



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN AND MANUFACTURING KANCHEEPURAM
(An Institute of National Importance under MoE, Government of India)
Melakkottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600 127,
Tamil Nadu.**

NOTICE INVITING TENDER (E-PROCUREMENT MODE)

Indian Institute of Information Technology Design and Manufacturing (IIITD&M) Kancheepuram invites **e-tender under TWO BIDS** with prequalification systems from the vendors who fulfils the eligibility as given below in the campus.

Sl. No.	Particulars	Quantity Required
1	Comprehensive Annual Maintenance Contract of various capacity ONLINE UPS (Uninterrupted Power Supply) systems located at IIITDM, Kancheepuram.	As per Annexure-4

The tender document may be downloaded from the website <http://iiitdm.ac.in> or <https://mhrd.euniwizarde.com>. or <https://eprocure.gov.in/epublish/app>

The offers, in the prescribed format shall be submitted online at <https://mhrd.euniwizarde.com> as per the tender document. No tender will be accepted in hard copy, fax, email or any other such means. The intending, bidders must be registered with eWizard procurement <https://mhrd.euniwizarde.com>.

a) Tender Number /Date	IIITDM/2021-22/AMC UPS/012; DT: 18 th Mar 2022
b) Pre-bid meeting / Site visit	25 th March, 2022; 11:00 Hrs.
c) Bid Submission	11 th April, 2022; 15:00 Hrs.
d) Technical Bid Opening	11 th April, 2022; 15:30 Hrs.
e) EMD	Bid declaration form duly typed in letter head of the bidder must be enclosed (Annexure – 1).
f) Security Deposit / Performance Guarantee	Successful Bidder shall submit the Security Deposit at 3% of Contract value.
g) Estimated cost. (Rs.)	1,37,450/- Per Annum (Excl. GST)

TERMS & CONDITIONS GOVERNING THE CONTRACT

1. Eligibility Criteria: In order to be considered for the contract of the works as detailed under 'Scope of Work' in this Tender Document the tenderer should be:

1.1 Original Equipment Manufacturer (OEM) or their authorized service company (OEM authorization letter / certificate must be enclosed)

1.2 "Having Experience in executing similar UPS Annual Comprehensive Maintenance and service works" preferably awarded by the State Govt. / Central Govt. / Autonomous / Reputed corporate institutions, for the value enlisted below and executed on or after 01/01/2018

(i) Rs. 1.10 lakhs Excl. GST for a single work order
(Or)

(ii) Rs. 0.69 lakhs Excl. GST each for two work orders
(Or)

(iii) Rs. 0.55 lakhs Excl. GST each for three work orders.

1.3 At least, one work should be in live from the scheduled works mentioned for the work Completion certificates.

2. Earnest Money Deposit/Bid Declaration Form:

Instead of EMD, Bidders are to execute a Bid declaration form accepting that if they withdraw or modify their Bids during the period of validity or if they fail to execute the awarded work as per the work order/contract they will be debarred for the period of one year for bidding for any tender of the institute. Further, the debarment will be intimated to all Institute of Government of India/ Governmental organizations for bidding by the firm for any tender (**Declaration format enclosed as Annexure-1**).

3. Security Deposit & Contract Agreement:

3.1 On receipt of notification of award, successful bidder shall be required to send the acceptance of work order within 07 working days.

3.2 Successful Bidder shall submit the Security Deposit of 3% of Contract value in the form of a Crossed Demand Draft/Pay Order/Banker's cheque/FDR drawn/Bank guarantee in favor of "The Registrar, IIITDM Kancheepuram", payable at Chennai within 07 (SEVEN) working days of the receipt of Notification of Award (NOA) / Award of Work order from IIITDM Kancheepuram (the Defect Liability Period as specified (i.e., 12 months after completion of work).

3.3 The successful bidder shall be required to sign a detailed contract / agreement with IIITDM Kancheepuram within a period of 07 working days after depositing Security Deposit. Failure to do so on the part of the Contractor, Notification of Award is liable to be cancelled and Security Deposit is liable to be forfeited.

3.4 In case of failure to commence the work by the Contractor within 07 days after signing of the contract or handover of site, the Institute shall be at the liberty to terminate the Award and forfeit the Security Deposit.

4. Preparation of bids - Two bid system (simultaneous receipt of separate technical and financial bids):

4.1 Technical bid shall consist of only prequalification document along with supported documents as detailed below:

4.1.1 Complete prequalification papers, Name of the Agency and also commercial terms etc., offered (**Note: Price column in this cover should be kept blank**).

4.1.2 Duly filled and digitally signed Bid submission, bid declaration & self-declaration Proforma (**As per Annexure – 1**).

4.1.3 Duly filled and digitally signed copy of Qualification Proforma along with a copy of GST certificate (Issued by appropriate authority to be attached) and copy of OEM/ OEM Authorized dealer / Service certificate & Work completion certificate as per the eligibility criteria referred in clause no. 1

4.2 Financial bid indicating item-wise price for the items mentioned in the technical bid, special concession in rates if any applicable for Educational Institutions shall also be offered and indicated clearly.

