

OFFICE OF THE REGISTRAR : BODOLAND UNIVERSITY

Debargaon, P.O. Rangalikhata
Kokrajhar – 783370, BTC, Assam.
bodolanduniv@gmail.com



Tel./Fax No. 03661-277183 (O)

F. No- BU/Syst/AMC/2021/06/308-311

DATE- 13/11/2021

Notice inviting Quotations

Notice inviting Quotations for Comprehensive Annual Maintenance Contract of Online UPS, Bodoland University.

Bodoland University invites sealed Quotations under TWO BID systems for Comprehensive Annual Maintenance Contract of Online UPS, Bodoland University subject to the terms and conditions from reputed, experienced and Financially sound Companies / Firms / Tenderers/Vendors. They should submit their TENDER BIDS viz. Technical Bid – Qualifying Bid (Annexure I) and Financial Bid (Annexure II) in two separate Sealed Envelops super scribing “ **Technical Bid for Comprehensive Annual Maintenance Contract of Online UPS, Bodoland University**” and placing both sealed envelopes in ONE COMBINED SEALED ENVELOPE duly super scribing “Comprehensive Annual Maintenance Contract of Online UPS, Bodoland University” after complying with instructions contained in the Tender form and address it to the Registrar, Bodoland University, Kokrajhar.

Tender documents would be available at Bodoland University website www.bodolanduniversity.ac.in The requisite tender fee / cost is Rs. 2,000/-(Non-Refundable)and EMD Rs. 10,000/-(Refundable) should be enclosed in the form of Account Payee two separate Demand Draft from any of the Scheduled National Bank drawn in favour of “The Registrar”, Bodoland University, Kokrajhar”, payment at SBI, North Kokrajhar Branch, Kokrajhar at the time of submission of bid document. Tender submitted without the cost of Tender form and EMD will be summarily rejected. The name of the Tenderer may be written on the back side of the Demand Draft. The firms who are registered with National Small Industries Corporation (NSIC)/MSME or Small Scale Industries (SSI) are exempted to furnish the EMD and tender fee. Self-attested photocopy of valid Registration Certificates issued by competent authority must be enclosed with the tender documents.

Time Schedule of the Tender

Last date & time for receipt of Tenders	25/11/2021-12.00 noon
Date & Time for opening of Tenders	25/11/2021– 1:00 pm
Place of meeting/opening of Tender	Conference hall of Administrative Building Bodoland University, Kokrajhar -783370

The Bidder is expected to read all the instructions, forms, specifications, terms and conditions in the Bid Document. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid documents in every respect will be at the Bidder’s risk and shall result in rejection of the bid.

Registrar,

Copy to:

1. The P.S to the Vice-Chancellor for kind appraisal to him.
2. The P.S to Finance Officer, for information.
3. The Member Secretary, Tender Committee for information.
4. The System Administrator to upload in the university website.
5. Office copy.

Registrar,

Notice inviting Quotations for
Comprehensive Annual Maintenance Contract of Online UPS.

No.:BU/Syst/AMC/2021/06

Date: 13/11/2021

Sealed Quotations are invited from experienced and registered firms/vendors for **Comprehensive Annual Maintenance Contracts (AMC) of Online UPS**. Of Bodoland University, (BU) Kokrajhar-783370, Assam.

1.	Download of Invitation paper	13/11/2021
2.	Last date of Quotation submission	25/11/2021 up to 12.00 PM
3.	Website	www.bodolanduniversity.ac.in
4.	Place of Bid Submission and Opening	Office of The Registrar, Bodoland University (BU) Kokrajhar-783370, Assam.
5.	Application Fees (Non Refundable)	Rs. 2000/- (Two Thousand Only) DD in favour of Registrar, Bodoland University
6.	Quotation Validity	90 Days
7.	Tender opening date	25/11/2021 at 1:00 PM

For further details, visit "www.bodolanduniversity.ac.in". All are requested to attend on the day of tender opening. Any further clarification including corrigendum, amendments, time extension, etc. to the above tender will be posted in the website only. Bidders should therefore regularly visit the webpage.

Sd/-
Registrar
Bodoland University

List of Annex: -

- I. Terms and Conditions details for AMC.
- II. Details of Online UPS.
- III. Declaration of Vendor
- IV. Format of Technical Bid.
- V. Format for Financial Bid.

Terms and Conditions Details:

1. **Description of Work:**

Regular and call based servicing, maintenance and repairing of components of **Online UPS** of this office.

Numbers of Online UPS may be increased/decreased from time to time and will be included/excluded in/ from AMC .Permission will have to be obtained in writing from the respective user / In -Charge to carry items for repairing out of the office. Consolidated service reports to be submitted at the end of every month showing number of calls and details of works done.

