

Short Term Tender Notice No. CC-1/2015

HIGH COURT OF JUDICATURE AT ALLAHABAD

TENDER DOCUMENT

Sealed tenders are invited from reputed Original UPS manufacturers/ their authorized dealers only for the supply, installation and onsite comprehensive maintenance of UPS's for the Allahabad High Court and its Bench at Lucknow as mentioned in Part-2 of the Technical Bid.

This tender document consists of three parts :

Part-1: "GENERAL INFORMATION";

Part-2: " TECHNICAL BID" and

Part-3: " FINANCIAL BID".

Bidders are required to submit the tender document as mentioned above in three separate sealed envelopes. Envelops containing and super scribed "General Information", "Technical Bid" and "Financial Bid" separately on the prescribed Tender Document downloaded from the official web site of the Allahabad High Court <http://www.allahabadhighcourt.in> complete in all respect should reach **System Manager, Computer Centre, High Court, Allahabad (U.P.) - 211017 on or before May 13, 2015 upto 2:30 p.m.**

The **Tender Document fee (Non-refundable) of Rs 1000/- (Rs. One Thousand only)** and the **Earnest Money Deposit of Rs. 1,50,000.00/- (Rs. One Lac Fifty Thousand only)** should be enclosed alongwith the "General Information" in the form of account payee Bank Draft, issued by any scheduled Bank, drawn in favour of **Registrar General, High Court, Allahabad payable at Allahabad** in a separate sealed envelop. The sealed envelops of the bidders containing "General Information" and "Technical Bid" shall be opened on the same day i.e. on **May 13, 2015 at 4:30 p.m.** The Technical Bids and the Financial Bids of those bidders who do not accept, sign and stamp all the terms & conditions of the bid, shall not be opened. The technical bids of only those bidders who have accepted all the terms & conditions of the bid, signed and stamped on the terms & conditions, shall be opened thereafter on the same day. If bids opening day is a Government holiday, then the technical bids shall be opened on next working day at the same time. Two representatives of each bidder may participate at the time of opening the technical bids and financial bids. Financial bids shall be opened on **May 15, 2015 at 4:30 p.m.**

Any Bid received after the aforesaid last date and time will not be accepted. Conditional Bids will also not be considered.

The High Court, in its discretion, reserves the right to reject all or any of the Bids without assigning any reason.

Important Instructions and Dates :

S.N.	Item	
1	Tender fee (non refundable)	Rs. 1,000/- (Rupees One Thousand) only by Demand Draft issued by any Scheduled Bank
2	Earnest Money Deposit	1,50,000/- (Rupees One Lac Fifty Thousand) only by Demand Draft issued by a ny Scheduled Bank
3	Last Date & Time for submission of Bids	May 13, 2015 upto 2:30 p.m.
4	Date and time for opening of General Information and Technical Bid(s)	May 13, 2015 at 4:30 p.m.
5	Date and time of demonstration of UPS's by the bidder	May 14, 2015 at 4:30 p.m. onwards
6	Date and time for opening of Financial Bid(s)	May 15, 2015 at 4:30 p.m.

