

ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
(Formerly College of Engineering & Technology, Bhubaneswar)
Techno Campus, Ghatikia, P.O.-Mahalaxmi Vihar
BHUBANESWAR-751029 ODISHA, INDIA

No. 3283/OUTR ,

Dated:17.10.2023

TENDER CALL NOTICE

Sealed tenders are invited under two bid systems from reputed original manufacturers/registered firms/ Agencies for the Supply, Installation, of UPS Battery for VLSI & Communication Laboratory with exchange/ buyback of existing battery for the School of Electronic Sciences. The sealed tender will be received by speed post/ registered post only. **No hand or Courier delivery will be accepted. The authority will not be held responsible for any postal delay.** Tender received after the scheduled date and time will not be accepted. The date of opening the various tenders is mentioned in the respective tender document, which will be opened in the office of the Registrar, Odisha University of Technology and Research, Bhubaneswar in the presence of bidders and/or their nominees. **The last date of tender submission is 06.11.2023 at 4:00 P.M.** The tender bid documents with details of terms and conditions 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

BID PARTICULARS AND INSTRUCTIONS OF TENDER NOTICE

**Supply, Installation, of UPS Battery for VLSI & Communication Laboratory with
exchange/ buyback of existing battery.**

School of Electronic Sciences



ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH

Techno Campus, P.O.: Mahalaxmivihar,

BHUBANESWAR -751029, INDIA

INVITATION FOR BIDS

Registrar, Odisha University of Technology and Research, Bhubaneswar invite sealed bids from eligible bidders for **Supply, Installation, of UPS Battery for VLSI & Communication Laboratory of School of Electronic Sciences with exchange/buyback of existing Battery.**

. Interested eligible Bidders may obtain detail information and list of items with technical specifications from the University website www.outr.ac.in

Particulars about submission of bidding document are as follows:

- | | | |
|-----|---|--|
| (a) | Price of bidding document
(non-refundable) | : Rs. 2000/- |
| (b) | First date of availability of Bidding Document in the website | : 18.10.2023 |
| (c) | Last date and time for submission of bids | : 06.11.2023 at 04.00 P.M. |
| (d) | Time and date of opening of Technical bids | : 07.11.2023 at 03.00 P.M. |
| (e) | Time and date of opening of financial bids | : 09.11.2023 at 03.00P.M. |
| (f) | Place of opening of bids : | Office of the Registrar,
Odisha University of Technology and Research
Techno-Campus, Ghatikia, MahalaxmiVihar,
Bhubaneswar-751029 |
| (g) | Address for communication : | Registrar,
Odisha University of Technology and Research
Techno-Campus, Ghatikia, MahalaxmiVihar,
Bhubaneswar-751029 |

1. Eligibility of bidder and General Instructions:

1.1 Eligibility Criteria:

- a) The bidder must be a reputed OEM manufacturer/ Authorized Dealer/ Authorized Distributor or partner. The authorization certificate so furnished should clearly incorporate the firm name and address where from after sales services shall be provided.
- b) If the bidder is an Authorized Dealer of a reputed manufacturer, necessary certificate to this effect from the manufacturer must be enclosed.
- c) The bidder must have both sales and service center with qualified Service Engineers. All after sales support should be provided directly by the manufacturer only.
- d) The bidder must have the willingness for providing comprehensive maintenance support of the Equipment supplied by him.
- e) The bidder must provide evidence of successful execution of supply orders with installation and successful after sales support in reputed organizations
- f) The bidder must have GSTIN No. and Income Tax payment up-to- date. Attested copies of GSTIN Certificate, GST clearance or non-assessment certificate from the concerned Authority valid up-to-date and attested copy of Income Tax Clearance Certificate(Tax paid copy) or non-assessment certificate, as the case may be, from the competent authority, up-to-date and/or PAN Number must be enclosed along with the Tender documents.

1.2 General Instructions:

The bidders who are **the Original UPS Battery Manufacturers (OEM)** of the product must be manufacturing the complete product, selling under the specified brand name and model for the Online UPSbattery are the eligible participants.

The selection for procurement of equipment will be based on quality and performance along with cost. In this context decision of technical committee is final based on documentary evidence or actual physical verification.

The tenders will be opened on **07.11.2023** at 3:00PM in presence of the bidders or their authorized representatives. Authorized representatives will be required to produce their authorization before opening of the bid, failing which they will not be allowed to be present.

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 tenders submitted by such tenders would be rejected or contract cancelled and earnest money deposited will be forfeited.

The bidders should mention the location of its service center nearest to Bhubaneswar in their tender paper.

All offers should be typed or printed clearly in English and the price quoted for each item should be firm.

