



Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110078

Website: <http://ipu.ac.in>

Dated: 21/09/2017



TENDER NO. 003/UITs/GGSIPU/UPS/2017-18

E-TENDER (NIT)

Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi invites item rate e-tenders from reputed and eligible authorised manufacturers, vendors, contractors/firms in two bid system (Technical & Financial) for the ‘**Onsite AMC of UPS**’ installed in various USS/Deptt. of GGSIPU at Dwarka Campus (A detailed list is as per Annexure-G). Tender document can also be downloaded from Delhi Govt. e-procurement website i.e. www.govtprocurement.delhi.gov.in and from University website i.e. www.ipu.ac.in.

1.	Name of work	Onsite AMC of UPS (Detail as per Annexure-G1)
2.	The EMD alongwith covering letter must be submitted as per the last date, time and venue for submission (No other documents need to be submitted in hard copy) . The last date and time of uploading technical and financial bid on e-procurement website.	12/10/2017 Up to 3:00 p.m. in the office of Head, UITs, Server Room No.D-412, GGSIPU, Sector 16C, Dwarka, New Delhi – 110078
3.	Date, time and venue for opening of ‘ Technical bid ’	12/10/2017 at 3:30 p.m. in the office of Head, UITs, Server Room No.D-412, GGSIPU, Sector 16C, Dwarka, New Delhi – 110078
4.	EMD	Rs.20,000/- (Twenty Thousand Only) in favour of “ Registrar, GGSIP University ” payable at New Delhi
5.	Estimated cost (for 1 year)	Rs.6 Lakh (approximately)
6.	The bids shall be submitted in two stages viz.(i) <i>Technical bid</i> (ii) <i>Financial bid</i> .. The Technical & Financial bid should be uploaded on e-procurement website i.e. www.govtprocurement.delhi.gov.in (No documents need to be submitted in hard copy other than EMD).	
7.	Financial bid shall be opened after evaluation of technical bid/time notified thereafter on e-tender website www.govtprocurement.delhi.gov.in	

Sd/-

(REGISTRAR)



GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY

TENDER DOCUMENT

FOR

‘Onsite AMC of UPS’
AT

Guru Gobind Singh Indraprastha University
[A state University under Govt. of NCT of Delhi]
Sector 16 C, Dwarka, New Delhi 110 078

Head, UITS
University IT Services Cell
GGS Indraprastha University
Server Room No.D-412, Sector 16-C
New Delhi 110078
Contract: 011-25302746, 25302745
Email: uits@ipu.ac.in

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NOTICE INVITING TENDER

TENDER NO. 003/UITs/GGSIPU/UPS/2017-18

Registrar, Guru Gobind Singh Indraprastha University (GGSIPU) invites item rate e-tender (in two bid system – Part I & II) from reputed and experienced contractors/suppliers for the following:

1. **Particulars of Items:** Details of the items with specification is mentioned at [Annexure-G & G1](#)
2. **Quantity:** Quantity is mentioned at [Annexure-G & G1](#)
3. **Earnest Money Deposit (EMD) in the form of DD/FDR:** Rs.20,000/- (Twenty Thousand Only) in favour of “Registrar, GGSIP University” payable at New Delhi
4. **Completion period:** AMC may be started within 15 days from the date of issue of award of the tender/issue of Purchase Order.
5. **Availability of Tender Document:** Tender Document with detailed terms & conditions can be downloaded from Delhi govt. e-procurement website i.e. www.govtprocurement.delhi.gov.in
6. **Qualification of the Tenderer:** To qualify for award of the work, the intending tenderer must have in its name as a supplier/prime contractor experience of having ‘Onsite AMC of UPS’ at least three similar nature of works in public sector undertaking, Govt. department, Educational Institutions, Research Institutional or in reputed private sector in India during last 3 (three) years. “Similar nature of work’ means ‘Onsite AMC of UPS for three years– mentioned at [Annexure-G & G1](#). After opening of Part-I of the offer, the same will be scrutinized for eligibility / qualification.
7. **Validity Period of Offer:** The rates offered in Part II (Financial bid) should be valid for one hundred and eighty (180) days from the date of opening of Part II (Financial bid) of the Tender.
8. **Receipt and opening of Tenders:** The covering letter with EMD only to reach to this office on or before [12/10/2017](#) before 3:00 PM. The Technical Bid will be opened on the same day at 03.30 pm.
9. The required EMD (**separate for each bid**) as mentioned at [Annexure-G](#) in the form of DD or FDR must be received as per the schedule given in clause 8 above, failing which the offer will be treated as non-responsive.
10. GGSIPU reserve the right to accept or reject any or all the tenders wholly or partially without assigning any reason thereof.

