

# TENDER DOCUMENT

Tender No: DIS/A1/221/2022 dated 19-07-2022

**Title – Comprehensive Annual Maintenance Contract for UPS Systems**



**KERALA AGRICULTURAL UNIVERSITY**  
**Directorate of Information Systems**  
KAU Main Campus, KAU P.O., Thrissur, Kerala, 680 656  
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## Introduction

**Kerala Agricultural University** (Herein as referred to as KAU) invites sealed tenders from experienced Service provider/firm/Supplier/OEM for “Comprehensive Annual Maintenance Contract for UPS Systems” to its Vellanikkara campus as per the schedule of requirements given in the BOQ, meeting the technical specifications, subject to the terms and conditions mentioned below.

### Important Information

Tender Inviting Authority	Kerala Agricultural University
Tender Notification	Tender No: <b>DIS/A1/221/2022</b> dated 19.07.2022
Contact Person	Director Directorate of Information Systems KAU Headquarters, Vellanikkara. KAU –PO, Thrissur – 680656 Ph: 0487-2438183
Mode of Tender Submission	Tender should be submitted to the contact person by hand or post
Nonrefundable Tender document fee and Earnest Money Deposit (EMD) payable ***	<b>Tender Document Fee: 5% of quoted amount + 12% GST</b> <b>EMD: 1% of the quoted amount</b> (to be remitted as separate DD drawn in favour of Director, DIS payable at SBI, Vellanikkara)
Last date & time for submitting the Bids	02.08.2022 at 05:00 pm
Opening of Bids	03.08.2022 at 11:00 am

\*\*\* **Exception is allowed to MSME companies as per Govt. rules.**

### Scope of the tender

The scope of the tender includes the “Comprehensive Annual Maintenance Contract for UPS Systems” of KAU Academic Block 01 for the systems mentioned in the ANNEXURE-03.

### Terms & Conditions

#### 1. General Conditions

- 1.1 Tender Documents shall be available online only on the KAU site <http://www.kau.in/tenders> and shall not be available for sales elsewhere.
- 1.2 KAU reserves the right to amend or cancel the tender in part or in full without prior notice at any point in time.
- 1.3 If KAU deems it appropriate to revise any part of this tender or to issue additional data to clarify an interpretation of provisions of this tender, it may issue supplements to this tender. Any such supplement shall be deemed to be incorporated by this reference to this tender.
- 1.4 Offered rates and items should be available for a period of 180 days from the proposal due date (Proposal validity period). The validity of the quoted price should be clearly mentioned in the offer.
- 1.5 Tender fee & EMD shall be remitted by Demand Draft payable at State Bank of India, KAU Main Campus Branch, Vellanikkara.
- 1.6 Firms who are exempted from the payment of EMD should furnish a copy of the valid certificates issued from the Stores Purchase Department, Government of Kerala.

- 1.7 The EMD/Security Deposits furnished will be forfeited in case the contract is not fulfilled as per the terms and conditions mentioned in the Tender Notice and agreement.
- 1.8 The GST rate applicable will be 18%.
- 1.9 Vendor has to accept all terms & conditions in full. Any deviation will lead to the rejection of the bid.
- 1.10 All the rules and regulations applicable to Government tenders & store purchase rules will be applicable to this tender also.

## **2. Preparation of Bids (Document Comprising the bid)**

- 2.1 The bid has to include the following documents
  - 2.1.1 Bidder Information Letter in Bidder's Original Letter Head in the Format listed as ANNEXURE-01.
  - 2.1.2 Bid Form in the Format listed as ANNEXURE-02.
  - 2.1.3 Certificate of Incorporation or Registration of the Firm
  - 2.1.4 Copies of GST Registration Certificates
  - 2.1.5 Copy of the Permanent Account Number
  - 2.1.6 Commercial Bid for the Schedule of items quoted in the prescribed BOQ format ANNEXURE-03
  - 2.1.7 Letter of undertaking as shown in ANNEXURE-04
  - 2.1.8 The tender should be accompanied by an Agreement in Kerala Stamp Paper worth Rs.200/- and format can be downloaded from the website <http://www.kau.in/tenders> under the menu **Tender related documents**.
  - 2.1.9 Valid documentary proofs for claiming exemptions in EMD, if any.

## **3 Technical Criteria**

- 3.1 Only the parties who quote for the entire supply will be considered for awarding the contract.
- 3.2 Vendor shall quote for all items. Partial quotes will be summarily rejected. The successful bidder will be selected on the Lowest Total Financial Quote (L1) basis for the overall quantity in the BOQ. The bidder with the lowest Total Financial Quote amongst the bidders shortlisted shall be treated as the successful bidder.
- 3.3 The specifications indicated in the Tender Notification are the minimum, and bids of the firms not complying with these minimum requirements or having deviations equivalent to the minimum requirements shall be rejected. However, higher than the minimum requirements shall be technically acceptable without any additional financial implication.