Registrar General

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TERMS & CONDITIONS

1. The Bids are invited from reputed Original UPS Manufacturers or their authorized dealers only.
2. Bidders are required to submit authorization letter to the signatory of the Bid by the competent authority of the Bidder, to participate in this Bid.
3. The bidder company should have turnover of at least Rs. 1 Crore (Rupees One Crore only) in each of the preceding three financial years (i.e. FY 2012-13, 2013-14 and 2014-15) and the audited balance sheet of the relevant period is required to be submitted by the Bidder.
4. The Bids submitted by the bidders should be valid for a minimum period of 180 days from the date of opening of the Bid.
5. The Earnest Money Deposit (EMD) of Rs. 1,50,000.00 (Rs. One Lac Fifty Thousand only) should be enclosed alongwith the "General Information" in the form of account payee Bank Draft, issued by any scheduled Bank, drawn in favour of **Registrar General, High Court, Allahabad** payable at Allahabad, in a separate sealed envelope.
6. The tender document is available for download on the official web site of the Allahabad High Court <http://www.allahabadhighcourt.in> to enable the bidders to use this document for submitting their bids in High Court, Allahabad. The bidder is required to submit a non-refundable tender document fee of Rs. 1000/- (Rs. One thousand only) in the form of account payee Bank Draft, issued by any scheduled Bank, drawn in favor of **Registrar General, High Court, Allahabad** payable at Allahabad in addition to E.M.D. in the envelop containing general information of the bids.
7. In case of any ambiguity, the original tender document available in the High Court, Allahabad shall be treated as the final. The tenders submitted without enclosing the tender document fee and EMD shall not be accepted.
8. The three sealed envelopes containing "General Information", "Technical Bid" and "Financial Bid" separately on prescribed tender document downloaded from the official web site of the Allahabad High Court <http://www.allahabadhighcourt.in> complete in all respect should reach **System Manager, Computer Centre, High Court, Allahabad (U.P.) - 211017** (*herein after referred as HIGH COURT*) on or before **May 13, 2015 upto 2:30 p.m.** failing which tender will not be accepted.
9. The sealed envelopes of the bidders containing "General Information" and "Technical Bid" shall be opened on same day i.e. on **May 13, 2015 at 4:30 p.m.** The technical and financial bids of those bidders who do not accept, sign and stamp all the terms & conditions of the bid, shall not be opened. The technical bids of only those bidders who accept, sign and stamp on all the "Terms & Conditions" of the bids shall be opened thereafter on the same day. If bids opening day is a government holiday, then the technical bids shall be accepted and opened on next working day at the same time. Two representatives of each bidder may participate at the time of opening of the technical and financial bids. Financial bids shall be opened on **May 15, 2015 at 4:30 p.m.**
10. Technical evaluation of the bids shall be done on the following parameters: -
 - i. Technical specifications of UPS's and the leaflets/supporting document enclosed to confirm them.
 - ii. Company's installation base and after Sales Service support at Allahabad and Lucknow.
11. Pre-Dispatch Inspection of all UPS's shall be carried out by a team of technical experts at the office/factory of the bidders wherever situated in India prior to delivery of the items at respective sites. Acceptance will be conducted by team of technical experts sent by HIGH COURT in presence of the bidders on all the ordered items to ascertain that the items to be delivered are as per ordered technical specifications and of the acceptable quality. A set of all the diagnostic tools and techniques to test UPS's shall be provided by the bidders to the team of technical experts sent by HIGH COURT alongwith the physical inspection and testing schedule prior to inviting HIGH COURT for inspection and testing of the items at the bidders's office/factory. The items must be as per ordered technical specifications or higher technical specifications only. No incomplete items will be accepted under any circumstances. The items should also contain same sub-items (brand/make) as quoted in the tender. Failure to fulfill any of above mentioned conditions will lead to the rejection of the items during in-

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spection and acceptance testing of the items. The items which will be inspected and accepted during Pre-Dispatch Inspection by the team of technical experts sent by HIGH COURT shall be packed by the bidders and the representatives of HIGH COURT will put a unique number, their seal and signature on each of the packet. The bidders will deliver the sealed packets to the respective sites after pre-dispatch inspection. The bidders will make all the arrangements for lodging, fooding & local transportation etc. of the team members (team of technical experts sent by HIGH COURT) during Pre-Dispatch Inspection of the items at the Bidder's cost.

If at any stage during Pre-Dispatch Inspection, it is found that UPS's and other related items are not ready or not of acceptable quality, High Court reserves the right to cancel the Purchase Order and forfeit the Earnest Money Deposit.