Section-I

INSTRUCTIONS TO BIDDERS

11.0 Scope of work

The scope of work covers comprehensive maintenance including the preventive and breakdown maintenance of UPS installed at Dwarka campus. **The replacement of faulty batteries ONLY upto 1 KVA UPS shall be included in the AMC.**

11.1 **‘Onsite AMC of UPS’** installed in various USS/Deptt. of GGSIPU at Dwarka Campus (A detailed list is as per Annexure-G1).

11.2 The service maintenance contract shall be comprehensive in nature and shall therefore, include essential servicing and repair/fixing/replacement of all the electrical / electronic and mechanical components and parts of the UPS and accessories. Therefore, the vendor shall bear the cost of all spare parts of related items during the period of the contract. No extra charges for any general wear and tear/spare parts etc. shall be liable to be made by the University.

11.3 Adequate inventory on site of hardware parts like UPS cards/Mosfet/wires etc. must be maintained by the vendor.

11.4 The service engineer shall be deputed at Dwarka campus and on specified day/days of a week from Monday to Saturday from 9:30 AM to 6:00 PM. If needed the service engineer may call on holiday or Sunday as per requirement of the University.

11.5 On expiry of the AMC contract, the firm will have to hand over the systems in perfect working condition to the Department, failing which the amount spent on setting the systems repaired/in working condition from the market will be deducted from the invoice / security deposit of the firm.

11.6 The firm entrusted with the work will have to do the work at the approved rates. If for any reason, the firm is not able to do so, the work will be got done from some other first/open market and the expenditure incurred on such repairs shall be recovered from the AMC provider deducted from the invoice/security deposit.

11.7 The University shall not be responsible for any damage caused to the UPS due to electrical fluctuations. The firm shall repair/replace the equipment damaged due to power fluctuation at their own cost.

11.8 Engineers must be fully equipped with maintenance tool kit and accessories.

11.9 Service Technician deputed at GGSIPU campus must have a ITI/Diploma in respective field of electronics / electronics.

12.0 Definitions:

12.1 **GGSIPU** means Guru Gobind Singh Indraprastha University, Dwarka, New Delhi

12.2 **University** means Guru Gobind Singh Indraprastha University, New Delhi

12.3 **Employer** means the Registrar, GGSIPU and his successor

12.4 **Bidder** means the Manufacturer or his direct authorized distributor (dealing at first point), proprietary firm, partnership firm, limited company private or public or corporation

12.5 **“Year”** means “Financial year” unless stated otherwise.

13.0 Who can apply?

13.1 If the bidder is a proprietary firm, the application shall be signed by the proprietor with his full typewritten name and the full name of his firm with its current address, contact details etc.

- 13.2 If the bidder is a firm in partnership, the application shall be signed by all partners of the firm with their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases, a certified copy of partnership deed and current address of all the partners of the firm should accompany the application.
- 13.3 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a certified copy of the power of attorney. The bidder should also furnish a certified copy of the Memorandum and Articles of Association duly attested by a Public Notary.
- 13.4 Joint Venture/ Consortiums are not accepted.

14.0 Sealing and Marking of Bids.

- 14.1 Technical bid must be submit on e-procurement website of each item and the respective EMD only should be submitted in the office.
- 14.2 The bidder shall place envelope marked as “**Earnest Money Deposit**” alongwith covering letter must be submitted in hard copy (No other documents need to be submit in hard copy) the envelop shall be addressed to Head, UITs, Server Room No.D-412, Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078.
- 14.3 The envelope containing EMD shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or is declared non-responsive.

