

भारतीय लेखा परीक्षा और लेखा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, कोलकाता

संख्या RTI/Kol/EDP/Central UPS/2022-23/
दिनांक 24/06/2022 398

सेवा में,

To
All user offices
and Website,

महोदय/महोदया,

इस कार्यालय का पत्र संख्या RTI/Kol/EDP/Central UPS/2022-23/398

दिनांक 24/06/2022 आवश्यक कार्यवाही हेतु संलग्न है।

अनुलग्नक: यथोपरि

भवदीय

उत्तम दीप
24/06/2022
ज्येष्ठ लेखा परीक्षा अधिकारी (प्रशिक्षण)
Senior Audit Officer (Faculty)
क्षेत्रीय प्रशिक्षण संस्थान, कोलकाता
Regional Training Institute, Kolkata

तीसरा, एम.एस.ओ. विल्डिंग, सी.जी.ओ. कम्प्लेक्स, पाँचवाँ तल, एच.विंग, डी.एफ. ब्लॉक, साल्ट लेक, सेक्टर-1, कोलकाता-700064

दूरभाष : 033- 2321 3907/ 6708 फेक्स : 033-2321 6709 ई-मेल : rtiKolkata@cag.gov.in



INDIAN AUDIT & ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, KOLKATA
3rd MSO Building, CGO Complex, 5th Floor, 'A' Wing
DF Block, Salt Lake, Sector – 1, Kolkata – 700 064.

No. RTI/Kol/EDP/Central UPS/2022-23/398

Dated : 24/06/2022

NOTICE INVITING TENDER

Office of the Regional Training Institute, Kolkata may be referred as 'Purchaser'
invites for the Supply, Installation and Commissioning of 20 KVA UPS.

Sl. No.	Item	Specification	Qty.	Location for Delivery
1.	UPS (20 KVA)	As per Annexure 1	1(One)	Office of the Regional Training Institute, Kolkata, CGO Complex, 3 rd MSO Building, A wing, 5 th Floor, DF Block', Saltlake, Sector 1, Kolkata-700064

Interested parties/firms may submit their quotation duly completed in the prescribed manner as per Annexure and signed in sealed cover and superscripted as "QUOTATIONS FOR Supply, Installation and Commissioning of 20 KVA UPS" addressed to the Principal Director, Regional Training Institute, Kolkata – 700064, and send by post/hand so as to reach latest by 18/07/2022 at **12.00 Hours**. The quotation will be opened at **14.00 Hours** on the same day. Authorized representative of the participating firms may present at the time of opening of quotation.

Terms and Conditions :

1. Minimum Eligibility Criteria: -

- a) Bidder should be Original Equipment Manufacturer(s) (OEM) or their Authorised representative(s) /Authorised Dealer(s) / Authorised Channel Partner(s) / Authorised Supplier(s) or Domestic Manufacturer(s) as defined by MEITY.
- b) Authorization Letter of OEM for the brand quoted addressed to this office must be furnished. The bidder should be registered with the Income / Sales / Service Tax and other concerned Department and copies of PAN / TIN Number, professional tax certificate (latest), GST etc. must be submitted with bid documents.
- c) The firm must have previous experience of **minimum three years** in sales and services of such items in the offices and organizations of the Central Government / State Government and also in public sector undertakings of the Government of India / State Government and Autonomous Bodies, Documentary evidence of the same must be submitted alongwith the bid documents.

2. **VALIDITY:** The period of validity of the quoted rate should be for a minimum period of 90 days from the date of closing of quotation.
3. **Two bid Systems :** (1) Technical Bid and (2) Price Bid should be submitted in separate envelope
4. **WARRANTY:** Minimum 2(Two) years onsite warranty is to be provided by the concerned vendor. The Original Equipment Manufacturer(s) or their Authorised representative(s) / Authorised Dealer(s) / Authorised Channel Partner(s) / Authorised Supplier(s) or Domestic Manufacturer(s) as defined by MEITY should have full-fledged servicing centre located in **Kolkata**, with onsite guarantee/warranty and covered by a free replacement condition, if found defective, at the time of actual use of such items by the user during the period of warranty, if any..
5. **Delivery:** Delivery address and schedule is given below: -