12. The delivery of UPS's to be ordered shall be made by the bidders within **6 weeks** from the date of issue of the Purchase Order by HIGH COURT to the bidders. All the deliveries should be on CIF basis. If any loss or damage occurs in transit then it will be the responsibility of the bidder to make good the loss, within the time stipulated in the tender/purchase order for installation. The bidders may take necessary action to claim the insurance money, for the item(s) lost/damaged during transit, from insurance Company at his own level.
13. All the items to be supplied should be new, of good quality and standard and as per the technical specifications mentioned in technical bid document.
14. The installation of all the items in the High Court, Allahabad and it's Bench at Lucknow will have to be completed satisfactorily within **8 weeks** from the date of issue of the Purchase Order by HIGH COURT to the bidders failing which the Purchase Order may be cancelled.
15. If delivery/installation of the items is not made within above stipulated period, the compensation will be payable for non-adherence to the committed delivery/installation schedules by the bidders to HIGH COURT as follows: -
 - 0.5% of the total order value per week of delay in delivery of items subject to maximum of 5.0% of total order value.
 - 0.5% of the total order value per week of delay attributable to bidders in installation of all the items subject to a maximum of 5.0% of total order value.
16. HIGH COURT reserves the right to cancel the total/part purchase order, if the delivery gets delayed more than **2 weeks** from the stipulated period of **6 weeks** given in the Purchase Order. Penalty as mentioned in clause 15 above shall however be applicable even if the order is cancelled in part or full. HIGH COURT shall have no responsibility what-so-ever for any damages sustained by the bidders due to cancellation of the purchase order. In such case, the earnest money deposited by the bidders in HIGH COURT shall be forfeited in full.
17. HIGH COURT reserves the right to reject any items supplied against the purchase order, if found not working satisfactorily at the time of installation at site(s). The rejected items, if any, shall have to be taken back and replaced by good quality items forthwith at the cost of the supplier. No payment will be made for the rejected item(s).
18. If the installation of the items at site gets delayed from the stipulated period given above and to be given in the Purchase Order, then HIGH COURT reserves the right to forfeit the earnest money deposited by the bidders in HIGH COURT and the balance payment, if any, due to the supplier for the items supplied against the purchase order shall be forfeited.
19. Successful Bidder is required to depute one dedicated service engineer each for Allahabad High Court and its Bench at Lucknow.
20. The computation of uptime of the UPS's shall be based on working hours. In case, the bidders fails to provide minimum 95% uptime for the UPS's, the following compensation shall be payable to HIGH COURT by the bidders.

If the average down time of the UPS's evaluated separately in a year is less than or equal to 15 days, the period covered by the warranty/AMC maintenance shall be extended by number of average down time days.

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If average down time days of the UPS's exceeds 15 days in a year, then the compensation @ Rs. 50/- per day per UPS shall be charged from the bidders.

The complaints must be attended within 4 working hours of the receipt of the complaint. If the complaint is not attended within 4 working hours, then the compensation @ Rs.50/- per day per UPS shall be charged from the bidders and warranty shall be extended by equal number of days.

21. The prices quoted in the financial bid should be inclusive of packing, forwarding, freight, transit insurance and installation charges at sites. Excise duty and trade tax if applicable should be quoted separately at the appropriate columns provided for them in the financial bid.
22. In case, excise duty and/or trade tax/sales tax are reduced or increased subsequently by the Government at the time of placement of the purchase order or delivery, then the same will be adjusted by either party on production of requisite proof.
23. Payment for the items to be supplied by the bidders against the purchase order shall be made by Allahabad High Court as follows: -

90% amount of the total order value will be paid to the bidders within 2 weeks of physical delivery against all the ordered items to the sites after their physical inspection at the office/factory of the bidders or physical inspection of all the items at site(s) by the team of technical experts sent by HIGH COURT satisfactorily and providing all the delivery challans duly signed and stamped by authorized representatives of user department. The amount of excise duty shall be paid to the bidders only on production of excisable invoice under central rules at the time of claiming the payment. The amount of trade tax shall be paid to the bidders only after submission of a certificate from concerned assessing authority of trade tax.

Remaining **10%** amount of the total order value will be released to the bidders within 2 weeks after satisfactory installation, testing and commissioning of all the supplied items at sites.

Payment shall be released on receipt of the original bills in triplicate complete in all respect and original delivery challans of all the items. No payment shall be released for part delivery of the items against the purchase order.

24. Complete hardware including plastic parts and batteries of UPS will carry three years onsite comprehensive warranty unless and otherwise specifically mentioned in Technical/Financial specification.

Warranty period will start from the date of successful installation of all UPS's at sites.

