

**NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH
(INDIAN COUNCIL OF MEDICAL RESEARCH), BENGALURU**

BID DOCUMENT

Tender for supply and installation of 20 KVA online UPS System with tubular batteries of one hour back-up for National Centre for Disease Informatics and Research (ICMR) Bengaluru.

(Visit us at www.ncdirindia.org)

Name of the tenderer _____

Cost of Tender Document – Rs. 500/-

TABLE OF CONTENTS

SECTION	TITLE	PAGE NO.
I	Tender Notice	3
II	Instructions To Bidders	4-5
III	General Terms & Conditions	6-7
IV	Technical Specifications / Requirements	7-18
V	Technical Bid	19-20
VI	Undertaking	21
VII	EMD Payment particulars	22
VIII	Turn over details	23
IX	Declaration	24
X	Manufacturers Authorization	25
XI	Financial bid	26-27
XII	Certificate for the documents downloaded from website.	28
XIII	Performance security bond form	29-30
XIV	Bid form	31

SECTION I

NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH (Indian Council of Medical Research), Bengaluru

TENDER NOTICE

Sealed tenders are invited under two bid systems for supply and installation of 20 KVA online UPS System with tubular batteries of one hour back-up for National Centre for Disease Informatics and Research (ICMR) Bengaluru.

SCHEDULE TO TENDER		
S. No.	Activity Description	Schedule
1.	Tender No	No. NCDIR/UPS/16-17/
2.	Sale of Tender Document	27 October 2016 to 21 November 2016 Tender document can be collected from NCDIR office or downloaded from our website www.ncdirindia.org
3.	Time and last date of depositing Tender / Bid	22 November 2016 up to 5.00 PM
4.	Time and Date of Opening of Technical Bid	23 November 2016 at 4:30 PM
5.	Time and Date of Opening of Financial Bid	The Financial bid will be opened after evaluation of technical bid, which will be announced later.
6.	Minimum Validity of tender offer	1 year from the date of Opening of tender
7.	Services to be offered	Supply and installation of 20 KVA online UPS System with tubular batteries of one hour back-up
8.	Estimated cost of tender	Rs. 5,00,000/-
9.	Amount of EMD to be Deposited	Rs. 10,000/-
10.	Cost of Tender Document	Rs. 500/-

**DIRECTOR
NCDIR (ICMR) BENGALURU**

SECTION II

INSTRUCTIONS TO BIDDERS

1. Sealed tenders are invited from the reputed firms engaged in the supply and installation of 20 KVA On-line UPS System with Tubular batteries of one hour back-up to National Centre for Disease Informatics and Research (ICMR), Bengaluru.
2. The firms fulfilling the following criteria, may deposit their bids superscribed as “TENDER FOR SUPPLY AND INSTALLATION OF 20 KVA ON-LINE UPS SYSTEM WITH TUBULAR BATTERIES OF ONE HOUR BACK-UP” and address it to **The Director, National Centre for Disease Informatics and Research (ICMR), Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, Off N.H. -7, Adjacent to Trumpet Flyover of BIAL, Kannamangala Post, Bengaluru – 562 110** so as to reach on or before 5:00 PM, 22 November 2016 or the tender may be dropped in Tender Box placed at II Floor – Administration Room of NCDIR, Bengaluru.
3. The technical/commercial tender in two separate sealed covers with technical bid marked clearly as “Technical Bid” and Financial proposal marked as “Financial Bid”.
4. NCDIR, Bengaluru will not be responsible for any delay or loss of document in transit due to any reason.
5. Tender should be submitted in the prescribed Tender Document obtained from the office of NCDIR, Bengaluru or downloaded from NCDIR website www.ncdirindia.org
- 6.

DUE DATE & TIME

Tender document will be issued from 10.00 am to 5.00 pm on from Monday to Friday as mentioned in the Tender Document. The sealed tenders should reach the office of the Director, NCDIR, Bengaluru on or before the date as mentioned in the tender notice. The tenders received after due date and time or unsealed or incomplete or by postal delay or electronic mail will be summarily rejected.

TWO BID SYSTEM: The bid should be submitted in a sealed cover in two parts as under

- I. Technical Bid
- II. Financial Bid

I. TECHNICAL BID: Envelope should subscribed "Technical bid for supply and installation of 20 KVA online UPS System with tubular batteries of one hour back-up" and it should contain the following.

- **TENDER FEE:** The cost of tender document is Rs. 500/- (Rupees Five Hundred Only) (Non - refundable). The tender document can be obtained by paying the fees through Demand Draft / Bankers Cheque drawn in favour of “The Director, NCDIR payable at Bengaluru”. The cost of tender document shall be attached with Technical Bid in case the tender document is downloaded from the website. The Tender Document is not transferable to any other bidder.
- **EARNEST MONEY DEPOSIT (EMD):** An Earnest Money Deposit of Rs.10,000/- (Rs. Ten thousand only) in the form of demand draft drawn in favor of Director, NCDIR Bengaluru may be submitted, failing which their bids will not be considered valid. The Earnest Money Deposit shall be forfeited if the successful bidder withdraws his offer in due course. The amount will be refunded to unsuccessful bidder without any interest after completion of the tender process. The EMD should remain valid for a period of 45 days beyond the final tender validity period.
- All details as mentioned in Section V (Proforma for Technical Bid)

NOTE:

The Committee constituted by the Director will technically evaluate the contents as per Section VI. Those technically qualified will only be considered for price evaluation (Financial bid). Price should not be quoted with technical bid; otherwise the tender will be rejected without any correspondence.