Warranty period, delivery period and after-sale-service conditions, etc. are also to be clearly indicated.

The rates and the conditions of the offer will remain valid for three months from the date of opening of the tender and no change or alteration of the rate will be acceptable on any account.

Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.

Request from bidder in respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after opening of the bid may not be considered. However, negotiation may be made before finalization.

Bidder shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the work of the cost thereof.

Should a bidder find 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. This, however, does not entitle the bidder to ask for time beyond the due date fixed for receipt of tenders.

The bidder must also specify minimum uptime and maximum time to repair/replace in the event of a failure and penalty thereof.

Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.

Submission of 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.

Conditional offers and offers qualified by vague and indefinite expression, as 'subject to immediate acceptance', 'subject to prior sale', etc. will not be considered.

While tenders 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 matter relating to the tenders under study.

The purchaser, if necessary, will obtain clarification on tenders by requesting such information from any or all the bidders either in writing or through personal contact as may be necessary.

The bidder will not be permitted to change the substance of his offer after the tenders have been opened.

In the event of non-compliance with these conditions, the bidder is liable to be disqualified.

1.3 Procedure for Submission of Tenders:

a) The Bidders must submit their bids as required in two parts in separate sealed covers prominently super scribed as Part-I “**Technical Bid**” and Part-II “**Financial Bid**” and also indicating on each of the covers the “**Tender call Notice Number & Date**” and **due date and time of submission** as mentioned in Tender Call Notice.

Part-I (Technical Bid)

Excepting 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, GSTIN certificate, Income Tax Clearance, PAN Card copy, list of clients, authorization certificate from Manufacturer in case of Dealer, etc.** along with **tender document duly signed** by the authorized person in each page shall be covered in Part-I (Technical Bid).

Part-II (Financial Bid)

All indications of price shall be given in Part-II (Financial Bid)

b) Both sealed covers Part-I “Technical Bid” and Part-II “Financial Bid” should be placed in a third cover along with requisite EMD & cost of Tender documents (separately in the form of Demand Draft drawn in favour of **Registrar, Odisha University of Technology and Research, Bhubaneswar at any Nationalized Bank payable at Bhubaneswar**), others requisite supporting documents etc. and sealed.

c)The sealed cover containing tender documents as per procedure indicated above should be submitted only by **Speed post / Registered Post**, addressing to the **Registrar, Odisha University of Technology and Research, Techno-campus, P.O. : Mahalaxmivihar, Bhubaneswar-751029, Odisha** 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 super scribed as “**Tender for supply of Online UPS battery forSchool of Electronic Sciences**”on the top of the envelope.

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

e) All the documents must be submitted in a **sequential manner** with **separator/flags** to help in 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:

Each of the equipment 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:

All the equipment are 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 without any extra cost. The supplier shall be responsible for any loss or damage caused during transportation, handling or storage till their successful installation.

2.3 Inspection:

All materials/equipment shall be inspected and tested for completeness, proper assembly, operation, cleanliness and state of physical condition and performance as per quoted specification.

The bidder shall provide all test and measuring equipment/tools required for inspection/testing.

The cost of all such tests shall be borne by the Bidder.

OUTR reserves the right to reject any equipment if it does not comply with the specifications during site testing, installation and commissioning stage.

Inspection & testing would be conducted, jointly, at various stages as applicable during unpacking, installation and commissioning of respective equipment/ components at the installation site.

3. Requirements to be fulfilled by the bidder after supply:

3.1 Supply:

- a) **The material would be delivered and installed by the supplier at VLSI & Communication Laboratory (1st Floor), School of Electronics Sciences, Odisha University of Technology and Research, Techno Campus, P.O.: Mahalaxmivihar, Bhubaneswar – 751029, Odisha.**
- b) The batteries should conform to the latest relevant National/International standards and shall be complete in all respect.
- c) Any component, fitting etc. which may not have been specifically mentioned in the specifications but which are usual and necessary for the equipment, shall be supplied by the bidder at no extra cost.
- d) In case, articles are found damaged in transit or found short at the time of delivery the full cost of the same will be deducted from the bill of the supplier in case the supplier does not replace the stock within a week from the date of lodging the complaint.
- e) The articles ordered must be supplied in one lot within a **one month** of placing of the purchase order.
- f) In case of delay in delivery or successful installation, a penalty of 1% (one per cent) per week shall be levied.

- g) OUTF reserves the right to procure the materials from alternative sources at the risk and cost of the successful bidder giving 15 days' notice.
- h) Any increase in tax and duties after expiry of delivery period will be to the seller's account.
- i) The items supplied by the suppliers, if found not up to the specification shall be rejected.
- j) The supplier will be intimated to take back the stocks at his own cost within three days from the date of rejection and to replace the same within 7 days, failing which the EMD will be invoked in addition to taking legal actions.
- k) The equipment shall be delivered and installed at site at the cost of the bidder/tenderer.
- l) All taxes, levies, surcharges including the customs clearance and handling freight and insurance should be paid and handled by the bidder.