Location	Delivery Address
Regional Training Institute, Kolkata	CGO Complex, 3 rd MSO Building, A wing, 5 th Floor, DF Block`, Saltlake, Sector 1, Kolkata-700064

6. **PAYMENT:** 100% after delivery, installation and successful commissioning of items.
7. Bid price should be inclusive of all taxes, GST, levies, delivery charges etc. and will be certified as such by bidder.
8. All the intending vendors have to deposit 2% of bid value in the form of DEMAND Draft/Bank Guarantee drawn in favour of PAO (A), O/o the Principal Accountant General (A&E), West Bengal, Kolkata-700001 as Earnest Money Deposit (EMD).
9. The successful bidder will have to deposit security money @ 10% of bid value in the form of Bank Guarantee for minimum period of two years plus 60 days thereafter with any nationalized bank. The same may be forfeited in case of breach of contract, if any.
10. Price Fall clause will be applicable in the instant contract.
11. **Delivery Schedule:** - The UPS shall be delivered and installed within two weeks from the date of placement of Supply Order. The vendor shall, as may be required by the purchaser, to deliver the goods at the places detailed in the supply order or at such places as the purchaser may indicate.
12. **Delivery and Installation:** - The vendor shall, as may be required by the purchaser, to deliver at the places detailed in the supply order or at such places as the purchaser may indicate and install the UPS immediately after the delivery within the time schedule. The delivery will not be complete until and unless the ordered UPS are inspected and accepted by the Purchaser as provided in the order. The quantities of the UPS along with their part numbers shall be mentioned at the time of delivery and with the invoice as the purchaser.

The same shall be delivered and installed but not later than the time stipulated in Clause 11 - Delivery Schedule of the terms and conditions for UPS from the date of supply order.

- 13. Inspection:** - The items must be supplied in full as per ordered configuration for acceptance. No item with short supply or defective supply will be accepted under any circumstances. The acceptance tests may include the running of the evaluation test on supply. The items must give same performance results as certified by the vendor during their initial offer. The delivered items should also conform and contain the same subsystem (brand/manufacturer/specification) as are given in the bid offer. Inspection shall be done at the site of delivery to the satisfaction of the purchaser. Failure to fulfill any of the above mentioned condition will entail cancellation of the purchase order.
- 14. Consequence of rejections:** - If the stores being rejected by the purchaser at the destination, and the vendor fails to make satisfactory supplies within the stipulated period of delivery, the Purchaser shall be at liberty to :-

 - A** require the vendor to replace the rejected stores at their own cost forthwith but in any event not later than a period of 21 days from the date of rejection and the vendor shall bear all cost of such replacement including freight, if any, on such replacement and replaced stores and shall not be entitled to any extra payment on that or any other account; or
 - B** purchase or authorize the purchase of quantity of the stores rejected or others of a similar description (when stores exactly complying with particulars are not readily available, in the opinion of the purchaser, which shall be final) without notice to the vendor at his risk and cost and without affecting the vendor's liability as regards the supply of any further installment due under the contract; or
 - C** cancel the contract and purchase or authorize the purchase of the stores or others of a similar description (when stores exactly complying with particulars are not readily available, in the opinion of the Purchaser, which shall be final) at the risk and cost of the vendor.
- 15. Freight and Government levies :-** The final agreed prices is inclusive of all Taxes, Packing and Forwarding, Freight, Transit Insurance and Installation charges. Octroi and Entry Tax, wherever applicable, shall be paid extra on actuals, on submission of Original Octroi/Entry Tax receipts. All other charges, duties and other outgoings, whatsoever of every description shall be paid by the vendor. Form 'D' for exemption/concessional rate of sales tax as may be applicable, will be furnished by the Purchaser on receipt of invoice.
- 16. Collection of Form, etc.:-** Responsibility for collections of forms for road permit/octroi/tax Clearance etc. shall be with the vendors.
- 17. Safety Measures:** - The vendor shall take all precautionary measures in order to ensure the Safety of their personnel (his representative, agents, sub-vendors or workmen) working in the office while executing the work. The vendor shall ensure that unauthorized, careless or