Decision of the Director, NCDIR Bengaluru on the eligibility for qualifying technical bids shall be final and no representation shall be considered in this regard.

II. FINANCIAL BID

The second envelope should subscribed "Financial bid for supply and installation of 20 KVA online UPS System with tubular batteries of one hour back-up" and it should contain the rates etc. as per Section XI Applicable taxes, if any, may be shown separately below and should not be included in the rates under any circumstances.

NOTE:

After due evaluation of the bid(s) Institute will award the contract to the lowest evaluated responsive tenderer

PERFORMANCE SECURITY

- The successful bidder shall deposit an amount equal to 10% of the approved tender cost i.e within 2 weeks of conveying NCDIR’s intention for accepting the bid as Performance Security.
- Performance Security shall be submitted in the form of Bank Guarantee issued by a scheduled Bank and the Performa provided in section XIII of the bid document or DD/Banker’s cheque drawn in favour Director, NCDIR, Bengaluru.
- Performance Security will be discharged after completion of contractor’s performance obligations under the contract.

SECTION III

General Terms & Conditions bidder should satisfy are as mentioned below:

1. Firms must quote rates only in the financial bid proforma appended at Section XI
2. The validity for the rates quoted by the firms should be for a period of one year from the date of opening of tenders.
3. The tenderer will be required to send two separate sealed envelopes, first envelope containing deposit of tender fee, earnest money deposit, technical bid specifications whereas the second containing the financial bid showing rates, and terms and conditions.
4. While opening the tenders, the envelopes containing technical bids shall be opened first and acceptance of the bidder according to the specified quantifying clauses will be ascertained. Financial bids of the bidders shortlisted on the basis of accepted technical bids will be opened on a date to be notified later. Work order shall be awarded on the basis of the evaluation of both the technical and financial bids by the NCDIR.
5. Canvassing in any form will be viewed unfavorably and if any tenderer is found to be resorting to such practice, the tender of such firm will be rejected.
6. Conditional offers will not be considered and will be rejected.
7. In case, any clarification is required the tenderer may seek the same from this office. Any request after the last date and time for submission of bids for any clarification would not be entertained.
8. The authority for the acceptance of the tenders rests exclusively with the NCDIR. NCDIR does not undertake to accept the lowest or any particular tender or to assign any reason whatsoever for the rejection of any tender. The decision of the NCDIR shall be final in all matters of this tender.
9. Amendment to tender documents: At any time prior to the last date of receipt of bids, NCDIR may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidders, modify the tender document by issuing an amendment/ addendum. Corrigendum/ extension/ addendum etc. to this tender shall be published in the NCDIR website only. Prospective bidders are advised to regularly visit the website: www.ncdirindia.org to keep track of corrigendum/ extension/ addendum etc, if any.
10. Guarantee/warranty periods as well as facilities available for after sales service may also be indicated clearly.
11. Financial bid should specify rates per unit should include all charges such as, packing, freight, handling, hire etc, for delivery at the above address.

12. The tender should specify the maximum period required for arranging supply from the date of receipt of firm orders/supply contract. Further, extension of time will not be provided for supply than the minimum time indicated in the quotation by the supplier after firm orders are placed by NCDIR, Bengaluru.
13. Each bid must contain not only the rates for the main items of the quotation but also for spare parts that are compulsorily supplied with the main equipment. No part is made to be optional. All parts should be quoted. The aggregate value of the entire quotation with all parts required should be mentioned failing which the quotation liable to be rejected. The Director reserves the right of ordering or not ordering any of the quoted parts. The validity for the rates quoted by the firm should be for a period of one year from the date of opening of tender.
14. Failure to make supply whether a portion of the items or the full supply as per the terms of indent or non-performance/non supply in time or regularly or supplying items not conforming to the specifications, quality prescribed or which is found to be defects in and other way or for breach of any of the conditions stipulated will entail enforcements of one or more of the following:
 - (a) The defaulting firm will be liable, in addition to pay the extra expenditure if any incurred by the NCDIR for having purchased the materials elsewhere, because of the failure of the firm to make supply in time.
 - (b) No representation for enhancement of rates will be considered during currency of the contract once the rates quoted are accepted. No import licence will be provided by this office.
 - (c) The other requirements that may be ordered separately must also be supplied under the same conditions and at the same rates.
 - (d) In the case of articles rejected for not being in accordance with the accepted specifications as per the purchase order or has been received in damaged conditions the quotation should be prepared to take them back and replace them by correct item within a week without additional cost to the NCDIR.
15. Rates should be quoted in figures as well as in words, over writing or any corrections are not allowed.
16. Necessary training/instructions on operation of the UPS should be given by the installation engineer to NCDIR staff at the firms cost after completion of the installation.
17. On receipt of the approval from ICMR Hqs. New Delhi, the purchase order will be issued to the successful tenderer (lowest one) by the Director, NCDIR, Bengaluru.