25. Minimum seven years (including warranty period of three years) spare parts availability should be guaranteed by the bidders.
26. The AMC charges of UPS's after expiry of warranty period of three years should not be more than 6% of the cost of UPS's (excluding batteries).
27. The successful tenderer shall sign an agreement immediately after the acceptance of the tender. The purchase order shall be issued only after signing of the purchase agreement with the selected manufacturer.
28. If the tender is submitted by a firm other than the UPS manufacturer, then the bidders should furnish documents from their principals as proof of the firm being their authorized dealer and OEM's consent for signing tripartite agreement with the High Court.
29. The tender must be submitted on the prescribed tender document issued by the HIGH COURT. Any other technical details required to supplement the information quoted in the prescribed tender document may please be attached separately. The information asked in the tender document should be given at the place provided for it in the tender document. The tenders in which information is not given at the place provided for it or not in the similar format given in the tender document, may be rejected.

30. On completion of the warranty period of three years HIGH COURT will either enter into annual main-

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tenance contract with the supplier for post warranty maintenance of the UPS's or maintain them in-house or with any other firm. In case user department opts to maintain the UPS's in-house, the supplier shall make available all necessary spares, same or equivalent spares on reasonable rates without affecting the compatibility or performance of any part(s) of the UPS, for a period of at least four years after completion of the warranty period of three years. This shall be binding on the supplier under the terms and conditions of the purchase order to be placed after finalization of the tender process.

31. In case of tenderers whose tenders are not considered for placing the purchase order, the earnest money deposit (EMD) will be refunded normally within one month of taking the purchase decision. In case of selected tenderer, the earnest money deposit will be converted into security money and will be retained till the complete items are supplied and commissioned. If the tenderer is not able to supply the ordered items completely within the specified period, the Security money will be forfeited in full in addition to the penalty.
32. If AMC is signed with the bidders, then bidders will be responsible for maintenance of complete items (including third party items) supplied by the bidders on the same terms and conditions.
33. All the documents required should be submitted along with the technical bid of the tender only.
34. Printed conditions of the bidders submitted with the tender will not be binding on HIGH COURT.
35. The documents containing bids shall be free from cutting and erasures. However, alterations, if any, in the tender should be attested properly by the bidder, failing which the tender is liable to be rejected.
36. The tenders submitted by telex/telegrams/fax/email will not be considered. No further correspondence will be entertained on such matters.
37. HIGH COURT will not be responsible for any delay in submission of the tender document to the HIGH COURT.
38. The registration number of the firm alongwith the CST/U.P.T.T. No. allotted by the sales tax / trade tax authorities and I.T. registration number (P.A.N.) alongwith the place of registration should invariably be given alongwith the technical bid.
39. The bidder shall submit an affidavit that the bidder's firm has not been black listed from Government of U.P./Government of India. The bids of the black listed bidders shall be outrightly rejected.
40. Within 7 days of the receipt of Letter of Intent (LOI) from the HIGH COURT, the successful Bidder shall furnish the performance security in the form of bank guarantee for an amount of 10% of the total value of the items to be procured from State Bank of India or its associate banks or any nationalized bank of India or scheduled bank located in India in favour of Registrar General, High Court, Allahabad, valid beyond one month after warranty period of 3 years, in accordance with the Conditions of Conveyance Deed, in the Performance Security Form provided in the bidding documents or in another form acceptable to the HIGH COURT. The bank guarantee shall be returned after the completion of Onsite Comprehensive warranty period of three years. The successful bidder may submit bank guarantee accordingly.
41. Tender not conforming to any or all the above terms and conditions will be rejected.
42. Incomplete tenders are liable to be rejected.
43. HIGH COURT reserves the right to increase/decrease the specified quantities of item(s) given in the tender.
44. Canvassing in any form in connection with tender is strictly prohibited and will disqualify the bidders.
45. bidders may quote for more than one make/model of UPS's.
46. HIGH COURT reserves the right to reject any or all the tenders without assigning any reason whatsoever. HIGH COURT would not be under any obligation to give any clarifications to those bidders whose tenders have been rejected.

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47. All disputes are subject to Allahabad jurisdiction.

DECLARATION BY THE BIDDER

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. 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 47 as mentioned above. This is also certified that I/We/our principal manufacturing firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Date:

Signature:

Place :

Name:

Designation:

(Company Seal)

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PART – 1 **GENERAL INFORMATION**

FOR SUPPLY, INSTALLATION AND ONSITE COMPREHENSIVE MAINTENANCE OF UPS'S FOR THE ALLAHABAD HIGH COURT AND ITS BENCH AT LUCKNOW.

