**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**Techno Campus, Ghatikia, P.O.- MahalaxmiVihar**

**Bhubaneswar-751029 Odisha, India**

**No: 735/SCS/OUTR Dated: 06/03/2024**

**LIMITED TENDER ENQUIRY**

Sealed tenders are invited from reputed Original Equipment Manufacturers (OEM) / Registered Firms / Agencies for the Supply, installation, testing and commissioning of 01 (ONE) number of 06 KVA UPS along with SMF Battery backup for 01 hour to School of Computer Sciences, OUTR, Bhubaneswar. The sealed tender will be received by speed post/registered post and Courier only. **The authority will not be held responsible for any postal delay**. The tender document received after the scheduled date and time will not be accepted. **The last date of tender submission is 21.03.2024 up to 3:00 P.M**. The bid documents with other details are to be downloaded from the University Website: www.outr.ac.in**.** The authority reserves the right to reject/cancel the tenders in whole or in part without assigning any reason thereof.

 Sd/-

 **REGISTRAR**

1

**Bid No: 735/SCS/OUTR Dated: 06/03/2024**

**BIDDING DOCUMENTS AND INSTRUCTION FOR SUPPLY OF** 01 (ONE) number of 06 KVA, UPS along with SMF Battery for 01 hour backup**.**

****

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**Techno Campus, Ghatikia, P.O:-MahalaxmiVihar**

**BHUBANESWAR-751029 ODISHA, INDIA**

2

**INVITATION FOR BIDS**

 **Registrar, Odisha University of technology and Research, Bhubaneswar,** invites sealed bids from eligible bidders for the supply of 01 (ONE) number of 06 KVA, UPS along with SMF Battery for 01 hour backup for School of Computer Sciences, OUTR, Bhubaneswar.

Interested eligible Bidders may obtain detailed information and a list of items with technical specifications from **the website** [www.outr.ac.in](http://www.outr.ac.in)

 Particulars about the submission of the bidding document are as follows:

1. Price of bidding document : Rs. 1.000/- (Including GST) (non-

 refundable)

(b) EMD (Bid Security) : Rs. 3,500/-

(c) Date of availability of Bidding Document on the website:  **07.03.2024**

(d) Last date and time for submission of bids : **21/03/2024 up to 3:00 PM**

(e) Time and date of opening of technical

 bids & financial bids : **21/03/2024 at 04:00 PM**

 (f) Place of opening of bids : **Chamber of Head, School of Computer Sciences, OUTR, Bhubaneswar**

 (g) If any query on technical and site

 please contact to : Mrs. Itishree Das,

 Ph. No.9348554600

 E mail : dasitishree@gmail.com

 (h) Address for communication :

 **The Registrar**

 **ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

 **(Erstwhile College of Engineering & Technology)**

 **Techno Campus, Ghatikia,**

 **P.O.: Mahalaxmivihar,**

 **Bhubaneswar -751029, Odisha**

 **Email id:** **registrar@outr.ac.in**

**REGISTRAR**

3

**Detailed Tender document and conditions of Bid:**

**As it is a one bid system the financial Bid & Technical Bid may be enclosed in one cover.**

**The Tender documents can be downloaded from our website** [www.outr.ac.in](http://www.outr.ac.in) **and the bidder has to submit a separate draft of Rs.1,000/- (non-refundable) towards cost of tender document and a draft of Rs 3,500/- towards EMD in favor of The Registrar, Odisha University of Technology and Research, Bhubaneswar drawn in any Scheduled Bank payable at Bhubaneswar along with the tender, otherwise the offer submitted by the bidder will be canceled.**

1. Eligibility of Bidder and General Instructions:

### 1.1 Eligibility:

Those who fulfill the following criteria are eligible to participate in the tender.

**1.1.1** The bidder is to be preferably a reputed Original Manufacturer/Authorized Distributor, who should provide the documents relating to their **Manufacturing Capabilities/services** as follows**.**

* 1. The bidder should possess valid GSTIN No.
	2. The Company should be registered with Tax Department.
	3. The company must have cleared all Tax payments (GST) up to date. Attested copies of all Tax Clearance Certificate or non-assessment certificates from the concerned Tax Authority valid up to date and attested copies of Income Tax Clearance Certificates or non-assessment certificates, as the case may be, from the competent authority, up-to-date and Income tax PAN and GSTIN No. must be enclosed along with the Tender documents.
	4. If the bidder is an Authorized Distributor of a reputed manufacturer, a necessary authorization certificate to this effect from the manufacturer must be enclosed.
	5. All after-sales, support should be provided directly by the supplier/bidder during warranty/Guarantee period.
	6. The bidder must provide evidence of successful execution of supply orders with installation and successful after-sales support in reputed organizations like NITs/IITs/Central Research Laboratories, central govt., state govt. and PSUs etc., in the last 3 years.
	7. The bidder should not have been blacklisted by any organization.