2. The Bid Document super scribed as “**Comprehensive Annual Maintenance Contract for Online UPS**” shall be addressed to “**The Registrar, Bodoland University, Kokrajhar-783370**”.
3. **The last date of submission of filled in quotations is 25/11/2021 up to 12.00 PM.** The tender/bid has to be submitted on or before the last date and time. Quotations received after the last date and time will not be considered.
4. The offer/bid should be submitted in **single bid systems (i.e.) Technical bid and financial bid both together**. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid.
5. The Quotations will be opened by the Tender Opening committee in presence of bidder’s representative if available on **25/11/2021 at 01.00 PM**. Only one representative will be allowed to participate in the tender opening. Bid received without Application Fee’s will be rejected straight way. The technical bid will be examined by a technical expert (as per specification and requirement). In the event of the due date of receipt and opening of the tender being declared as a holiday for the University, then the due date of receipt/opening of tender will be the next working day at the same time.
6. The tender documents duly completed along with **Application Fees of Rs. 2000/- (Rupees Two Thousand only) and EMD Rs. 10000/-(Ten Thousand only)** in the form of **demand draft**, in favour of “ **Registrar, Bodoland University**”, payable at **SBI, North Kokrajhar Branch**, should be submitted to the “Registrar, Bodoland University, Kokrajhar-783370.
7. The University reserves the right to reject any or all offers without assigning any reason. The University may adopt other criteria for disqualification of a bidder as it may consider appropriate. Such Criteria may include the following: -
 - a) Failure of any Bidder (s) to provide all of the information /documents required in the bid proposal or any additional information /documents as sought by the University including supporting documents.
 - b) Non receipt of Bid proposal on or before due date and time

- c) Misrepresentation in the Bid proposal
- d) Non Payment of Tender Fee

8. The validity of the quotation shall be for **90 days** from the date of its receipt in this office.

9. Details of Online UPS are given in Annexure – A

- 10. The firm should be in the business of maintenance of Online UPS at least for the last 5 years. Applicants should have prior experience in same field.
The firm should have provided AMC of Online UPS to at least 2 (Two) University / Institutions/Government sector/ other organizations during the last 2 years (**C o p y o f work order along with completion certificate of works to be enclosed**).
- 11. The bidder should have Repair Centre at Guwahati/Kokrajhar duly equipped with adequate technical staff and equipment for repair work so as to ensure at least 99% uptime for UPS.
- 12. The bidders must agree to undertake re-installation of the Stabilizer/ Battery at permanent campus free of cost if required during the period of contract.
- 13. The rate quoted should be inclusive of all charges and taxes as applicable showing break up.
- 14. The payment towards AMC shall be made at least at the end of each quarter year i.e. three (3) months on production of satisfactory performance report along with original invoice in triplicate.
- 15. The price quoted shall be valid for 1 year from the date of issue of the work order. No demand for revision of rates on any account shall be entertained.
- 16. AMC shall be valid for a period of 3 years with the provision of renewal for further period based on satisfactory performance with an increase of 10 % on the total contract value with same terms and conditions.**
- 17. The quantities are indicative and may vary based on actual requirement. In such cases, the contract amount shall stand modified under the AMC on a pro-rata basis.
- 18. Credential Certificates are to be attached.
- 19. The vendor should have an office in Guwahati/Kokrajhar. All legal suits, actions or proceedings ~~into~~ or arising out of the agreement shall be subject to jurisdiction of courts in Kokrajhar Only.
- 20. This university shall have the right to inspect vendor's site to assess infrastructure before awarding the Comprehensive AMC and it may reject in the event of dissatisfaction of Vendor's infrastructure or otherwise.

21. The university reserves the right to terminate the agreement, if the vendor fails to carry out any of its obligations/duties in terms of the agreement.
22. The contract can be terminated by the university by giving 7 (seven) day's notice to the vendor anytime during the period without citing reasons and in such cases no payment will be considered for the period beyond termination date. It shall be open to the vendor to terminate this agreement any time during its tenure by giving 1 (One) months' notice to the university in writing.
23. This tender is not transferable and under no circumstance the successful bidder shall be allowed to sub-contract with any other person/party.
24. In case the contracting firm is not able to accept the contract after it is awarded or if they are not able to do the work after accepting the contract such firm will be liable to pay the damages to the university including the cost which the bank will have to incur for getting such work done. The above act of backing out would automatically debar the Vendor from a further dealing with this university.
25. The AMC will include rectification of all hardware and software problems. The firm will have to ensure that all calls are attended within Two (2) working days and the upkeep time for repair of any system should not exceed two (2) days. Stand by System to be provided if the up keep time is more than two days.
26. Penalty @ Rs.200/- per day for non-rectifications of complaint within stipulated time will be deducted in the subsequent quarterly payment
27. The AMC provider should report this office twice in a month for routine checkup besides visits on call basis as and when required.
28. For conducting survey for AMC interested Firms will have to seek permission by submission of 'application for survey'.
29. The University may issue notification regarding the tender for time extension, corrigendum, amendments etc. and such notification will be posted on website only. Bidders are requested to keep visiting the website www.bodolanduniversity.ac.in for any such notification till the tender process is complete.
30. The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.
31. Any delay due to Force Majeure will not be attributable to the bidder. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the Supplier or its employees / representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Project for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the Supplier for a period exceeding a continuous period of 7 (seven) days.