inadvertent operation of installed equipment, which may result in accident to their staff and or damage to the equipment does not occur. The vendor shall assume all liability for and give to the Purchaser the complete indemnity against all actions, suits, claims, demands cost charges or expenses arising out of on in connection with any accident, death or injury, sustained by any of their person or persons within the office premises and any loss or damage to the Purchaser's property sustained due to the act or omissions of the vendor irrespective of whether such liability arises under the workman compensation act or any other statute in force from time to time. The vendor shall assume all liability for and give to the purchaser a complete indemnity against all suits of actions arising out of or in connection with carrying the works, whether such actions are brought by the members of public or neighbours or persons employed on the works. The vendor in carrying out the works shall conform to the statutory and other legal requirements.

18. In case of failure to comply with the provisions of the terms and conditions mentioned in this bid document, by the successful bidder that has been awarded the contract, the competent authority of this office reserves the right to award the contract to the next higher responsive bidder or any other outside agency and the difference of price shall be recovered from the defaulter agency who has been awarded the initial supply order and this will be binding on the bidders.
19. A copy of terms and condition duly signed by the bidder in token of having understood and agreed to the same may be attached along with the bid documents.
20. Conditional quotation will not be accepted.
21. The Principal Director, Regional Training Institute, Kolkata reserves all rights to reject any bids including of those bidders who fail to comply with instruction, without assigning any reason whatsoever and also does not bind itself to accept the LOWEST or any specific bids.
22. Rates may be quoted for released batteries under buy back scheme.
23. **Sub Contracts:** - The vendor/supplier shall not assign or sub-let any portion of the contract without the written approval of the purchaser.
24. **LATE BIDS:** Any bid received by this office after the deadline for submission of bids prescribed by this office, shall be rejected and returned unopened to the bidder.
25. **Rights on breach of contract:-** In any case in which under clause or clauses of these conditions, the vendor/supplier shall have rendered himself liable to pay compensation amounting to the whole of the security deposit, the purchaser shall have power to adopt any of the following courses as he may deem best suited to the interest of the Department/Government.
 - A To rescind the contract (of which rescission notice in writing to the vendor) and in which case the security deposit/Bank Guarantee of the vendor/Supplier shall together with such sums/or sums due to him under this contract shall stand forfeited and be absolutely at the disposal of the purchaser.
 - B Determine the contract and call in another supplier/vendor. The vendor shall have no claim to compensation for any loss sustained by him by reason of his having purchased

or procured any machines/material/ equipment or entered into any agreements or made any advances on account of or with a view of supply of machines/equipment to the purchaser. In the case the contract shall be rescinded under the provisions aforesaid, the vendor/supplier shall not be entitled to recover or to be paid any sum of any machine/work thereof actually performed under this contract.

26. Arbitration:- In the event of any dispute or differences between the parties whether during the execution of orders or thereafter whether by breach or in any manner in regard to :

- A the construction of the terms and conditions
- B the respective rights and liabilities of the parties hereto thereunder
- C any matter or thing arising out of or in relation to or in connection with these terms and conditions:

then either party shall give written notice to the other of the same, and such dispute or differences shall be referred for the Sole arbitration of any persons appointed by the Comptroller and Auditor General of India. The decision of such Arbitrator shall be conclusive and binding on the parties hereto. There shall be no objection to any such appointment that the person appointed is a Government servant. The provisions of the Arbitration and Conciliation Act, 1996 and rules thereunder shall apply to the arbitration proceedings.

27. In case any of the clauses above, contradicts the conditions of the Bid Document, the clauses given above shall be applicable.

M Das.
24/06/2022

Senior Audit Officer / IS

< ON BIDDER'S LETTERHEAD >
BID APPLICATION-CUM-DECLARATION FORM

To

The Principal Director
Regional Training Institute,
CGO Complex, 3rd MSO Building,
A wing, 5th Floor, DF Block
Saltlake, Sector I,
Kolkata – 700064.