### 1.2 General Instructions:

**The selection for procurement of** 01 (ONE) numbers of 06 KVA, UPS along with SMF Battery for 01 hour backup for OUTR, Bhubaneswar **will be based on quality along with cost. In this context decision of the Purchase Committee is final based on documentary evidence and price.**

 4

* 1. Submission of more than one bid by a particular bidder under different names is strictly prohibited. In case it is discovered later on that, this condition is violated, all the bids submitted by such bidder(s) would be rejected or the contract canceled.
	2. The bidder should mention in the tender paper the location of its service center at Bhubaneswar.
	3. All offers should be in English, and the price quoted for each item should be firm.
	4. Warranty period, delivery period, and After-Sale-Service conditions, etc., are also to be clearly indicated.
	5. The rates, the terms & conditions of the offer will remain valid for two months from the date of opening of the tender, and no change or alteration of the rate will be acceptable on any account.
	6. Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.
	7. Request from a bidder in respect of additions, alterations, modifications, corrections, etc., of either terms & conditions or rate after the opening of the bid will not be considered.
	8. Bidders shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the work or the cost thereof.
	9. If a bidder finds discrepancies or omissions from the specification or other documents and any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing.
	10. This, however, does not entitle the bidder to ask for time beyond the due date fixed for receipt of tenders.
	11. The bidder must also specify the time frame to repair/replace in the event of a failure and penalty thereof.
	12. Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.
	13. Submission of a sealed bid will carry with the implication that the bidder agrees to abide by the conditions laid down in the detailed particulars of the bid notice.
	14. Conditional offers and offers qualified by vague and indefinite expressions, such as ‘subject to immediate acceptance’ and ‘subject to prior sale’, etc. will not be considered.
	15. While bids are under consideration, bidders and their representatives or other interested parties are advised to refrain from contacting by any means, to the purchaser's personnel or representatives on matters relating to the tenders under study.

5

* 1. The purchaser, if necessary, will obtain clarification on bids by requesting such information from any or all the bidders either in writing or through personal contact as may be necessary.
	2. The bidder will not be permitted to change the substance of his offer after the tenders have been opened.
	3. In the event of non-compliance with this provision, the bidder is liable to be disqualified.

### 1.3 Procedure for Submission of Tenders:

a) The bidders must submit their bids as required in one sealed covers prominently super scribed as “**Technical Bid**” and “**Financial Bid**” and also indicating on the cover the “**Tender call Notice, Number & Date**” and **due date and time** as mentioned in Tender Call Notice.

**Technical Bid**

 Except the price schedule, all other documents as mentioned in para 1.1, i.e., details of **technical specifications, leaflet, Copy of Firm Registration Certificate from the competent authorities, All Tax Clearance certificates, PAN Card copy, proof of GSTIN No., list of clients, authorization certificate from Manufacturer, warranty/guarantee certificates**  **etc**. along with **tender document duly signed** by the authorized person in each page shall be covered in Technical Bid.

b) All the documents submitted must be in the papers showing signature of the bidder and the printed office name of the bidder on the official seal.

**Financial Bid**

All indications of price shall be given in Financial Bid.

c) Both “Technical Bid” and “Financial Bid” should be placed in a cover along with requisite EMD & cost of Tender documents (separately in the form of DD drawn in favor of **Registrar, ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH, Bhubaneswar at any Scheduled Bank payable at Bhubaneswar**. and sealed. The sealed cover containing tender documents and others requisite supporting documents etc, as per the procedure indicated above should be submitted by Speed Post /Registered Pos/Courier to **The** **Registrar, ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH, Techno Campus, Mahalaxmi Vihar, Bhubaneswar-751029** within the due date and time as stipulated in tender. No hand delivery is accepted. The sealed envelope must show the name of the bidder and his address and should be superscribed as **“Tender for Supply of 01 (ONE) number 06 KVA, UPS along with SMF Battery for 01 hour backup to OUTR, Bhubaneswar”** on the top of the envelope.

d) All the documents submitted must be in the papers showing signature of the bidder and the printed office name of the bidder on the official seal.