4.3 Both the covers should be submitted through online eWizard portal <https://mhrd.euniwizarde.com> before due date and time.

5. Technical terms:

5.1 The selected contractor will have to carry out Comprehensive annual maintenance and service of various capacity of UPS Systems installed in the IIITDM, Kancheepuram.

5.2 The AMC inclusive of breakdown / trouble shooting maintenance (Electrical / Electronics / Mechanical / Electro-mechanical) of all installation of the systems, repairs, spare installations, testing & commissioning as per the relevant CPWD, Indian Electrical and other electrical standards for electrical systems.

5.3 The AMC also includes periodical cleaning of all the items / parts mentioned in annexure-3 as well as to its subparts i.e., electrical / mechanical parts, motors, electric control panels, automation systems, connecting cables, wires etc., After the repair / replacement, the faulty item(s) shall be taken back from the site as per direction of Engineer in charge. During service of UPS Systems, Safety / precautionary boards like WORK IN PROGRESS, OUT OF SERVICE & DANGER PLATES etc., shall be kept in required places in terms of safety.

5.4 The AMC services shall include providing all manpower, tools and plants like ladder, stools, spanners, testing equipment, special equipments, cranes, jacks, etc., and replacement of defective spare parts etc.

5.5 All the scheduled services & break down services including any number of compliant calls / break down services for the period of contracted year shall be carried out by the contractor with in the stipulated time of complaint i.e., the complaint/call shall be completed within 24 hours if it is minor work and consumable replacements. The major components like transformers, convertor/invertor and other printed circuit boards(PCB), capacitors, relays, coils etc., as applicable must be replaced within 07 working days (under special repair / replacement working days may be extended with prior approval of Engineer-in- charge of IIITDM for replacement).

5.6 Monthly Periodical maintenance & Breakdown maintenance as and when required should be carried out and including replacement of parts / sub parts for the effective functioning of the equipment during the contract period and all the necessary services / complaints / replaced equipments reports should be submitted to IIITDM, Kancheepuram.

5.7 Quoted rate is inclusive of all service / repair / rectification / replacement / buyback of all the UPS items/parts as well as all its subparts for smooth & effective functioning of UPS Systems and periodical checking of Batteries. Whereas, procurement of new batteries is in the scope of IIITDM Kancheepuram.

- 5.8 The contractor shall display a board / notice / log sheet on each UPS about date of service carried out / next due date duly signed by the service engineer / technician.
- 5.9 Work shall be executed and completed as per the technical terms and conditions of this document. In case the Contractor fails to complete the assigned work within specified Period, IIITDM Kancheepuram may recover Liquidated Damage and/or terminate the Contract and/or forfeit the Security Deposit. IIITDM Kancheepuram on its part would be required to handover the site to the Contractor free from any encumbrance.

6 Commercial terms:

- 6.1 The contract shall be in force for a period of **FIVE YEARS**. The work order will be issued on an annual basis taking into account satisfactory performance of preceding year by the contractor.
- 6.2 Payment will be made on Quarterly basis after satisfactory completion of the maintenance service during that period (Service reports shall be produced after completion of each service in the same day it self). The rate inclusive of inspection, testing, fault rectification, spare replacement, transportation and incidental expenses etc.,
- 6.3 If the Contractor fails to complete the assigned AMC work during the period as per the work order, IIITDM Kancheepuram shall without prejudice to its other remedies, deduct as liquidated damages 0.5% of the Contract Value (or) particular work value for each and every week of delay (part of the week shall be considered as full week) subject to maximum of 10% of the Contract Value (or) particular work value and the same shall be deducted from the bill(s) or any other payment due to the Contractor. The competent authority will evaluate the incomplete work/delayed work and take appropriate decision for penalty/liquidity damages. In addition to it, Institute shall be at the liberty to terminate the Contract, and/or forfeit the Security Deposit, in case, Contractor fails to complete the assigned work within the 'AMC Period'.
- 6.4 The Contractor shall take at his own cost, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the afore mentioned services personnel by services to be rendered.
- 6.5 Statuary deductions of taxes at source will be carried out from the payment due at the prevalent rates as prescribed by the government.

7. Other conditions:

- 7.1 The institute reserves the right to reject any or all the bids without assigning any reasons thereof. No tenderer shall have any cause of action or claim against IIITDM Kancheepuram for rejection of his bid.
 - 7.2 The IIITDM, Kancheepuram is having a right to cancel the awarded AMC work at any point of time in case of the contractor's performance is not up to the mark by giving termination letter.
 - 7.3 The tender document is not transferable and Conditional Tenders / Non-compliance of any of the conditions set in tender document shall render the bid liable for rejection.
 - 7.4 IIITDM Kancheepuram reserves the right to seek any clarification from the bidders or waive any minor deviation in the provisions governing the contract at its sole discretion.
- 8 Further, refer & comply with the in detail "**Tender general terms and conditions**" available at IIITDM > FORMS > ENGINEERING SECTION > TENDER GENERAL TERMS AND CONDITIONS" enclosed in the mentioned web link. These conditions are part and parcel of contract agreement.
http://www.iiitdm.ac.in/img/intranet_forms/ENGINEERING_SECTION/tnc.pdf

Sd/-
Registrar
IIITDM Kancheepuram

BID SUBMISSION, BID DECLARATION & SELF DECLARATION PROFORMA

Name of the Work/AMC: Comprehensive Annual Maintenance Contract of various capacity ONLINE UPS (Uninterrupted Power Supply) systems located at IIITDM, Kancheepuram.