SECTION IV

Technical Specifications / Requirements

1. General specifications

- 1 UPS Type : DSP control based ON-LINE Double Conversion Technology
- 2 Capacity : 20 KVA/18KW
- 3 Battery Backup : 60 min at full load
- 4 Supply : 3-Phase Input, 3-Phase Output
- 5 Operation Mode Normal (online): Emergency, Recharge, bypass, Maintenance bypass.
- 6 Rectifier / Inverter : IGBT with PFC control technology only
- 7 Transformer : Isolation transformer only on Input side
- 8 Total Efficiency AC/AC at 100% load: $\geq 94\%$ (Online mode)
9. Parallel configuration : ≥ 3 units (System should have option of paralleling 3 units if required)

2. INPUT

- 1 Voltage configuration : Three-phase, 3-wire
- 2 Voltage rating : 400V,
- 3 Min/ Max input voltage : 320V to 480 V
- 4 Nominal Frequency : 50 Hz
- 5 Max/Min frequency : 50 Hz +/- 10%
- 6 Phase : Three Phase
- 7 Inrush Current : 700% of full load current maximum
- 8 Current Limit : 125% of nominal AC input current maximum
- 9 Surge Protection : As per IEC standard
- 10 THDi : $\leq 3\%$ and should constant from 20% to 100% load
- 11 Power factor : > 0.99

3. OUTPUT

- 1 Voltage Configuration : Three-phase, 4-wire plus ground
- 2 Voltage : 400V/415 V
- 3 Voltage regulation : a) $\pm 1\%$ three-phase RMS average for a balanced three-phase load for the combined variation effects of input voltage, connected load, battery voltage, ambient temperature, and load power factor.
b) $\pm 2\%$ three-phase RMS average for a 100% unbalanced load for the combined variation effects of input voltage, connected load, battery voltage, ambient temperature, and load power factor.
- 4 Voltage Distortion : $\leq 3\%$ total harmonic distortion (THD) for linear loads. and $\leq 5\%$ THD for 100% nonlinear loads.
- 5 Crest factor : 3:1
- 6 Frequency : 50 Hz and Pure sine wave
- 7 Frequency regulation : 50 Hz +/- 0.1%
- 8 Output power factor : 0.9 or better
- 9 Overload Capacity : 125% for ten minutes (without bypass source).
: 150% for one minute (without bypass source).
- 10 Wave form : Pure Sinusoidal

11 Output Voltage adjustment : $\pm 5\%$ (Software Controlled adjustment)

4. Batteries:-

- 1 Make. : Reputed make
- 2 Type : TUBULAR
- 3 Rated battery life : min 7 years
4. Battery back up : **60** mints with full load
5. Battery stand : Suitable battery stand with MS fabricated with powder coated.
6. Battery link and cabling : suitable battery link and interconnecting copper cable from UPS to battery shall be supplied by vendor

The accumulator bank must have an expected service life of seven years with a capacity of 60 minutes at 100 % load. Detailed Battery backup calculation sheet and manufacturer charging/discharging characteristic chart shall be attached along with the technical bid also Battery type should be specified in the document.

5. On-Line Battery Test

The UPS shall be provided with Auto On-Line Battery Test feature. The test shall ensure the capability of the battery to supply power to the inverter while the load is supplied power in the normal mode.

6. Battery Charger:-

The battery charger shall recharge the battery to 90% of its fully charged condition preferably within six to eight (6-8) hours and at the same time supplying full load current to the system. The charger should have the Temperature Compensated Charging. The battery charger output voltage shall be automatically adjusted in proportion to the ambient temperature of the battery to avoid over-charging. The system must include one or more battery chargers:

- with IGBT technology;
- separate from the rectifier;
- with charging voltage independent from the DC bus voltage;
- dedicated and independent for each accumulator bank;

The battery charger must be able to operate with the following types of accumulator:

- Lead acid, hermetically sealed
- Lead acid, vented

Depending on the temperature, the battery charger shall be able to select the most suitable recharge method automatically, without operator intervention, alternating float mode in combination with “intermittent” charge in such a way as to limit the effects of corrosion (plate sulphation) and significantly prolong battery life. The maintenance charge voltage must be automatically regulated in relation to the temperature of the battery compartment. The battery compartment must be equipped with a temperature sensor for this purpose.

The following parameters must be adjustable and configurable:

- Maximum recharge current limit;
- Constant float mode current and voltage;
- Switching threshold from fast recharge mode to maintenance mode.