 6

e) All the documents must be submitted in a sequential manner along with separators/flags and check sheet to help in the quick scanning of the topics. Wherever possible, data in tabular form should be given.

# 2. Requirements by Bidder before Supply:

### 2.1 Rating Plate, Name Plate, and Labels:

Rating Plate, Name Plate, and Labels of UPS and battery is to have permanently attached to it, a rating plate of non-corrosive material in a conspicuous position, upon which the total specifications, along with the manufacturer’s name, address, etc., are to be engraved.

### 2.2 Packaging:

The UPS and battery to be suitably protected covered in water-proof packing and crated to prevent damage or deterioration during transit and storage till the time of installation. The supplier shall be responsible for any loss or damage caused during transportation, handling or storage till their successful installation. Safety and security of UPS sets during commissioning period is the responsibility of the Bidder.

# 3. Requirements by Tender after Supply:

### 3.1 Supply:

1. The UPS and battery should be delivered by the supplier to **School of Computer Sciences**, **Odisha University of Technology and Research (Erstwhle College of Engineering & Technology), Techno Campus, MahalaxmiVihar, Bhubaneswar-751029**.
2. The items should be supplied directly from the manufacturing terminal/Authorized dealer having passed all tests successfully with Certifications as required.
3. The UPS and battery ordered must be supplied in one lot within **03 (Three) weeks** of placing of the purchase order.
4. In case of delay in the supply to **Odisha University of Technology and Research, Bhubaneswar shall impose** a penalty of 1% (one percentage) per month or part thereof subject to 5% maximum of undelivered goods.
5. Installation: Installation must be completed within 07 days from the date of supply failing which LD will be applicable.
6. In the event of undue delay OUTR reserves the right to procure the materials from alternative sources at the risk and cost of the successful bidder after giving 15 days’ notice.
7. Any increase in tax and duties after the placement of order will be borne by the supplier.
8. In case the items supplied by the supplier are found not up to the specification shall be rejected. The supplier will be intimated to take back the stocks at his own cost within three

7

days from the date of rejection and to replace the same within 7 days, failing which the EMD will be invoked and demurrage will be charged in addition to taking legal actions.

1. The UPS shall be delivered and installed at site at the cost of the bidder.

### 3.2 Installation and Commissioning:

Installation and Commissioning shall include the following:

1. Site location for installation of UPS will be at **Computer Lab (Room No.A-303).**
2. It will be the responsibility of the bidder to provide all necessary spares and consumables, which may be required during installation and commissioning, at no extra cost to the purchaser.
3. The bidder is to bring their own instruments required for installation, testing, and commissioning, which can be taken back after completion.

### 3.3 Documentation:

Detailed **technical manuals**, **handbooks**, **Warranty card** and any other certifications mentioned in the Technical specifications shall be supplied along with the consignment.

Supplied manuals/handbooks must cover detailed technical specifications and installation, operation, maintenance and System Safety procedures.

### 3.4 On-Site Warranty:

1. The supplied UPS with Battery set and its components shall be covered under **two-year warranty** from the date of issue of successful completion of the Performance Guarantee Report.
2. During the period of warranty, it shall be the responsibility of the bidder to provide all essential spares and consumables, which may be required for maintenance and trouble-free operation of the devices/components at the bidder’s cost.

### 3.5 After-Sales Service:

During the warranty period the bidder shall attend to the problems reported by the users of OUTR on a priority basis.

For any problem reported, the bidder shall attend and rectify the problem within 3 (three) days or provide a standby system of the similar configuration.

The report on any problem will be informed through phone which shall be given by the bidder.

The bidders will be fully responsible to provide maintenance service, in case of any negligence, in providing the service by the bidder. In case of negligence the action may be taken as follows,

1. Penalty of 1% of the contract value will be collected.
2. Bidder will be prohibited to execute further works in OUTR.

On failure to comply with those instructions, the Security Deposit provided for the warranty period shall be invoked.