15.0 Bid Submission:

- 15.1 All the documents as per the Clause-16 must be uploaded on the e-tender website.
- 15.2 The envelop named “**Earnest Money Deposit**” shall comprise of EMD amount of the tender document and the document comprise of the technical bids should be uploaded on e-procurement website i.e. www.govtprocurement.delhi.gov.in only (Not to be submitted in hard copy)
- 15.3 The “**Financial Bid**” and shall comprise of the price bids uploaded on e-tender website i.e. www.govtprocurement.delhi.gov.in
- 15.4 Each page of the Technical Bid, Tender Document must be signed by the authorized signatory of the bidder.
- 15.5 Conditions other than those laid down in the Tender document will not be entertained.

16.0 Eligibility Criteria for Technical Bid

All eligibility documents from clause 16.1 to 16.8 must be uploaded at the e-procurement site only. EMD in the form of DD or FDR shall be deposited in the Tender Box as mentioned at clause 3 above. The formats/Annexure for the documents to be submitted, with Technical bids are placed at Section II (Annexure – A, A1, A2, and A3 to Annexure J):

The EMD must be submitted in physical form as per the date and time mentioned above.

The formats/Annexure for the documents to be submitted, with Technical bids are placed at **Section –II (Annexure – A, A1, A2, and A3 to Annexure E):**

16.1	Letter of Transmittal	Annexure – A
	Declaration by Bidder	Annexure – A1
	Compliance to Bid Requirement	Annexure – A2
	A declaration by the manufacturer as to the probable date of manufacture of the item for which financial bid has been made.	Annexure – A 3

16.2	Organizational Structure: Legal status of the company/ organization with legal proof along with certified copies.	Annexure – B
16.3	Income Tax Registration (PAN No.), GST Number	Attach certified copies
	<i>*Indian supplier must have valid registration with GST / DVAT department and a copy of last VAT return and photocopy of PAN card. In case, the vender is not already registered with the VAT department of GNCTD, it will be compulsory that the successful bidder will be mandatory required to get registered with the VAT department GNCT Delhi as soon as the firm receives the supply/purchase order and inform the same to the university. The indenting bidder shall be required to furnish an undertaking in the performa as per <u>Annexure-J</u> (as per tender document) which binds the bidder to mandatory to registered with Delhi VAT department and provide TIN. On getting the supply/purchase order the bidder is bound for delivery of goods from Delhi against a sale invoice issued from Delhi office.</i>	Annexure-J
16.4	<i>Average financial turnover of Rupees Twenty Five Lakh during the immediate last three consecutive financial years, duly audited, signed & stamped by a Chartered Accountant.</i>	Annexure C
	The bidder should not have incurred losses in more than two years in the last 3 consecutive financial years, duly certified by Chartered Accountant, along with copies of audited profit and loss account of last three years	
16.5	The Tenderer shall have an experience and past performance on similar contract for last three years in Govt. departments/ Govt. Organization/ PSUs. Explanation: “Similar Supply” means the work of ‘Onsite AMC of UPS’ from 1 KVA to 30 KVA– mentioned at Annexure-G1 in public sector undertaking, Govt. department, Educational Institutions, Research Institutional or in reputed private sector.	Annexure D
16.6	The bidder should have successfully supplied and installed/maintained of onsite AMC of UPS at least one in PSU/Govt./Universities or any other reputed organizations during last two years. Relevant Purchase Order should be attached alongwith tender document.	
16.7	The contractor shall furnish a list of University employees related to him, if any in the “Technical Bid”.	
16.8	A scanned copy of the EMD may also be uploaded on the e-procurement website as part of technical bid	

17.0 Opening of Technical Bids & Evaluation:-

- 17.1 The details submitted by the bidders will be evaluated in the following manner:
- 17.2 The “initial eligibility criteria” prescribed in para 16.1 to 16.8 above in respect of experience in similar class of works completed, financial turnover, profitability and valid registrations will first be scrutinized.
- 17.3 Even though any bidder may satisfy the above requirements, he/she would be liable to disqualification if he/she has:-
- 17.4 Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
- 17.5 Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc.

18 Opening of Financial bid and evaluation:

After the Technical evaluation of the bids, the University will open the 'Financial Bids' of all the bidders who have qualified in the technical evaluation of the specification criteria as per Clause 17.3 and eligibility criteria as per Clause 16, at notified time, date and place, if any. The lowest financial bidder shall only be considered for award of work.