The battery charge regulation and control circuit shall also provide the following functions:

- Continuous monitoring of the battery circuit (battery interrupted) with visual alerts on the local user interface;
- Monitoring of battery efficiency, via partial discharge at settable intervals; the check consists in continuously monitoring the discharge current and comparing it with the ideal discharge curve;
- Continuous monitoring of the battery charger's output voltage to ensure it remains within the limits required to optimize battery life. Recharging voltage anomaly alerts followed by deactivation of the charger;
- Residual battery capacity display.

7. Isolation Transformer

Suitable rating isolation transformer with copper wound shall be supplied and installed along with each UPS on Input side and test reports (Efficiency and losses) of the isolation transformer shall be enclosed along with the technical bid. The cooling of Isolation transformer shall be by forced cooling with inbuilt cooling fans. Supplier shall specify the Isolation transformer make and other specification along with technical bid for evaluation purpose.

8. Operating Ambient Temperature:-

UPS Module : (0°C to 45°C).

Battery: 30°C ± 5°C.

9. Cooling

Cooling of the UPS shall be by forced air and there should be redundant fans.

10. Grounding

The AC output neutral shall be electrically isolated from the UPS chassis. The UPS chassis shall have an equipment ground terminal. Provisions for local bonding shall be provided.

11. Wiring

Installation and required accessories like cables, lugs etc will be in the scope of supplier and Wiring practices, materials and coding shall be in accordance with the requirements of the National Electrical Code (NFPA 70). All bolted connections of bus bars, lugs, and cables shall be in accordance with requirements of the National Electrical Code and other applicable standards.

Conformity to standards

The system must conform to the following standards:

- Safety: EN62040-1.
- EMC emissions: EN62040-2.
- EMC immunity: EN62040-2 class C2 and C3.

12. Display & Metering:

- Input AC voltage line-to-line/ line-to-neutral for each phase
- Input AC current for each phase
- Input frequency

- Battery voltage and DC link voltage
- Battery charge/discharge current
- Output AC voltage line-to-line and line-to-neutral for each phase
- Output AC current for each phase
- Output frequency
- I/P & O/P Apparent power for each phase
- I/P & O/P Active power for each phase
- I/P & O/P kWh meter
- Battery time left during battery operation
- The total operating time of the UPS and inverter

13. Alarm Messages

The interface must be able to display at least the following status or event information and UPS monitoring should be web based and user friendly.

- Input power out of tolerance
- Battery charger problem
- Battery test failed
- Low battery warning
- Low battery shutdown
- DC bus overvoltage
- Bypass frequency out of range
- Load transferred to bypass
- Excessive retransfers attempted
- Static switch failure
- UPS output not synchronized to bypass power
- Output under voltage
- Output overvoltage
- Output over current
- System output overloaded
- Load transferred to bypass due to overload
- Overload shutdown
- Control error
- Critical power supply failure
- Load transferred due to internal protection
- External shutdown (remote EPO activated)
- Fan failure
- Over temperature shutdown
- UPS is on battery operation
- UPS is on bypass operation
- Battery mode with mains supply / no mains supply
- battery low charge warning
- battery on fast charge
- abnormal battery recharge voltage
- minimum battery voltage
- battery fault
- battery charge circuit broken
- battery charger system fault

- overload alert
- ventilation fault alert
- out of range temperature/humidity alert
- standby power supply out of tolerance

A predictive/statistical algorithm and interpretation of logged data (number, duration and type of events) regarding:

- out of tolerance Input voltages
- overloads
- battery mode operation
- switching to standby power supply
- over- temperature

The UPS must predict potential criticalities for the UPS itself, due to ambient conditions, in advance and alert the maintenance service / monitoring system.

14. Diagnostics

The system will be equipped with a microprocessor able to run full machine diagnostics to determine:

- Self-compensation of components to ensure stable settings over time;
- Acquisition of the main diagnostic and monitoring information by computer (local or remote);
- First installation procedure wizard;
- Full test procedure at full load on UPS, with no further external loads (auto-charge mode)
 - rectifier;
 - inverter;
 - bypass;
 - power bus;
 - cables, contactors and fuses;
 -

15. Uninterrupted Transfer / Retransfer

The transfer control logic shall automatically turn on the static transfer switch, transferring the critical AC load to the bypass source, after the transfer logic senses any of the following conditions:

- Inverter overload capacity exceeded
- Critical AC load overvoltage or under voltage
- Battery protection period expired
- Out of tolerance inverter input DC voltage
- Over temperature
- Inverter fault

Retransfer of the critical AC load from the bypass source to the inverter output shall be automatically initiated unless inhibited by manual control.

16. Maintenance bypass

The manual bypass switch will be provided internally and must ensure that equipment downstream of the UPS is supplied directly by the UPS upstream power source when rectifier, inverter and static

switches are open. Switching to the manual bypass and back will be possible without load supply interruption (Make Before Break).