32. The Comprehensive AMC also includes replacement of parts, if required without any extra cost and the same should be standard quality.
33. The equipment will not be moved out of our office premises without prior permission and valid gate pass. All transportation costs involved for this purpose will be borne by the vendor.
34. Normal service hours will be from 10:00 am to 5:00 PM on all working days (Monday to Saturday), however in exceptional circumstances services may need to be provided outside of these hours or on Sunday/ Holidays at the discretion and convenience of the office.

Annexure – A

Sr. No.	Name of Item	Quantity
1	30KVA Online UPS Make: Consult Neowatt	02 Nos.
2	60KVA Online UPS Make: Consult Neowatt	01 Nos.
3	30KVA Online UPS Make: Better Power	01 Nos.
4	20KVA Online UPS Make: BPE	02 Nos.
5	20KVA Online UPS Make:- Orion	01 Nos.
6	20KVA Online UPS Make:- Consult Neowatt	01 Nos.
7	20KVA Online UPS Make:- Neumeric	01 Nos.
8	15KVA Online UPS Make:- Better Power	02 Nos.
9	10KVA Online UPS Make:- AVO	02 Nos.
10	5KVA Online UPS Make:- Orion	03 Nos.

DECLARATION BY THE VENDOR

1. It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney.
2. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial no. 1 to 34.
3. I/We hereby declare that the particulars given above are true and correct to the best of my/our knowledge and belief. I/we agree that in case any of the particulars given above are found incorrect, our bids may be summarily rejected.
4. I / We also hereby declare that all matters related to Bodoland University shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority of BU.
5. The Firm/Company has neither been blacklisted by any Central or State Government Organization in the last neither three years nor there is any litigation pending with any Central or State Departments or Court of Law.
6. I/We also hereby declare that none of the employee of Bodoland University is related with the proprietor and employees of the firm.

Date:

Signature:

Address: Name:

Designation:

On behalf of:
(Company Seal

PRO-FORMA OF SUBMISSION OF TECHNICAL BIDS

(Details to be enclosed on Firm's own letter head)

1.	Name of the Firm	:	
2.	Year of Establishment	:	
3.	Address of the Firm		
	(a) Premises Address	:	
	(b) Permanent Address	:	
4.	Name of the Proprietor/ Contact Person (with Designation)	:	
5.	Landline Number	:	
6.	Fax Number (if any)	:	
7.	Mobile Number	:	
8.	Account Number	:	
	(i) PAN	:	
9.	Whether firm is Income Tax payee. If so, please attach a copy of Income Tax Return filed for the last 3 consecutive years including current financial year.		
10.	GST Registration No.	:	
	(Attach : Copies of GST)		
11.	Govt. Registration No.	:	
12.	Name of major Organisation where items are supplying	:	
13	List of Enclosures		i) ii)

PRO-FORMA OF SUBMISSION OF FINACIAL BID

Sl. No.	Item Description	Qty.	Rate per Unit / per year	GST %	Rate per unit per year inclusive GST	Total Amount of all units (including GST)
1	30KVA Online UPS	03				
2	60KVA Online UPS	01				
3	20KVA Online UPS	05				
4	15KVA Online UPS	02				
5	10KVA Online UPS	02				
6	5KVA Online UPS	03				

NOTE:

1. RATES SHOULD BE OFFERED WITH ALL APPLICABLE TAXES.
2. OPTIONAL BID WILL NOT BE ENTERTAINED
3. NO CONDITION SHOULD BE INSERTED IN THE PRICE BID

Grand total in figure:

In words:

DECLARATIONS

- (i) I/We.....

 (names of partners/proprietors or shareholders) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief that we shall be bound by the Terms and Conditions.
- (ii) I/We also hereby declare that all matters related to Bodoland University, Kokrajhar shall be treated as Confidential and no information shall be passed on to any unauthorized person without written permission of the University.
- (iii) Mr. whose signatures are given below, is an authorized representative of this firm.
- (iv) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm from time to time.

 Signature of Partners/Proprietors.

Date (with Firm's Seal)