19.0 Earnest Money Deposit:

- 19.1 The Earnest money shall be accepted in the following forms and shall be in favour of “**Registrar, GGSIPU**”, payable at Delhi:-
1. Bank Draft /Demand Draft
 2. Fixed deposit receipt (FDR)
- 19.2 Tender(s) with no earnest money deposit will summarily be rejected. In case of successful bidder of the financial bids, the earnest money will be returned after obtaining the required 10% Performance Security in the form of FDR/BG (FDR/BG should be valid for a period of 12 months from the date of issue of job award letter). The performance security shall be deposited on yearly basis as per order value.
- 19.3 In the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest.

20.0 Financial Bid:

- 20.1 The bidder shall quote rates in INR only, as the case may be, both in words and figures in the Financial Bid only. No alterations in the form of tender, in the schedule of quantities or additions (Financial Bid) etc. shall be permitted. In case of difference between the rates of items written in figures and in words, the rates of items written in words shall be taken as correct. The rates quoted in schedule of quantity (Financial Bid) are for finished and completed items and no extra amount for cartage or transporting material, labour etc. shall be paid. The rates should be inclusive of all loads and lifts for all materials for the completed items and also include, insurance, royalties etc. as applicable. The rates quoted should be **excluding of all taxes**. The taxes should be indicated separately. The rates should be exclusive of taxes applicable from time to time.

21.0 General:

- 21.1 All information called for in the enclosed forms should be furnished against the relevant places in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against at the relevant place. Even if no information is to be provided in a column, a “Nil” or “No Such Case” entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as “not applicable”. The bidders are cautioned that incomplete information called for in the tender document or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.
- 21.2 The bid document should be legibly written and serially numbered with proper tagging and binding. The bidder should sign each page of the bid.
- 21.3 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing with date and rewriting. Pages of the eligibility criteria document are to be numbered. Additional sheets, if any added by the bidder, should also be numbered. Bid should be submitted as a package with signed letter of transmittal.
- 21.4 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by officer of the client organization with name & designation.
- 21.5 The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless it is called for by the University.

- 21.6 Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of any work in GGSIPU **which may also result in forfeiture of EMD/performance security.**
- 21.7 Income tax, Works Contract Tax and any other tax at the rates in force during the progress of contract / **award of work** that will be in force from time to time shall be recovered / deducted from the released payment amount.
- 21.8 Sales Tax, purchase Tax, turnover tax or any other tax on material applicable on the date of submission of bid in respect of this contract shall be payable by the contractor and University will not entertain any claim whatsoever in respect of the same.
- 21.9 On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the University shall be communicated in writing to the Registrar.
- 21.10 The contractor shall furnish a list of University employees related to him, if any in the “Technical Bid”.
- 21.11 If the bidder shall obtain a contract with GGSIPU as a result of wrong tendering or other non-bonafide methods of competitive tendering, the University reserves the right to terminate the contract without any liability to the contractor, which may also result to forfeiture of EMD/performance security.
- 21.12 Without prejudice to any of the rights or remedies under this contract if the contractor dies, the University shall have the option of terminating the contract **without** compensation to the legal heir of the contractor.
- 21.13 Escalation: Increase in rates of material / Labour shall not be payable on any account. Price quoted shall be firm and no escalation will be allowed on any account.

22.0 Final decision making authority

The University reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained / paid by the university to the bidder (s).

23.0 Summary Rejection of tender:

- 23.1 The tenders not accompanied with Earnest Money Deposit shall be summarily rejected. Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any conditions mentioned, etc., his tender is liable to be rejected.

24.0 Particular provisions

- 24.1 The University reserves the right to execute the work or reject the tender without assigning any reason or incurring any liability to the bidder.
- 24.2 The University has the power to make alteration in, omission from, addition of or substitution for the original specifications.

25.0 Amendment of tender document:

- 25.1 Before the deadline for submission of tender, the University may modify the tender document by issuing addenda.
- 25.2 Any addendum thus issued shall be a part of the tender document and shall be uploaded on the e-procurement website (www.govtprocurement.delhi.gov.in). Prospective bidders must visit the website before filling and submission of Tender Document for such information.