(TO BE FILED BY THE BIDDER)

1.	Name of the Company	
2.	Full address of company alongwith Contact Person Telephone no. Fax no. E-mail address:	
3.	Local address of company for communication, if any	
4(a).	Are you a manufacturer or dealer (Manufacturer or Dealer)	
4(b).	If Company/Product/Services is ISO certified (copies of certificates be attached)	
5(a).	Annual turn over in last 3 financial years: (i)Year 2012-2013 (ii)Year 2013-2014 (iii)Year 2014-2015	
5(b).	Trade Tax / Sales Tax Registration no. with place	
5(c).	Income Tax Registration no. with place	
6(a).	Strength of local office at Allahabad (i)No. of UPS Service Engineers	
6(b).	Strength of local office at Lucknow (I) No. of UPS Service Engineers	
7(a).	No. of Service Centers in Uttar Pradesh	
7(b).	Location of service centers(*) and location wise No. of Service Engineers posted in U.P.	

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8.	Environmental conditions requirement: (i)Temperature (in Deg.C) (ii)Relative Humidity (%)	
9	Kindly enclose at least three after sales service Support certificates from your customers where you have supplied and installed UPS's to evaluate your service support performance.	
10	Any other information you feel necessary (Separate sheets may be used if required)	
11	Details of tender document fee. (i)Bank Draft No. (ii)Bank Draft issue date (iii)Drawn on (Bank)	
12	Details of earnest money deposit. (I) Bank Draft No. (ii) Bank Draft issue date (iii) Drawn on (Bank)	

Date:

Place :

Signature:

Name:

Designation:

(Company Seal)

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PART – 2 **TECHNICAL BID**

Section 1 : Schedule of Requirement

1. 600VA UPS (APC/ Emerson/ Numeric) – 150 No's. (Likely to vary)

Capacity		600 VA Off-line / Line interactive or Higher
Mains Mode	Load Power Factor	0.6 or higher
	Load Capacity	360 Watts or higher
Input	Voltage	160 V to 285 V
	Frequency	50 Hz
Output	Voltage	230 V
	Frequency	50 Hz
Others	Back-up time	Minimum 10 minutes on full resistive load
	Generator Compatibility	Yes
Protections		Short Circuit, Surge/Spikes, Under/Over voltage, Overload
Indicator		On Mains / Mains Fail / On Battery / Low Battery/ Fault / Overload
Alarms		Mains Failure / Low Battery/ Overload / Fault
AC Output Sockets		Minimum 3 Nos. Indian Standard Outlets
Battery Type		Sealed, Maintenance-free lead acid, leak proof
Warranty		3 years comprehensive on-site warranty on UPS's and batteries.

2. 800 VA UPS (APC/ Emerson/ Numeric) – 105 No's. (Likely to vary)

Capacity		800 VA Off-line / Line interactive or Higher
Mains Mode	Load Power Factor	0.6 or higher
	Load Capacity	480 Watts or higher
Input	Voltage	170 V to 280 V
	Frequency	50 Hz
Output	Voltage	230 V
	Frequency	50 Hz
Others	Back-up time	Minimum 10 minutes on full resistive load
	Cold Start	Yes
	Generator Compatibility	Yes
Protections		Short Circuit, Surge/Spikes, Under/Over voltage, Overload
Indicator		On Mains / Mains Fail / On Battery / Low Battery/ Fault / Overload
Alarms		Mains Failure / Low Battery/ Overload / Fault
AC Output Sockets		Minimum 4 Nos. Indian Standard Outlets
Warranty		3 years comprehensive on-site warranty on UPS's and batteries.