17. Replacement Parts Stocking

Parts shall be available through an extensive network to ensure around-the-clock parts availability throughout the country. **Recommended spare parts shall be fully stocked by local field service personnel (in Bengaluru office) with back-up available from national parts center and the manufacturing location. The national parts center Customer Support Parts Coordinators shall be on-call 24 hours/day, 7 days/week, and 365 days/year for immediate parts availability. Tenderers may also produce Bengaluru service center address along with strength support in the form of escalation chart. The UPS systems are going to feed the power to very critical equipments, and it is the responsibility of local service team to attend any emergency situation immediately during warranty period as well as post warranty period. Hence, service center at Bengaluru is very much essential.**

18. Battery Circuit Breaker

A suitable battery circuit breaker (DC breaker) shall be provided to isolate the battery from the UPS. This breaker shall be in a separate wall mounted NEMA-1 enclosure. The battery breaker provides a manual disconnecting means, short circuit protection, and over current protection for the battery system. When opened, there shall be no battery voltage in the UPS enclosure. The UPS shall be automatically disconnected from the battery when the battery reaches the minimum discharge voltage level. **During any abnormalities (over charging)/accident, UPS should be able to trip the battery breaker automatically. So necessary arrangement needs to be done.**

19. Other Protections

- Battery protection period expired Input Over/ under voltage, Output over/ under voltage, Output short circuit, Inverter overload, Rectifier overload, Inverter Overvoltage/under voltage, over temp, surge protection.
- It must have Generator Compatibility.
- Must have complete protection for EMI / RF as per the IEC standard.
- Units have built in surge, spike and line noise protection.
- It should have Intelligent Battery Management system
- UPS should be compact and with small footprints.
- UPS sound level should be within the limit as per the standard.

Warranty/Guaranty:

The equipments (complete system including battery banks) supplied shall be guaranteed against all types of defects for a period of **Two years (2 years)** from the date of handing over of the equipment to NCDIR after successful completion of acceptance testing. Any defects in the system/subassemblies found within the guarantee period shall be rectified/replaced by the

supplier free of cost. During this period, servicing at bimonthly interval or earlier, as prescribed by the manufacturer and as mutually agreed to, shall be carried out free of cost. It also includes battery health checks of the all the battery banks. Supplier shall also indicate the service facility they can offer at the place of installation and the telephone number and address of their service center. During the warranty period, breakdown call response time should be within 4 hrs in all working hours and 24hrs during after office hours and weekends. The track record of the firm in implementing and maintaining similar UPS systems, the nearest local(Bengaluru) service establishment and the promptness in attending to service/breakdown calls shall also form basis of tender evaluation.

20. Rating test

8 hrs full load endurance test shall be carried out at factory premises and followed by 110% load for 1 hr period. Test to ascertain the rated and transient capacities and overall efficiency of the system will be carried out at factory and with the battery backup of 60 minutes with full load at the factory. Satisfactory performance at this stage meeting the prescribed limits will only be construed as acceptance of the UPS. The quoted UPS which falls short of our prescribed minimum overall efficiency will not be accepted.

If the full load endurance test needs to be conducted at NCDIR, then vendor should arrange all load banks with necessary cable arrangement along with metering (Digital oscilloscope- to find out transients and I/P & O/P wave forms). The cost for energy consumption during the endurance test shall be deducted in the final bill after due certification from the Engr-in-charge.

21. Annual Maintenance Contract (AMC)

After warranty, the offer should have separate component of AMC for three years.

Note: The Contractors shall submit all technical supporting document details of the system along with the tender and also should attach the Battery backup calculations and battery discharge characteristics catalog along with the technical bid for evaluation purpose.

Prequalification check lists:

Sl.No	Description	Marks	remarks
1	Capacity : 20kVA/18KW or better		
2	Overall efficiency AC/AC at 100% load > 95%		
3	Input power factor @ > 0.99		
4	Output power factor : 0.9 or better		
5	Input voltage range : +/- 20%		
6	Input THDi : <3%		
7	Output voltage and frequency regulation: voltage : +/- 1% and Frequency : +/- 0.1%		
8	Battery make & type : Reputed make, TUBULAR Battery backup : 60mins		
9	Local service team & team strength		
10	Warranty/guaranty and rating test		

4. ELIGIBILITY AND QUALIFICATION REQUIREMENTS

NOTE: Eligible bidders are to provide information on the qualification requirements as below in the enclosed Technical bid format. The Financial Bids of only those firms who qualify as per the Technical Bid will be opened and considered for further evaluation, for which date will be fixed separately and intimated to those bidders who qualify in the Technical Bid evaluation.

a) ELIGIBILITY CRITERIA

1. Should be a Firm/Company (Incorporated in India) having their own Service Centre installations.
2. Bidder should have a fully functional service centre with spares stock for attending the breakdown calls. Details of the service centre must be provided.
3. Bidder should be an established Service Centre Services provider and should have been in this business for a period not less than five years as on 01.01.2016.
4. Bidder should have a minimum 5 year experience in the design, manufacture and testing of UPS System.
5. The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government agencies.
6. The Bidder must have a turnover of more than Rs.50 lakhs in at least one of the last three Financial Years ending on 31.03.2016

5. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION

- a) The Tenders should contain all particulars like the name and address of the Tenderer in their letter-head as mentioned in Technical Bid.
- b) The Price details must be quoted in the PRICE BID only as per format given in Annexure -VII and incomplete details on the above will be treated as non-responsive offer, and the tender is liable for rejection.
- c) The Rates should be quoted for each item as per specifications given and it should be indicated clearly both in words and Figures. The tenderer with full signature should attest any scoring or overwriting. The rate quoted should not be subjected to any price variation clauses. If there is a variation between the quote in figures and in words, then the lower amount will be taken as the correct quote. Any confusion in the price bid will make it liable for rejection by the evaluation committee.
- d) Leaflets and specifications of quoted items should necessarily accompany the offer.
- e) No extra payment on account of labour/tool charges etc. will be paid.