26.0 Validity of Tender:

One hundred and Eighty days from the date of opening of **Financial Bid** of the tender. During this period no bidder shall be allowed to modify/withdraw his tender. In case of withdrawal, the EMD submitted by the bidder shall be forfeited and no claim shall be entertained in this regard.

27.0 Performance Guarantee:

27.1 The successful bidder shall be required to furnish a Performance Bank Guarantee of 10% of the total tendered value after successful installation of the product at site. The Performance Guarantee should be valid up to 12 months. The performance security shall be deposited on yearly basis as per order value. The Performance Guarantee shall be accepted in the following form and shall be in favour of "Registrar, GGSIPU", payable at Delhi with a validity of months as under:-

- i. Fixed deposit receipt (FDR) of a nationalized bank (30 months validity)
- ii. Bank Guarantee (As per Annexure-F) (30 months validity)

27.2 Performance Guarantee will be refunded after completion of the specified period of contract as per clause 30.

27.3 In case of non submission of Performance Guarantee within specified time, the earnest money will be forfeited and the University may consider to black list/de-bar the contractor.

27.4 In case a fixed deposit receipt/ Bank Guarantee of any bank is furnished by the contractor to the University as part of the Performance Guarantee and the Bank is unable to make payment against the said instrument, The loss caused thereby shall fall on the supplier and the supplier shall forthwith on demand furnish additional security to the University to make good the deficit.

28.0 Warranty

28.1 In respect to UPSs which are under warranty/limited warranty should provide the services to these UPSs include calling to the OEM to lock call and coordination with manufacturer for repairing /replacement of parts.

28.1.1 Period of contract will be for three years from the date of execution of contract on yearly renewal basis depends on satisfactory services of previous year.

28.1.2 Vendor has to provide the full support as and when required in any case. Technician may be called for on-site support any time. No TA/DA etc. shall be provided in any case.

29.0 Duration

The duration of the AMC should be for one year which shall be extendable upto 3 years on producing satisfactory work report of previous year and subject to satisfaction of University. The work of AMC should be started within 15 days from award of work order.

30.0 Payment Terms

30.1 All the AMC charges will be made half yearly basis after submission of invoice and satisfactory work report duly signed and stamped from various University Deptt/USS of the University.

30.2 Each invoice should be submitted in duplicate clearly specifying contract no, goods description, quantity, unit price, total amount along with warranty certificate (if applicable), etc.

30.3 No advance payment will be made under any circumstances.

31.0 Delay and Non Conformance

31.1 If the bidder fails to provide the AMC within the period specified in the Purchase Order, University shall without prejudice to its other remedies under the Purchase Order, deduct from the contract price, as liquidated damages, a sum equivalent to 1% (one percent) of the contract price of the delayed goods weekly or part thereof of delay until actual delivery. The penalties will be maximum of 10% of the contract amount / awarded value.

- 31.2 In case of delay in supply of the items beyond the period specified in the purchase order or in case the items supplied are either not as per specifications of purchase order or not been replaced by items with right specifications, within one week from rejection of items, the University reserves the right to purchase such items(s) from open market at the cost of supplier.
- 31.3 A penalty of Rs.250/- per day will be charged if the complaint has not been resolved by the vendor within 24 hrs after intimation of complaint by phone/email/online. If the UPS is not repaired within three working days after reporting the complaint, the LD charge will be levied at the rate of 0.5 % per week of AMC value and there after the machine can be repaired from outside at the risk and expense of the firm.
- 31.4 Notwithstanding anything contained in clause 31.2, if supplies are delayed by 15 days or more from stipulated start of AMC work, University reserves the right to terminate the contract without incurring any liability towards cancellation charges. The University will be further within its rights to forfeit/encash the performance guarantee apart from blacklisting / debarring the defaulting firm.

32.0 Packing and Marking

- 32.1 All packing should be strong enough to withstand rough handling during loading/ unloading and transporting. Fragile articles should be packed with special precaution and should bear the marking like Fragile, handle with care, This side up etc.

33.0 Substitution and Wrong Supplies

Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the contractor at contractor's cost and risk.

34.0 Insurance, Freight and Deliveries

- 34.1 The supplier shall make his own arrangements towards safe and complete delivery including insurance, freight, state level permits etc. as applicable at the designated locations indicated by University in the Purchase Order.
- 34.2 The contractor will keep University informed about changes, if any, in various stages of deliveries.