Sir,

With reference to your Tender Notice No: dated, I am to submit my Tender documents and Price Schedule for Supply of UPS (20 KVA).

Bidder Profile :-

1)	Name of the Applicant Firm:	
2)	Name of Proprietor/Director:	
3)	Year of Inception:	
4)	Address of the Registered Office:	
5)	Telephone/Fax Number:	
6)	Email Address: Website Address (if any):	
7)	PAN / TIN Number: (copy should be attached)	PAN- TIN-
8)	GST No. (copy should be attached)	
9)	Registered with Central Purchase Organization (CPO), National Small Industries Corporation (NSIC) or MSME (Yes or No)	

Signature of Proprietor/Director
(with stamp)

Name of Participating Bidder:

Compliance Sheet: -

Sl. No.	Criteria	Compliance (Y/N)	Detail Attached of Proof												
1)	Bidder should be Original Equipment Manufacturer(s) (OEM) or their Authorised representative(s) / Authorised Dealer(s) / Authorised Channel Partner(s) / Authorised Supplier(s) or Domestic Manufacturer(s) as defined by MEITY. Authorization Letter of OEM for the brand quoted should be addressed to this office in respect of this Tender Notice must be furnished														
2)	<p>The bidder should be registered with the Income / Sales / Service Tax and other concerned Department and copies of PAN / TIN Number, VAT / GST / Service Tax, professional tax certificate (latest) etc. must be submitted with bid documents.</p> <table border="1" style="width: 100%;"> <tr> <td>PAN Number-</td> <td></td> </tr> <tr> <td>TIN Number-</td> <td></td> </tr> <tr> <td>VAT Number-</td> <td></td> </tr> <tr> <td>GST Number-</td> <td></td> </tr> <tr> <td>Ser. Tax. Number-</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>	PAN Number-		TIN Number-		VAT Number-		GST Number-		Ser. Tax. Number-					
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3)	The firm must have previous experience of minimum three years in sales and services of such items in the offices and organizations of the Central Government / State Government and also in public sector undertakings of the Government of India / State Government and Autonomous Bodies.														
4)	WARRANTY: The minimum warranty on site 2 (two) years. The Original Equipment Manufacturer(s) or their Authorised representative(s) / Authorised Dealer(s) / Authorised Channel Partner(s) / Authorised Supplier(s) or Domestic Manufacturer(s) as defined by MEITY should have full-fledged servicing centre located in Kolkata with onsite guarantee/warranty and covered by a free replacement condition, if found defective, at the time of actual use of such items by the user during the period of warranty, if any.														
5)	In case of domestically manufactured electronic products category, bidders should furnish certificate from domestic manufacturer as per Annexure 3 & affidavit as per annexure 4. Bidder may go through the guidelines for domestically manufactured electronic products category issued by Department of Electronics and Information Technology (vide URL: www.meity.gov.in/esdm).														

Price Schedule:-

SI No.	Item Name	Make/Brand	Domestically Manufactured (Y/N)	Unit Price <i>(inclusive of all taxes)</i>
<i>Quoted Make/Model/Brand should meet Technical Specifications, as specified in Annexure-1</i>				

Declaration:

1. You are not bound to accept the lowest or any bid received by you, and you may reject all or any bid.
2. I, the undersigned affirm and certify that I have gone through the terms & conditions mentioned in the Tender Notice and agree to abide by all the terms and conditions laid therein; which are being signed in token of my acceptance. The rates quoted by me/us are valid and binding upon me for the entire validity period and it is certified that the rates quoted are minimum and rational as per existing market rate.
3. I hereby undertake to execute the work/supply order as per direction given in the tender document within stipulated period. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Yours Faithfully

Signature of Bidder (s) with seal

Name of the Firm-.....

Name of the Proprietor-.....

Enclosures: As per compliance sheet

Annexure-1

Specifications for UPS

Sl No.	Item	Quantity	Specifications
1.	UPS (20 KVA)	01	20 KVA with inbuilt IT, Input Power : Three phase , Output Power– Single Phase, Type of Battery – SMF Batteries, Battery Rack, Cable for input and output cabling, Back up Time : 30 minutes, Warranty : 2 years