3.2 Installation and Commissioning:

Installation and Commissioning shall include the following:

- a) Installation and Testing of the Equipment, Machineries, UPS battery etc. supplied by the bidder.
- b) 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 purchaser.
- c) The bidder is to bring their own testing and measuring instruments required for installation, testing, commissioning, which can be taken back after completion.
- d) Installation must complete within 15 days after delivery on site.
- e) The bidders should provide all necessary raw materials for running of the machine during commissioning.

3.3 Trial Operation and Performance Guarantee Test:

After successful completion of installation and commissioning of the equipment a 7-day continuous trial operation putting those on optimum use shall be conducted by the bidder at site, during which the performance of the equipment shall be demonstrated for trouble-free continuous operation, meeting the specified standards.

During trial operation, bidder shall do all necessary adjustments required to ensure the performance as per the acceptable level.

In case, guaranteed performance is not established, the bidder shall be given opportunity to rectify/replace the equipment/components, and restart the 7 days' continuous trial operation, at the risk and cost of the bidder.

3.4 On-Site Warranty:

a) The entire materials are to be used continuously. The reliability and safety of the total installed system and trouble-free operation are, therefore, of prime importance. The supplied devices/equipment and components shall be covered under **Three-years or more** comprehensive on-site warranty from the date of issue of Performance Guarantee Report.

b) 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 Comprehensive Maintenance Contract:

a) The bidder shall be under the obligation of entering into a Comprehensive Maintenance Contract (CMC) with OUTR for a minimum period of Two years, renewable if felt necessary, on mutually acceptable rates, terms and conditions. CMC shall start after the completion of Warranty.

b) The scope of CMC shall cover maintenance and supply/replacement of materials and components, for smooth and reliable operation of the systems without trouble.

c) Accordingly, the bidder has to offer rates for the CMC structure per equipment along with the price for the Systems and other associated Equipment supplied.

3.6 After Sales Service:

a) During the warranty period and subsequently, after signing of Agreement for CMC the bidder shall attend to the problems reported by the users of OUTR on a priority basis.

b) 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.

c) The report on any problem will be informed through phone, E-mail or fax number of which shall be given by the bidder.

d) The branch office of the concerned manufacturing firm will be fully responsible to provide maintenance service, in case of any negligence, in providing the service by the bidder

e) On failure to comply with those instructions, the Bank Guarantee provided for the warranty period shall be invoked.

4. Financial Terms:

4.1 EMD Amount: Rs. 5,000/-

a) The bidder has to submit a Demand Draft/Banker's Cheque/Pay Order for the equipment as mentioned below in favor of **Registrar, Odisha University of Technology and Research**, payable at **Bhubaneswar** in any Nationalized Bank towards EMD and cost of the Tender Paper. Without EMD and cost of the Tender Paper the tender will be summarily rejected.

b) No interest will be paid to the bidder towards EMD of Rs. 5,000/-.

c) EMD in cash or any other forms will not be accepted.

- d) No request for adjustment of claims, if any, will be accepted.
- e) The EMD of unsuccessful bidders will be refunded after the tenders are finalized and order is issued.

5. Performance Security Deposit

In case of successful Bidder **EMD** will be kept as **Performance Security Deposit** and will be **refunded after expiry of stipulated warranty periods from the completion date of installation and commissioning on satisfactory performance of the equipment.**

6. Prices:

- a) 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.
- b) Price should be quoted for unit item; however, the actual requirements may be more. (A bidder may propose to give discounts if any for purchase of more than one unit of a particular item.)
- c) Purchase order will be placed as a single lot for each type of item or for all the items together, as the case may be.
- d) In case of items of import, the bidder should take full responsibility for customs clearance, handling, tax payment, etc. and specify the charge for the same in the price bid.

7. GST Concession:

GST Concession if any is to be availed on production of the required certificates applicable to Educational Institution.

8. Discount:

- a) Our Institute is a pioneer Institution in the field of Teaching and Research in Engineering and allied disciplines and do not run with profit motive.
- b) As such we are availing price discount for purchase of equipment/instruments.
- c) The rate of discount or any other Institutional benefit arising out of Govt. Policy etc., on each item may also be indicated in the bid specifically.

9. Payments:

Payment of 100 percent of the ordered value will be made after successful installation and commissioning of the equipment subject to submission of satisfactory performance report by the Head of the Department.