Tender No.: IIITDM/2021-22/AMC UPS/012; DT: 18th Mar 2022

The Registrar,
IIITDM Kancheepuram,
Chennai 600127.

Dear Sir,

- 1.1 I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Autonomous Body etc., at anywhere in the country.
- 1.2 I/We hereby bid for the tender and agree that if we withdraw or modify our Bids either during the period of validity of bid or fail to execute the contract in line with the purchase order/contract, our firm will be debarred for the period of one year for further bidding of any tender of your institute. Further, we agree that your institute is at liberty to intimate this debarment to all Institutes/ organizations of government and governmental organizations.
- 1.3 I/We hereby offer to quote for work as defined in ‘Scope of Work’ and the relevant Annexures at the quoted price given in the ‘Scope of Work’ Proforma as per Annexure-3 and agree to hold this offer open till 03 months from the due date.
- 1.4 I/We have read, understood and comply with all Terms and Conditions stipulated in the Tender document necessary for submission of this bid.
- 1.5 It is further stated that I/We have fully read and understood the ‘Scope of Work’ and Terms and Conditions in the Tender Document governing this contract and shall abide by them in toto, if awarded the Contract.

Date:

Yours faithfully,
Digital Signature

Note: This form duly typed on the letterhead of the bidder and duly signed should be uploaded forming Annexure-1 of this Bid document.

QUALIFICATION PROFORMA

Name of the bidder (Firm):	
Contact details of the bidder: Address: Land line: Mobile: Email Id:	
OEM / OEM authorized dealer / Service Certificate: (Please enclose the copy of certificate)	
GST No.: (Please enclose the copy of GST)	
PAN No.:	
Bid Submission, Bid & Self declaration Proforma: (Please enclose the annexure-1)	
Experience: Details of similar AMC works executed especially with Govt./PSU /PWD/ CPWD/ MES/ BSNL/ RAILWAYS/ State Govt. Org./ Autonomous / Corporate institutions organizations for a value not less than Rs. 1.10 lakhs (Excl. GST) for a single work order (or) Rs. 0.69 lakh (Excl. GST) each for two work order (or) Rs. 0.55 lakh (Excl. GST) each for three work order should be awarded and executed on or after 01.01.2018. (Please enclose the copy of valid work completion certificate)	
Details of Manpower availability: (Number with their qualification & experience): (Add separate sheet if required)	

Declaration:

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in NIT.

Digital Signature

SCOPE OF WORK

S. No.	UPS rating	Equipment Sl. No.	Description	Location	Unit	Qty
Admin Zone						
1	10 kVA	IX083104589	Make: Numeric, 3 Phase input, 1 phase output.	Administration block - Server room	No's	1
2	20 kVA	IV091705183, IX080900780	Make: Numeric, 3 Phase input, 1 phase output.	Administration block - UPS room	No's	2
3	40 kVA	XIII140300082	Make: Numeric, 3 Phase input, 3 phase output.	Academic block	No's	1
4	80 kVA	XIII131000328	Make: Numeric, 3 Phase input, 3 phase output.	Laboratory block	No's	1
Hostel Zone						
5	5 kVA	VIII170901188	Make: Numeric, 1 Phase input, 1 phase output.	Ashwatha block	No's	1
6	5 kVA	VIII170901186	Make: Numeric, 1 Phase input, 1 phase output.	Ashoka block	No's	1

PRICE SCHEDULE

SI. No.	UPS Rating	Qty	Unit	AMC Amount (Rs.)					TOTAL AMOUNT FOR FIVE YEARS (RS.)
				Jun 2022 - May 2023	Jun 2023- May 2024	Jun 2024- May 2025	Jun 2025- May 2026	Jun 2026- May 2027	
ADMIN ZONE									
1.	10 kVA	1	No's						
2.	20 kVA	2	No's						
3.	40 kVA	1	No's						
4.	80 kVA	1	No's						
Sub Total – 1 in Rs. (Excl. GST)									
HOSTEL ZONE									
5.	5 kVA	1	No's						
6.	5 kVA	1	No's						
Sub Total – 2 in Rs. (Excl. GST)									
Total Amount (1+2) in Rs. (Excl. GST)									
Five years Grand Total in Rs. (Excl. GST)									

Grand Total Amount in Words:

Note: Grand total amount will be taken into consideration for arriving at L-1.

- GST & Taxes will be paid extra as applicable.
- Site visit is compulsory.

Declaration: I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in NIT.

Date:

Digital Signature