35.0 Arbitration and Settlement of Disputes:

- 35.1 University and the contractor shall make every effort to resolve amicably by direct information negotiation by difference or dispute arising between them under or in connection with the University order.
- 35.2 If after thirty (30) days from the commencement of such informal negotiations, University and the supplier are unable to resolve amicably the dispute; either party may require that the dispute be referred for resolution to the formal mechanisms as specified hereunder:
- 35.2.1 Any dispute or differences whatsoever arising out of this contract shall be settled by Arbitrator in accordance with provisions of arbitration and conciliation act, 1996 and the award made in pursuance thereof shall be final and binding on the parties. The sole arbitrator shall be appointed by the Vice Chancellor of GGSIP University.
- 35.2.2 The performance under this contract shall not stop for any reason whatsoever during the said dispute/proceedings, unless the contractor is specifically directed by University to desist from working in this behalf.
- 35.2.3 The venue of arbitration shall be Delhi/ New Delhi. The language of proceedings shall be English. The Law governing the substantive issues between the parties shall be the Laws of India. All disputes are subject to the jurisdiction of the Delhi Courts only
- 35.2.4 It is also a term of that if any fees are payable to the arbitrator, these shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.

36.0 Force Majeure For purpose of this Clause, Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this Supply Order.

If a Force Majeure situation arises, the supplier shall promptly notify the University in writing of such conditions and the cause thereof. Unless otherwise directed by the University in writing, the Supplier shall continue to perform its obligations under the Purchase Order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

SECTION II

INFORMATION REGARDING TECHNICAL ELIGIBILITY
(Annexure A, A1, A2, A3,B,C,D, E,F,J & Check list for submission of bid)

(Separate information for each items of tender is be given)

LETTER OF TRANSMITTAL
(Separate for each bid)

From:

To

The Registrar
GGs IPU
Sector 16C, Dwarka,
Delhi

Sub: Submission of Tender Document for the work of “**onsite AMC of University UPS**” at **GGs IPU Campus, Sector 16C, Dwarka, New Delhi**”.

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information:-

1. I/we hereby certify that all the statement made and information supplied in the enclosed annexure / forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to Supply & Installation.

Name & Signature(s) of Bidder(s) with seal

DECLARATION BY THE BIDDER
(Separate for each bid)

We _____ (Name of the Bidder) hereby represent that we have gone through and understood the Bidding Document (which in two parts) in Part-I (Commercial Section & Technical Section) and Part-II (Schedule of Quantities) and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We are submitting a copy of Bidding Document marked “Original” as part of our Bid duly signed and stamped on each page in token of our acceptance. We undertake that Part-I and Part-II of the Bidding Document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of Contract Agreement. Further, we shall sign and stamp each page of this Part-I and Part-II as a token of Acceptance and as a part of the Contract in the event of award of Contract to us.

We further confirm that we have indicated prices in Schedule of Quantities and submitted in Price Bid in separately sealed envelope. We confirm that rate quoted by us includes price for all works/activities/supply etc. as mentioned in item description of the items in Schedule of Quantities.

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____

Note : This declaration should be signed by the Bidder’s representative who is signing the Bid.

COMPLIANCE TO BID REQUIREMENT
(Separate for each bid)

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Addendum to the Bidding Documents, if any, for subject work issued by GGSIPU.

We hereby further confirm that any terms and conditions if mentioned in our bid (Un-priced as well as Priced Part) shall not be recognized and shall be treated as null and void.

SIGNATURE OF BIDDER	:	_____
NAME OF BIDDER	:	_____
COMPANY SEAL	:	_____

DECLARATION BY THE BIDDER
(Separate for each bid)

We _____ (Name of the Bidder) hereby declare that the items for which we have quoted our price in the Financial Bid would not be an item used so far for demo/any other purposes and will be unused (brand new).

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____

Note: This declaration should be signed by the Bidder's representative who is signing the Bid.