6. OPENING OF TENDER AND EVALUATION THEREON

The tenders received up to 5.00 PM on the last day as mentioned in the Tender Notice will be opened by the committee at NCDIR, Bengaluru in the presence of such of those Tenderers or their representatives who choose to be present at the time of opening. Representatives who are attending the opening of the Tenders should bring a Letter of Authority from the Tenderer, whom they represent to identify their bonafides. The financial bid of only those bidders who qualify in the evaluation of the technical bid will be considered and the financial bid will be opened after evaluation of technical bid, which will be announced later.

1. The Tender forms issued in the name of the intending Tenderer / firm only should be used. If the tender form issued to others is used, such Tender will be summarily rejected.
2. The Tenderers are advised to go through all the terms and conditions carefully. Reporting of any corrections or alteration, etc., after submitting the tender, will not be entertained.
3. The Director, NCDIR, Bengaluru reserves the right to accept the whole tender or any part thereof or reject all the tenders, if the interests of NCDIR so require, without assigning any reasons whatsoever and to waive any minor discrepancy in the tenders received.
4. If the successful Tenderer fails to execute the agreement and / or deposit the required security Deposit within the time specified or withdraws the tender after intimation of the acceptance of the tender or fails to comply with the conditions above or owing to any other reason, tenderer is unable to execute the contract, the Earnest Money Deposit /Security amount deposited by tenderer, will be forfeited along with liability for all damages sustained by the NCDIR by reasons of such breach including the liability to pay any difference between the rates accepted by tenderer and those ultimately paid by the NCDIR for the Supply and Installation of 20 KVA On-line UPS System i.e. Notional loss suffered by the NCDIR, such damages, shall be

assessed by the Director, NCDIR, Bengaluru whose decision is final and the amount assessed is recoverable by proceeding under the suitable law.

7. ACCEPTANCE OF TENDER

On receipt of the approval from ICMR Hqs. New Delhi, the purchase order will be issued to the successful tenderer (lowest one) by the Director, NCDIR, Bengaluru.

8. FORFEITURE OF EARNEST MONEY DEPOSIT

If the Successful Tenderer (referred as “Tenderer”) fails to act according to the tender conditions or backs out after the tender has been accepted, the Earnest Money will be forfeited by NCDIR, Bengaluru.

9. RELEASE OF PURCHASE ORDER

- It is not binding on the part of the Director, NCDIR, Bengaluru to accept the lowest or any other tender and the Director reserves the right to reject or accept any tender fully or partly or retender without assigning any reason. The Director, NCDIR, Bengaluru reserves the right to accept and place the supply orders to the successful tender/tenderer.
- The Director, NCDIR, Bengaluru also reserves the right to relax or waive any of the tender conditions and reject the tender if any one of the conditions enumerated above, is violated or the tenderer gives any counter condition.
- On receipt of the security deposit remittance as in the Tender Document, NCDIR, Bengaluru will release the formal purchase order to the Tenderer.

11. EXECUTION OF PURCHASE ORDER

The tenderer should nominate and intimate to NCDIR, Bengaluru his authorized representative specifically to handle the purchase order from NCDIR and ensure that he fully familiarizes himself with the terms and conditions of the Tender Purchase Order and the Guidelines, and is responsible to effectively execute the Purchase Order complying with all the terms and conditions.

12. DELIVERY

- a) The item should be delivered to NCDIR, Bengaluru within 45 days from date of receipt of purchase order.
- b) The delivery schedule should be adhered to strictly. If the tenderer fails to complete the supply within the time stipulated, the order for the Supply and Installation of 20 KVA UPS System will be liable to be cancelled. In such a case, the Security Deposit will be forfeited.
- c) In order to take care of the situation arising out of the failure of the tenderer to supply as per the schedule and quality and norms, the orders placed with such tenderer will be cancelled with sufficient cause.

- d) Delivery of goods shall be made by the tenderer personally at NCDIR, Bengaluru in accordance with the terms specified by NCDIR, Bengaluru.

14. PAYMENT TERMS

Payment will be made within 45 days after satisfactory supply/installation of the 20 KVA On-line UPS System.