10. Penalty:

If the delivery, installation and commissioning is not carried out in time as specified in other part of the tender document, the bidder/manufacturer will be charged @ 1% (one per cent) per week of the total value of the concerned machine/equipment.

11. Instruction to the Bidder:

- a) Technical Offer and Price Bids should be separately given in two different covers.
- b) Each cover should be earmarked as to know the contents within as either ***“Technical Offer” or “Price Offer”***.
- c) Both these covers should be placed in a third cover super
- d) scribed as *“Tender for UPS battery & other required accessories for VLSI & Communication laboratory”*.**
- e) Some of the minimum specifications specified may be redundant, obsolete or incompatible and in these cases, quote the particulars of correct specification of latest trend and technology.
- f) Higher specifications instead of minimum specifications are allowed if a minimum specification is not available, obsolete or incompatible.
- g) Otherwise, model with higher specification should be in addition to the model with minimum specifications.
- h) Specify brand name and full model name and number for each offer.
- i) Include the printed catalogue and price list if any for each of the equipment quoted.
- j) Specify the list of Accessories required along with each of the equipment.
- k) Quote the additional price of the accessories; only those, which are fully compatible with the quoted model, should be furnished.
- l) Specify the list of Accessories to be given free of cost, along with the equipment as ***“Free Accessories”***, these should be fully compatible with the quoted models.

12. Solving Disputes:

- a) OTR, the bidder and the manufacturer 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.
- b) 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.”

13. Technical Specifications:

Following are the minimum specifications of the equipment.

- a) The minimum specifications are indicative and not exhaustive.
- b) The models with higher specifications may be quoted.
- c) The Equipment should be complete in itself without needing any extra requirements except the requirement of general test and measuring instruments.
- d) The demonstration will be held at **VLSI and Communication Laboratory, Odisha University of Technology and Research, Techno campus, P.O.: Mahalaxmivihar, Bhubaneswar – 751029.**
- e) Financial Bid of those Tenderers will be opened who qualify in the Technical evaluation.

Existing Scope: -

Existing Online UPS BatteryDetail

Sl. No.	Detail of the UPS battery	Quantity of battery
1	12V, 26Ah UPS battery for buyback	60 Nos

New Scope to be installed: -

New Online UPS Battery Detail

(Exide/ Amaron/ Quanta) only

Sl. No.	Detail of the UPS battery	Quantity of battery
1	12V, 26Ah UPS battery	60 Nos

**Odisha University of Technology and Research,
School of Electronic Sciences
Techno Campus, P.O.:Mahalaxmivihar
Bhubaneswar, Pin-751029
Email: registrar@outr.ac.in**

TECHNICAL BID

(To be enclosed in separate sealed cover)

Name and address of the bidder:

Note: A DD for EMD and Tender document fee should be enclosed with this bid separately as mentioned in para 5.1 of tender paper

1. Name of the bidder
 - a) Full postal address
 - b) Full address of the premises
 - c) Telegraphic address
 - d) Telephone number
 - e) Fax number
2. Total Annual turn-over (value in Rupees) (Previous year)

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

3. Past supply details for 3 years if any (Attach proof)
4. Whether similar job work undertaken in the past, if so details.

(Demo of the Lab Equipment to be arranged if required)

Customer

Quantity supplied

Year

5. GSTIN No.

Signature and seal of the bidder

**Odisha University of Technology and Research,
School of Electronic Sciences
Techno Campus, P.O.: Mahalaxmivihar
Bhubaneswar, Pin-751029
Email: registrar@outr.ac.in**

(To be enclosed in separate sealed cover)

FINANCIAL BID

Table: 1

Sl. No	Name of Equipment & Details	Make / Model (Exide/ Amron/ / Quanta) Only	Quantity Required	Unit Cost	Total cost	GST	Total amount
1	12V, 26Ah UPS battery		60				
“(A)” Total Amount							

Signature and seal of the bidder

PROFORMA FOR SUBMITTING ELIGIBILITY REQUIREMENT AND UNDERTAKING

To
The Registrar,
OUTR, Bhubaneswar

Sub: Supply, Installation, of UPS Battery for VLSI & Communication Laboratory with exchange/buyback of existing battery.

Sir / Madam,

Having examined the conditions of contract and specifications including agenda, I/we, the undersigned, offer to undertake Supply, Installation, Testing & Commissioning of above mentioned items at Department of Instrumentation and Electronics Engineering,OUTR, Bhubaneswar, in conformity with the specifications, terms & conditions of Tender.

i. 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 tender conditions.

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

ii. I/We hereby submit the earnest money of [INR.....] for the Tender for the above mentioned work in the form of demand draft.

iii. 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.

iv. 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.....

Enclosures :