ORGANISATION STRUCTURE*(Separate for each bid)*

1. Name & Address of the Bidder :
2. Telephone No./Fax No./ e-mail :
3. Legal status of the Bidder (attach copies of original document defining the legal status)
 - a) An Individual
 - b) A proprietary firm
 - c) A firm in partnership
 - d) A limited company or Corporation
 - e) A Public Sector Undertaking
4. Particulars of registration with various Government Bodies (Attach attested Photo Copy)

Organization /Place of registration	Registration No
-------------------------------------	-----------------
5.

A) PAN No. -----	
B) GST No. -----	
C) Service T No. -----	
6. Names and Titles of Directors & Officers with designation to be concerned with this work. :
7. Name & Designation of individuals authorized to act for the organization:
(Pl attach power of attorney in favour of authorized representative duly signed by authorized signatory)
8. Has the Bidder ever required to suspend work for a period of more than six months continuously after you commenced the business? If so, give the name of the project and reasons of suspension of work. :
9. Has the Bidder, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment. :
10. Has the Bidder, or any constituent partner in case of partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details. :
11. Has the Bidder, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details. :
12. Any other information considered necessary but not included above. :

(Stamp, Name & Signature of Bidder)

DETAILS OF ANNUAL TURNOVER
(Separate for each bid)

A. FINANCIAL DETAILS

Financial Years	Gross Annual Turnover (Rs. In Lakhs)	Profit/Loss (Rs. In Lakhs)
2016-2017		
2015-2016		
2014-2015		

B. Audited balance sheet and profit & loss account for above three years to be submitted. Must be attested by the Chartered Accountant.

Signature & stamp by Chartered Accountant

(Stamp, Name & Signature of Bidder)

**DETAILS OF SUPPLY OF ITEMS (AS PER SPECIFICATION GIVEN IN SECTION III) IN LAST
03 (THREE) YEARS
(Separate for each bid)**

S. No.	POSTAL ADDRESS OF CLIENT WITH CONTACT NUMBERS	STARTING DATE	SCHEDULED COMPLETION DATE	ACTUAL COMPLETION DATE	REASONS FOR DELAY, IF, ANY

(Stamp, Name & Signature of Bidder)

DECLARATION FOR FAIR BUSINESS BY THE BIDDER
(Separate for each bid)

This is to certify that We, M/s _____ in submission of this offer confirm that:-

- i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has not been banned with us by any Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.
- vi) We understood that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be fortified and business dealings will be banned.
- vii) We have not been punished / penalized by way of imprisonment in last three years.
- viii) We have not been blacklisted /debarred by any of the Government/Public Sector Agency in last three years.

SEAL, SIGNATURE & NAME OF THE BIDDER

Signing this document

CHECK LIST FOR SUBMISSION OF BID
(Separate for each bid)

Bidder is requested to fill this check list and ensure that all details/documents have been furnished as called for in the Bidding Document along with duly filled in, signed & stamped checklist **with each copy of the “Un-priced bid (Part – I)”**.

Please tick the box and ensure compliance:

- 1 EMD
- 2 Bid Forwarding Letter
- 3 Power of Attorney in Favour of the person
 who has signed the bid on stamp paper of
 Appropriate value.
- 4 Partnership Deed in case of partnership firm and
 Article of Association in case of limited company.
- 5 Compliance to Bid Requirement
- 6 Declaration by the bidder
- 7 All pages of the bid have been page numbered in sequential manner.
- 8 Annexure(s) – A, A1, A2, A3 to E
- 9 Valid, PAN, GST, DVAT, Service Tax, Excise Registration etc

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____

**Form of Performance Guarantee
Bank Guarantee Bond**

1. In consideration of the GGSIPU (hereinafter called “The University”) having offered to accept the terms and conditions of the proposed agreement between ----- and ----- (hereinafter called “the said Contractor(s)”) for the work ----- (hereinafter called “the said agreement”) having agreed to production of a irrevocable Bank Guarantee for Rs.----- (Rupees ----- only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, ----- (indicate the name of the Bank) ----- (hereinafter referred as “the Bank”) hereby undertake to pay to the University an amount not exceeding Rs.----- (Rupees ----- only) on demand by the University.
2. We, ----- (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.----- (Rupees ----- only).
3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.
4. We, ----- (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Project-in-Charge on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We, ----- (indicate the name of the Bank) further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said contractor(s) and to forbear or enforce any of the terms and 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, act of omission on the part of the University or any indulgence by the University 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. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We, ----- (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.
8. This guarantee shall be valid upto ----- unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.----- (Rupees ----- only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the ----- day of ----- for ----- (indicate the name of the Bank)