15. PENALTY

In the event of failure of the successful tenderer to deliver the system within the stipulated time, without prejudice to other remedies under the contract a penalty equivalent to 0.5% (Half Percent) of the value of delayed goods will be levied per week with a maximum of 5% of the contract value. If requested by the tenderer, it is the discretion of the Director, NCDIR, Bengaluru to grant extension of time with penalty/without penalty and to purchase the stock from any other source at the prevailing market rate at the risk and responsibility of the successful tenderer and to claim any loss sustained by NCDIR, Bengaluru in the transaction from the tenderer besides forfeiting Earnest Money Deposit and Security Deposit.

16. SAVING CLAUSE

- a) In case any doubt arises on interpretation or otherwise of any point in this tender document, NCDIR shall be referred to for clarification.
- b) At any time after the issue of the tender documents and before the opening of the tender, the Tender Inviting Authority may make any changes, modifications or amendments to the tender documents and shall send intimation of such changes to all those who have purchased the original tender documents.
- c) In case any tenderer asks for a clarification on the tender documents before 48 hours of the opening of the Tender, the Tender Inviting Authority shall ensure that a reply is sent and copies of the reply to the clarification sought will be communicated to all those who have purchased the tender documents without identifying the source of the query.

17. SIGNATURE AND SEAL

The Tenderer must sign and affix their Seal in every page of the Tender Document and the complete Signed Original Tender. Documents must be submitted only in the respective covers.

I/We _____ have gone through the terms and conditions and will abide by them as laid down above.

Signature of authorized person

Date:

Name:

Place:

Seal:

SECTION V

TECHNICAL BID (PART - I)

Name of the Tenderer : _____

Address: _____

Pin Code No.: _____

Tel. No. : _____

Mobile No.: _____

Fax No. : _____

Email. : _____

Status of the Company : _____

(Pls. Tick mark as applicable) : Proprietor/Partnership/Company

Name of the Proprietor/Partners/ :

Directors of the company/firm

TECHNICAL BID (PART - II)

Sl. No.	Description of the company/firm	Proof requires Yes / No	Page No.
1	Name of the firm		
2	PAN Card No.		
3	VAT Reg. No./ Sale Tax No.		
4	Annual turn Over (Rs. 50 Lakhs)		
5	List of Clients		
6	Work Experience For providing 10 year experience in the sale and maintenance (Attached documentary proof in support of claim)		
7	Total number of Engineers working in the Organization		
8	Proof of having Service center at Bengaluru		
9	Illustrated pamphlets containing all the Technical Details, Specification of the tendered item should be enclosed along with the tender.		
10	Whether EMD submitted or not		
11	Tender document cost should be enclosed along with technical bid in form of DD in case of downloaded from website	DD No: Date: Amount:	
12	Bidder should submit the AMC certificate		
	A declaration that the after sales service facilities as well as spare parts shall be made available at least for 5 years for each of the specific equipment / article quoted.		
	A declaration indicating willingness to provide AMC services at least for 5 years after the expiry of the warranty for each of the maintainable equipment quoted.		
13	Undertaking regarding black-listing by any department as per Annexure - IV		
14	This tender document, the bidders are requested to sign on all the pages. The Technical bid & the Commercial bid should be sealed by the bidder in separate covers		

SECTION VI

UNDERTAKING

I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Further, we agree to provide minimum of two year free servicing from the date of Supply and Installation of 20 KVA Online UPS System.

Place:

Date: (Signature with full name & Seal of the Tenderer)

Mob:

SECTION VII

EARNEST MONEY DEPOSIT PAYMENT PARTICULARS (Rs. 10,000/-)

I. Number of Demand Drafts enclosed:

II. Demand Draft particulars

Sl. #	D.D. No.	Date	Name of the Bank/Branch and Place	Amount
1				
2				

I/We, hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

Signature :

Name :

Designation :

Name of the Agency :

Address of the Tenderer :

Phone No.& Mob. No.:

Email Address:

Website address (if any):

Date:

SECTION VIII

TURN OVER DETAILS

As per the tender eligibility criteria, the sales turn-over should not be less than Rs.25 Lakhs (Rupees twenty five Lakhs only) per annum in the past two years. These turnover details will have to be substantiated with the appropriate documentary evidences duly enclosed.

The last two years sales turn-over details are furnished as follows.

Name of the Company / Firm:

Sl. #	Financial Year	Turn over (Rs. In Lakhs)
1	2014-15	
2	2015-16	

Proof of the above sales turn-over details should be furnished in the form of Audited Annual Accounts of the tenderer.

SECTION IX

DECLARATION

I/We having our office as mentioned below and declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Date:

Place:

SECTION X

MANUFACTURERS AUTHORIZATION FORM

Ref No :

Dated :

To,
The Director
National Centre for Disease Informatics & Research
Indian Council of Medical Research
Nirmal Bhawan - ICMR Complex (II Floor)
Poojanahalli Off N.H.-7
Adjacent to Trumpet Flyover of BIAL
Kannamangala Post
Bengaluru – 562 110.

Reference: Tender No. dated _____ due on _____

Dear Sir,

We _____ the Manufacturers of _____
_____ having manufacturing unit at _____
_____ (Address of the factory)

do hereby authorize M/s. _____ (Name and Address of dealer) to submit a bid, and subsequently negotiate and sign the contract with you against the above tender.