 8

# 4. Financial Terms:

### 4.1 EMD

Earnest money Deposit of Rs.3,500/- for the Bid must accompany with tender paper. This deposit shall be in shape of DD/Banker’s cheque pay order drawn in any Scheduled Bank in favor of the Registrar, OUTR, Bhubaneswar. No other form of earnest money deposit is acceptable. Tender not accompanied with earnest money deposit shall be rejected as non-response. If during the tender validity period the bidder withdraws his tender, the earnest deposit shall be forfeited. The earnest money will be returned after completion of warranty period without interest. The EMD given by the unsuccessful bidder shall be refunded within 30 days after acceptance of tender without interest.

### 4.2 Performance Security Deposit

In case of successful Bidder, **EMD** will be returned on receipt of **Performance Security of Rs. 13,125/- in form of A/c payee Demand Draft in favour of OUTR/duly pledged fixed deposit/Bank Guarantee from any scheduled commercial Bank** and will be **refunded/released after the expiry of stipulated warranty period without interest.**

### 4.3 Prices:

Price quoted should be **FOR ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH, Bhubaneswar only. Tax components as applicable, should be mentioned clearly in the financial bid.**

Price should be quoted for unit item.

### 4.4 Payments:

1. 100% Payment of the ordered value will be made after successful installation of the UPS with Battery subject to submission of a satisfactory performance report by the competent authority.

# 5. Instruction to the Bidder:

### 5.1 Solving Disputes:

OUTR & the bidder shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract.

All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Bhubaneswar court only.

***The above terms and conditions, except those otherwise agreed upon, shall form a part of the Purchase Order***.

***Sign on each page of this tender document and Return it along with the offer enclosing this part together with the Technical Offer.***

***\*\* \* The OUTR authority has all rights to accept / reject any tender without assigning any reasons thereof.***

 ***9***

# 6. Technical Specifications:

Following are the minimum specifications of the UPS & SMF Battery.

The minimum specifications are indicative and not exhaustive.

The quoted materials should be of latest version and technology.

Each UPS & Battery should be completed in itself without needing any extra requirements except the requirement of general test and measuring instruments.

**Technical specification of 06 KVA** UPS & SMF Battery for 01 hour backup.

|  |  |
| --- | --- |
| **A** | **Online UPS 6 KVA** |
| **Sl.No.** | **Minimum Technical Specifications** | **Compliance** | **Remarks** |
| **Yes/No** |
| 1 | **Capacity (in kVA / kW)** | **6kVA 1-Phase Input / 6 KW 1-Phase Output DSP Controlled IGBT Rectifier** |  |  |
| 2 | **Input** |  |  |
| 3 | Voltage Range: | 100 – 280 VAC (Load Dependent)                |  |  |
| 4 | Frequency range | 40Hz – 70Hz |  |  |
| 5 | Power factor | Greater than 0.95 at full load. |  |  |
| 6 | **Output** |  |  |
| 7 | Nominal voltage: | 220/230/240 VAC |  |  |
| 8 | Crest factor | 2:1 On Full Load (Minimum) |  |  |
| 9 | N+X Upto 4 Systems                 | Require |  |  |
| 10 | AC-AC Efficiency |  95% . |  |  |
| 11 | Battery VAH | Min.10080VAH for 60min. Back up |  |  |
| 12 | Protection | IP-20 |  |  |
| 13 | Communication Port | REPO , USB Port, RS-232 Port, |  |  |
| 14 | **Display Panel (In-build LC Display & LED )** |  |  |
| 15 | Measurements (On LCD) | Input: Voltage &Frequency,Bypass: Voltage &Frequency,Output: Voltage,frequency,Kilowatt&kVA,Battery: Remaining time & Battery Level Indicator,Load Percentage & Load Level Indicator,Ambient temperature. |  |  |
| 16 | Fault Indication (On LCD) | Inverter O/P voltage abnormal, Overload shutdown, Charge voltage too high, Damaged Batteries, Battery missing, Battery voltage to low & Over temperature Protection. |  |  |
| **B**  | **Battery Backup / Battery Bank & Charger** |  |  |
|  |  1 | Backup Required | 60min |   |   |
|   | **Certifications** |   |   |
| 2 | Manufacturer | QMS:       As per ISO 9001: 2008 |   |   |
| EMS:       As per ISO 14001: 2004 |
| ISO 45001: 2018 , TL 9000 |
| 3 | Product Safety Certifications (Mandatory) |   |   |   |
| SURGE: IEC61000-4-5:level4 |
| CS: IEC61000-4-6: level3 |
| IEC61000-4-8 |
| IEC 61000-2-2 |
| EN 62040-2:2006 |
| EN 61000-3-2:2009 |
| CE &  RoHS |
| 4 | 2 Years for UPS Warranty and 2 Years for Battery .OEM should have Min.400Cr. Turn over for last 3years |  |  |