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3. 1000 VA UPS (APC/ Emerson/ Numeric) - 1200 No's. (Likely to vary)

Capacity		1000 VA Off-line / Line interactive or Higher
Mains Mode	Load Power Factor	0.6 or higher
	Load Capacity	600 Watts or higher
Input	Voltage	160 V to 285 V
	Frequency	50 Hz
Output	Voltage	230 V
	Frequency	50 Hz
Others	Back-up time	Minimum 30 minutes on full resistive load
	Cold Start	Yes
	Generator Compatibility	Yes
Protections		Short Circuit, Surge/Spikes, Under/Over voltage, Overload
Indicator		On Mains / Mains Fail / On Battery / Low Battery/ Fault / Overload
Alarms		Mains Failure / Low Battery/ Overload / Fault
AC Output Sockets		Minimum 6 Nos. Indian Standard Outlets
Warranty		3 years comprehensive on-site warranty on UPS's and batteries.

Date:

Signature:

Place :

Name:

Designation:

(Company Seal)

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Section 2 : Technical Bid Proforma

(Seperate sheet shall be attached for each quoted UPS's)

Parameters	Specification
Product Name	
Model No.	
Product Manufacturer's Name (APC/ Emerson/ Numeric)	
Capacity	
Back-up Time	
Technology Used	
AC Input Voltage	
AC Input Frequency	
AC Output Voltage	
AC Output Frequency	
Load Power Factor	
Load Capacity	
Whether Cold Start supported	
Whether Generator Compatible	
No. of Batteries	
Battery Manufacturer	
Battery Model No.	
Battery Specification	
Battery Type	
Protections Offered	
Indicator Details	
Alarms	
AC Output Sockets	
Environmental conditions requirement: i. Temperature (in Deg.C) ii. Relative Humidity (%)	
Noise Level (in dB)	
Industry Standards Compliance, if any	
Certifications, if any	
Warranty Offered (3 years comprehensive on-site warranty on UPS's and batteries).	
Any other relevant information	

(Note : Bidders are required to attach separate printed brochures of UPS's with the Technical Bid).

Date:

Signature:

Place :

Name:

Designation:

(Company Seal)

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PART – 3 FINANCIAL BID

FOR SUPPLY, INSTALLATION AND ONSITE COMPREHENSIVE MAINTENANCE OF UPS'S FOR THE ALLAHABAD HIGH COURT AND ITS BENCH AT LUCKNOW.

General Information

1.	Name of the Bidder			
2.	Full Address of the bidder alongwith Telephone No.: Fax. No.: E-mail Address:			
3.	Excise duty included in the quoted price	___ . ___ % of basic price		
4.	Any other charges included in the quoted price (i) Trade tax/Sales Tax (ii) Any other Levies	___ . ___ % of (basic price + excise duty) ___ . ___ %		
5.	Discount if any	___ . ___ %		
6.	AMC Charges (Should not be more than 6% of the cost of UPS's excluding batteries)	___ . ___ %		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Date: Place: </td> <td style="width: 50%; vertical-align: top; text-align: right;"> Signature Name: Designation Company Seal </td> </tr> </table>			Date: Place:	Signature Name: Designation Company Seal
Date: Place:	Signature Name: Designation Company Seal			

Table – A: Rates quoted for UPS's of 600 VA, 800 VA and 1000 VA with 3 Years onsite Comprehensive Warranty

SI No.	Description of UPS's	Approx. Qty	Unit Price (excluding batteries)						Total Price (Rs.) 3 x 9
			Basic Price (Rs.)	Excise Duty (Rs.)	Sub-Total (Rs.) 4+5	Trade Tax (Rs.)	Installation charges (if any) (Rs.)	Total Unit Price (Rs.) 6+7+8	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1	600 VA	150							
2	800 VA	105							
3	1000 VA	1200							
Grand Total (Rs.)									

Date:

Signature:

Place :

Name:

Designation
Company Seal

Table – B : Rates quoted for Batteries of UPS's of 600 VA, 800 VA and 1000 VA with 3 Years onsite Comprehensive Warranty

SI No.	Description of UPS	Description of Batteries (V/Ah)	Unit Price					
			Basic Price (Rs.)	Excise Duty (Rs.)	Sub-Total (Rs.) 4+5	Trade Tax (Rs.)	Installation charges (if any) (Rs.)	Total Unit Price (Rs.) 6+7+8
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	600 VA							
2	800 VA							
3	1000 VA							

Date:

Place :

Signature:

Name:

Designation:

(Company Seal)