UNDERTAKING

I _____ S/o _____
_____ prop. M/s. _____ R/O _____
_____ having business at _____
_____ hereby indemnifies the university and undertakes that in case of receipt of purchase/supply order by M/s. _____
_____ undersigned shall be bound to get regd. with GST/VAT department, GNCT of
Delhi and provide the GST Number to the University. I further undertake to raise the bills and fulfill the
supply/purchase order form my Delhi office. I understand that non compliance of these mandatory conditions entails
non release of any payment against bills raised and also these will be no interest liability on the part of university on
related payment.

Besides, non acceptance of the supply/ purchase order entails forfeiture of EMD without further notice.

Name & Signature
(prop/ Authorized signatory)
Address:- _____

Telephone No. _____ Tel. No. (M) _____

SECTION III**TECHNICAL SPECIFICATIONS**

S. No.	Name of the Items with specification	Qty for which rates are to be given	EMD (Rs.)
1.	Onsite AMC of University UPS installed in various Deptt/USS rating from 1 KVA to 30 KVA (List of UPS is as per Annexure-G1)	(List as per Annexure G1 attached)	20,000/-

Note: The bidder is authorised to check the current working condition of all UPS to be included in the AMC. If vendor desire, a pre-bid meeting for checking of UPS condition shall be organized by the UITs before bidding.

Detail of UPS for AMC in GGSIPU**Annexure-G1**

SN	Deptt/USS	0.8/1 KVA	2 KVA	5 KVA	10 KVA	15/20 KVA	30 KVA	TOTAL
1	USEM	48		4	2			54
2	USBT	59				2		61
3	USCT	25		3	1	1		30
4	USBAS	24	2		5			31
5	USHSS	21				1		22
6	USLLS	0		1	2	1		4
7	USE	34				1		35
8	USMS	15		1	2	1		19
10	USICT	1		4		13		18
12	USMC	72						72
14	DRC	3						3
15	DSW	2						2
16	DIA	1						1
17	DAA	2						2
18	DOD	2						2
20	CEPS	4	3	1				8
21	CDMS	1						1
22	CCGPC	12						12
23	SDC Cell	2						2
24	Accounts	18				1		19
26	COE	5		6	1	1		13
27	UIRC	8		3				11
28	UWD	5						5
29	GH-I Satpura	1						1
30	GH-II Nilgiri	2						2
31	BH-I Shivalik	2						2
33	Academic	4	2	1				7
35	Personnel	16						16
36	Coordination	3						3
38	Affiliation	4	1					5
39	Purchase	4						4
40	Stores	4						4
41	GA Branch	7						7
42	Planning	3						3
44	VC Sectt	8		1				9
45	Pro V.C.	5						5
46	Registrar	4						4
47	UITS	125					2	2
49	Dispensary	1						1
		557	8	25	13	22	2	627

SECTION IV

Annexure-H

Financial Bid

Table-I

SN	Description of Item	Qty.	Rate (Rs.) Excluding Taxes (For one year)
1.	Onsite AMC of University UPS 1 KVA (600 VA to 1 KVA) Cost of replacement of faulty batteries upto 1 KVA UPS is included in the AMC	557 Nos.	
2.	Onsite AMC of University UPS 2 KVA	8 Nos.	
3.	Onsite AMC of University UPS 5 KVA	25 Nos.	
4.	Onsite AMC of University UPS 10 KVA	13 Nos.	
5.	Onsite AMC of University UPS 15/20 KVA	22 Nos.	
6.	Onsite AMC of University UPS 30 KVA	2 Nos.	

Note-1: The rates quoted should be excluding of all taxes.

Financial Bid

Table-II

SN	Description of Item	Qty.	Rate (Rs.) Excluding Taxes (For one year)
1.	Technical Staff (as per Government rules) Onsite AMC of University UPS 1 KVA to 30 KVA	01 Technician Qualified ITI/Diploma in respective filed	

Note-1: The rates quoted should be excluding of all taxes.

Date:

Name and Signature of bidder

With Corporate Seal