11

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

 **Techno Campus, Ghatikia, P.O. MahalaxmiVihar,**

 **Bhubaneswar, Odisha, India** [**www.outr.ac.in**](http://www.cet.edu.in),

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**TECHNICAL BID**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Name of the Item** | Make/Model | Qty. Required |
|  | Supply, installation, testing and commission of 01 (ONE) number of 06 KVA, UPS along for SMF Battery backup for 01 hour with rack link installation  |  | 1 set |

1. Name of the bidder :
	1. Full postal address
	2. Telephone number
	3. E-mail id
2. a) Tender Cost: Rs……………………...D.D. No………..……………date………………

b) EMD: Rs………………………D.D. No………..……………date………………

1. Registration No. of Firm:

(Copy of Document showing Registration of Firm shall be enclosed)

1. Tax Clearance Certificate and GSTIN No:

(Copy of Tax Clearance Certificate and GSTIN No. proof shall be enclosed)

1. Income Tax Clearance Certificate:

(Copy of IT Clearance Certificate and PAN No. proof shall be enclosed)

1. Total annual turn-over(value in Rupees)(Previous year):

(Copy of Balance Sheet / Audit Statement / IT returns, etc. to be attached as proof)

1. Past supply details for 3 years

(Copy of proof shall be enclosed)

**Customer Quantity supplied Year**

**Signature with Date and Seal of the Bidder/Tenderer**

 12

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

 Techno Campus, Ghatikia, P.O.MahalaxmiVihar, Bhubaneswar

 Odisha, India

 [www.outr.ac.in](http://www.outr.ac.in) **Email:** **registrar@outr.ac.in**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**FINANCIAL BID**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.****No.** | **Item Description** |  **Unit** | **Qty.** | **Unit Cost** | **Total** | **GST %** | **Total cost including GST** |
| 1 | Supply, installation and testing of 01 (ONE) number of 06 KVA UPS along with SMF Battery backup for 01 hour  | **No (set)** |   01 |  |  |  |  |
|  |  TOTAL  |  |

**Signature and Seal of the Bidder**

13

#

# PROFORMA FOR SUBMITTING ELIGIBILITY REQUIREMENT AND UNDERTAKING

To

The Registrar,

Odisha University of Technology and Research

Bhubaneswar-751029

Sub: Submission of Tender forSupply, installation, testing and commission of 01 (ONE) numbers of 06 KVA, UPS along for SMF Battery backup for 01 hour.

Sir / Madam,

Having examined the conditions of contract and specifications including addenda, I/we, the undersigned, offer to undertake Supply, installation, testing and commission of 01 (ONE) numbers of 06 KVA, UPS along for SMF Battery backup for 01 hour to OUTR, Bhubaneswar, in conformity with the specifications, terms & conditions of bid.

1. I/We agree to abide by the terms and provisions of the said conditions of the contract and provisions contained in the notice inviting tender. I/We hereby unconditionally accept(s) the bid conditions.

It is certified that I/we have not stipulated any condition(s) in our bid offer. In case any condition(s) are found in our bid offer violated after opening bid, I/We agree that the bid shall be rejected without prejudice to any other right or remedy be at liberty to forfeit the EMD absolutely.

1. I/We hereby submit the earnest money of [INR…………..……….……] for the bid for the above mentioned work in the form of demand draft.
2. I/We hereby submit the Tender Fee of Rs.1000/- for the above tender in form of Demand Draft.
3. That, I/We declare that I/We have not paid and shall not pay any bribe to any officer of OUTR for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of OUTR asks for bribe/gratification, I/We shall immediately report it to the OUTR authorities.
4. That, I/We undertake that OUTR’s tender document shall form part of contract agreement.

I/We understand that you are not bound to accept the lowest or any bid, you shall receive.

Thanking you

Yours faithfully

Dated:

Signature of Bidder

Name: ………………… Telephone:……………….

Witness…...................

Signature....................

Address......................

14