We hereby extend our full guarantee, warranty and support and also in meeting warranty obligations by providing necessary spares in time for the goods & services offered by the above dealer against this tender.

Yours faithfully

(Name)
(Name of the manufacturer)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having a power of attorney to bind the manufacturer. The bidder in its bid should include it.

SECTION XI

PRICE BID (PART - I)

To
The Director
NCDIR, Bengaluru

I/We.....of.....
.....
.....

.....hereby contract and agree on the acceptance of this tender by The Director, NCDIR, Bengaluru for Supply and Installation of 20 KVA Online UPS System in accordance with the terms and conditions of contract stated in the tender document, the goods hereunder named of the quality and sort and at the rates or price specified in Annexure – VI.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Date:

Place:

PRICE BID (PART - II)

Supply and Installation of 20 KVA Online UPS System

Sl. No.	Item description	Unit Cost	Qty.	Taxes/VAT
1	20 KVA online UPS with DSP control based ON-LINE Double Conversion Technology, Three phase input and Three phase output, IGBT with PFC control technology, Isolation transformer only on input side			
2	Battery bank for 60 Min back up along with interconnecting cables, cable from UPS to Battery Bank with battery stand with 48 months warranty and TWO years maintenance.			
3	Installation & Commissioning charges			
4	Comprehensive AMC for UPS and batteries for a period of 3 years after warranty period			
	Total			

Note * : The installation of wiring will be paid actual

The above Total amount mentioned is inclusive of all tax and other charges

Date: _____ Name, signature & seal of the tenderer

SECTION – XII

**CERTIFICATE FOR THE DOCUMENTS DOWNLOADED FROM THE NCDIR,
BENGALURU WEBSITE.**

In case the tender document is downloaded from the web site a declaration in the following Performa has to be furnished.

"I..... (Authorized signatory) hereby declare that the tender document submitted has been downloaded from the website www.ncdirindia.org and no additional/deletion/ correction has been made in the Performa downloaded. I also declare that I have enclosed a DD/Bankers Cheque No..... Datedfor Rs..... towards the cost of tender document along with technical bid".

In case at any stage, it is found that the information given above is false / incorrect, NCDIR Bengaluru shall have the absolute right to take any action as deemed fit/without any prior intimation.

**SIGNATURE OF THE
BIDDER WITH SEAL**

SECTION XIII
PERFORMANCE SECURITY BOND FORM

1. In consideration of National Centre for Disease Informatics and Research (ICMR) Bengaluru (here in after called the NCDIR Bengaluru) having agreed to exempt _____ (here in after called the said contractor(S) from the demand of security deposit/earnest money of Rs _____ on production of Bank Guarantee for Rs. _____. For the due fulfillment by the said contractors of the terms & conditions to be contained in an Agreement in connection with the contract for supply of _____ we, (name of the Bank) _____ (herein after referred to as “the Bank”) at the request of _____ Contractor’s do hereby undertake to pay the NCDIR Bengaluru an amount of not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by the NCDIR Bengaluru reason of any breach by the said contractor’s of any of the terms & conditions contained in the said agreement.
2. We (Name of the Bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the NCDIR Bengaluru stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the NCDIR Bengaluru reason of breach by the said contractor’s of any of terms & conditions contained in the said agreement or by reason of the contractors failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee, where the decision of the NCDIR Bengaluru in these counts shall be final and binding on the Bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.
3. We undertake to pay to the NCDIR Bengaluru any money so demanded notwithstanding any disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and equivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/ supplier(s) shall have no claim against us for making such payment.
4. We (Name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of two year from date herein and further agrees to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of the NCDIR Bengaluru, under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till NCDIR Bengaluru certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges guarantee.
5. We (name of the bank) further agree with the NCDIR Bengaluru that the NCDIR Bengaluru shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary and of the terms & condition of said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the NCDIR Bengaluru against the said any contractor(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being

granted to the said contractor(s) or for any forbearance, and or any omission on the part of the NCDIR Bengaluru or any indulgence by the NCDIR Bengaluru to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. The guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s)/ supplier(s).
7. This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional to any prior notice by NCDIR Bengaluru.

Dated : _____

For _____
(Indicating the name of the bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the stamp act.

SECTION XIV
BID FORM

No. NCDIR/UPS /16-17/

Dated:

To

The Director,
National Centre for Disease Informatics and Research
(Indian Council of Medical Research)
Department of Health Research, Ministry of Health and Family Welfare
Government of India, Nirmal Bhawan-ICMR Complex (II Floor),
Poojanahalli, N.H-7, B. B. Road, Kannamangala Post, Bengaluru-562 110 (India)

Dear Sir,

1. Having conditions of contract and services to be provided, including addenda Nos.the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply and installation of 20 KVA UPS in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum as mentioned in TENDER document for due performance of the Contract.
4. We agree to abide by this Bid for a period of one year from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this day of 2016.

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of.....

Witness.....

Address

Signature