from the Govt. of India, Central Public Procurement Portal (CPP Portal) [<http://eprocure.gov.in/cppp/>].

1.3 **Authenticity of Bid Document:**

Tenders hosted in **STQC & CPP Portal** web sites is **only for wide circulation purpose** and can be downloaded from there.

1.4 **Method of submission:**

Sealed envelope with requisite documents duly signed shall be submitted in original, before closing date & time at ERTL(N), along with covering letter. Envelope must be marked with details of Tender No., Item name & closing Date/Time and covering letter shall be addressed to The Director, ERTL((N).

Bidders are requested to follow the **CPP Portal** and **STQC Website** on regular basis for corrigendum, updates etc.

2. **Cancellation of Tender:**

Tender may be cancelled at any time and a re-tender process may be initiated by the Purchaser without assigning any reason whatsoever.

3 **Change in Tendered Bids:**

In the offered Bids, no changes / alterations/ overwriting is acceptable even if countersigned/attested by the bidder.

Withdrawal / resubmission of offers/bid by a participating Bidder must be made by a dated signed letter in the firm's letterhead and submitted within the Closing Date of Tender submission.

For the cases of resubmission, the bidder must also submit withdrawal letter followed by the fresh bid positively before closing date, failing which both the offers shall be liable to be rejected.

A mere request for extension of closing date or for seeking clarification, even if not responded, shall not tantamount an extension of time or suspension of the tender process and a tender process shall continue in its normal course unless a formal amendment or clarification is posted/published through the STQC and/or CPP Portal. Publicity of such amendment or clarification through STQC and/or CPP Portal shall be treated as sufficient communication to the intending Bidders irrespective of the fact as to whether any individual communication is sent to or received by them or not in time.

4. **Evaluation of Bids:**

Evaluation of the bids will be done on the basis of compliance of tender requirements as mentioned below:

- a) Compliance of eligibility requirements of the bidder, with the tendered **SCOPE OF WORK / DESCRIPTION OF ITEM** of the item and other terms & conditions of the tender &
- b) On the price basis among eligible bidders on all above.

Chapter – III: OTHER TERMS & CONDITIONS

1. Bidders shall submit the following primary information / documents, as applicable with their quotation.
 - a) **Firm's Trade License / Company Registration No.** (If any).
 - b) Copy of **GSTN. No.**
 - c) Copies of Firms **IT PAN No.** and **Income Tax Return for last one year.** In case of proprietorship firm, PAN and IT return of proprietor may be accepted.
 - d) Copies of **Work orders**, placed by other organisations, for providing AMC for UPS.
 - e) Firms **Bank A/C details** for making EFT (Account Number, Account Name, Bank with Branch Name & Address IFSC Code, MICR Code.).
 - f) **Validity of Quote:** Minimum **120 days from the date of closing of tender.**

Please also see **PROFORMA FOR THE TECHNO-COMMERCIAL & Price BID**, this shall be duly filed & given on letter head of firm/

2. **EARNEST MONEY DEPOSIT (EMD) or BID SECURITY:- Nil.**
3. Bidders must indicate all applicable taxes. Please note that no tax will be paid, if necessary tax registration information is not furnished. Income Tax etc. at source may be deducted from your dues, if applicable.
4. Tender should be submitted with required documents before closing date/time in sealed envelope. Quotation received after the closing date/time will not be entertained and any revision in the price will render the bid invalid. Quotation should be valid for minimum four months.
5. Bids will be evaluated after equated comparison of offers upon calculating all tax / duty/cess/surcharge/discount/packing/transportation costs, other charges with price. Non-compliance of technical and commercial terms will render a bid liable for rejection.
6. **Performance Security (PBG):- Nil.**
7. **Payment** shall be made on **Quarterly basis**, after satisfactory service at the time of billing. Bidders will have to submit Bills / Invoices after successfully completion of AMC for that period, to this office **in triplicate** duly pre-receipted (affixed Revenue stamped for amount over Rs. 5000/-) and supported by the relevant delivery documents.
8. Bidder has to accept the EFT Payment mode through **ECS/NEFT/RTGS**. The Bidder is bound to disclose the requisite information with regard to **bank account** for establishing necessary communication and / or for making payments.
9. Tenders will be **opened at 11.00 hours** on the next working day of this laboratory following the closing date shown in this tender enquiry.
10. Director is not bound to accept the lowest rate or any other offer and the acceptance of the offer is entirely at the discretion of the Director.

11. ERTL(N) reserves the right to alter / modify or reject any order at any stage without assigning any reason thereof and is not bound to accept the lowest tender. Canvassing in any form, direct or indirect, on any part of bidders will render the tender liable for rejection / cancellation.
12. **Contract Duration:** To begin with, the contract will be for **one year from the date of awarding the contract**. On satisfactory completion of the contract for the first year as found by the competent authority, the contract may be extended for three months at the same rate and terms and conditions. Therefore, the rates quoted should be valid for 15 months from the date of signing the contract with the Agency. No increase in the quoted rate will be made during the period of contract except Taxes.
13. Any dispute unless resolved amicably shall be settled by a court of law having jurisdiction over Delhi / New Delhi.
14. Incomplete tenders and tenders **received after the due date / time** of submission due to postal / courier delay **shall not be considered**.
15. **Sealed envelope** with requisite documents shall be submitted in original, before closing date & time at ERTL(N), along with covering letter. Envelope must be marked with details of Tender No., Item name & closing Date/Time and covering letter shall be addressed to The Sr. Director, ERTL((N):

**The Sr. Director,
Electronics Regional Test Laboratory (North),
S-Block, Okhla Industrial Area, Phase-II,
New Delhi-110020.**

Chapter – IV: PROFORMA FOR THE TECHNO-COMMERCIAL BID

(On Letter head of Firm)

Company Name:

Address:

Phone No..... Fax No.

Email ID:

Service Provider's Quote No..... dated

Sl. No.	Particulars	Confirmation (Yes/No)	Details (with Documents details)
1.	Firm's Trade License / Company Registration No. (If Any)		
2.	GST Registration Number		
3.	PAN Number/ Income Tax Return for last one year		
4.	Copies of Work orders, placed by other organisations, for providing AMC for UPS		
5.	Acceptance of payment through ECS/NEFT/RTGS on Quarterly Basis after successfully completion of AMC for that period		
6.	Details of Bank Account: Account No , Name and Branch of bank, IFSC code etc.		
7.	Signed & stamped Tender document on all pages, as a token of having accepted the terms and conditions		
8.	Validity of Quotation for Minimum 120 days from the date of closing of tender	Yes	

Price Information

1.	Charges for Annual Maintenance Contract (AMC) for 10KVA On-line UPS, Qty 02, without Battery for One Year at ERTL(N) New Delhi	Rs.
2.	Applicable Tax (GST)	Rs.
3.	TOTAL (1) + (2) In words _____	Rs.

I have read and understood all the terms and conditions and scope of work of the Tender and I will abide by them.

Signature of the Authorized Signatory

Name of the Authorized Signatory

Designation of the Authorized Signatory

Phone / Mobile Number of the Authorized Signatory

Date:

OFFICE SEAL