## **4 Bid Submission**

- 4.1 The bidder shall submit the above tender documents directly by hand or through the post to the contact person's address before the prescribed time.

## **5 Bid Prices**

- 5.1 Prices in the commercial bid format shall be entered in the following manner:  
The unit price includes all costs involved except the GST. All costs must be in Indian rupees and shall be entered in the respective cell of the BOQ sheet.
- 5.2 The price quoted should include all expenses to execute any repair of the said UPS systems and other charges.

## **6 Bid Evaluation**

- 6.1 The financial proposal of only those bidders, who meet the minimum pre-qualification criteria, technical criteria and submit the EMD and tender fee, will be evaluated.
- 6.2 The Evaluation Committee's decision to evaluate tender responses shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the Committee.
- 6.3 The Evaluation Committee may ask for meetings with the bidders to seek clarifications on their proposals.
- 6.4 KAU reserves the right to reject any or all proposals based on any deviations. Each response shall be evaluated per the criteria and requirements specified in this tender.

## **7 Right to Accept/Reject the Tenders**

- 7.1 The undersigned reserves the authority to accept or reject any or all of the offers for any particular item without assigning any reason whatsoever.
- 7.2 Tenders not accompanied with prescribed information or incomplete in any respect and/or not meeting prescribed conditions shall be considered non-responsive and liable to be rejected.
- 7.3 The undersigned reserves the authority to accept or reject any bid or a part of the bid or to annul the bidding process and reject all bids at any time before the award of the contract without assigning any reason whatsoever.
- 7.4 If the bidder gives wrong information in his tender, the undersigned reserves the right to reject such tender at any stage or to cancel the contract.
- 7.5 The undersigned's decision in finalizing the tenders shall be final and binding.

## **8 Issue of Letter of Intent/Supply Order**

- 8.1 The acceptance of the tender will be intimated to the successful bidder by e-mail or post.
- 8.2 The issue of the Letter of Intent/Purchase/Work order shall constitute the intention of KAU to enter into the contract with the bidder.
- 8.3 The contractor shall execute an Agreement in Kerala stamp paper worth Rs.200/- with the KAU within a week of issuing the letter of Intent/Purchase/Work Order. The format can be downloaded from the website <http://www.kau.in/tenders> under the menu **Tender-related documents**.
- 8.4 The firm shall furnish a Security Deposit in an amount equivalent to 5% of the contract value in the form of Term Deposit/Bank Guarantee/Demand Draft drawn in favour of the Director, DIS, KAU Main Campus, Thrissur – 680656 payable at the State Bank of India, KAU Main campus branch, Vellanikkara (Branch Code: 70670), Thrissur. The format of the Bank Guarantee can be downloaded from the website <http://www.kau.in/tenders> under the menu **Tender-related documents**. The validity of the BG shall be for a period of 12 months. The same shall be submitted along with the Agreement. 10% amount will be retained in KAU if the firm fails to submit BG or deposit in KAU.

## 9 Warranty Conditions

- 9.1 The End to End support will be provided by the firm throughout the license validity period. It will be the scope of the bidder to ensure all measures for successful integration of the systems concerned.
- 9.2 Comprehensive Annual Maintenance Contract (CAMC) covers regular monthly check-ups and unlimited breakdown calls during the contract period. Any replacement of spares is free of cost during the contract period.
- 9.3 The CAMC covers any components which are consumables like battery water.


## 10 Payment Conditions

- 10.1 Payment will be paid in three parts 50% as advance and 25% each upon the completion of next two quarters.
- 10.2 Payments will be made after the bills are duly verified and certified by KAU.

## 11 Contradiction & Clarifications

- 11.1 In case of any contradiction in or between the clauses above, the more stringent of the clauses shall prevail.
- 11.2 Any clarifications or information related to the conditions or specifications can be had from the Director, Directorate of Information Systems, KAU main campus, Thrissur-680 656 @ 0487-2438183 during office hours.



  
**Dr. P.O. NAMEER**  
**DIRECTOR**  
Directorate of Information Systems  
Kerala Agricultural University, Vellanikkara  
Thrissur-680656

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19-7-22

ANNEXURE-01: BIDDER INFORMATION LETTER

**BIDDER INFORMATION LETTER**

(To be submitted in Letter Head)

To

Director  
Directorate of Information Systems  
Kerala Agricultural University  
Vellanikkara, Thrissur- 680 656.

Sir,

Sub: - Tender for the Comprehensive Annual Maintenance Contract for UPS  
Systems for KAU - Bidder information letter

Ref: - Tender no. DIS/A1/221/2022 dated 19.07.2022

I / We have downloaded the tender document from the website <http://kau.in/tenders> for the Tender and furnishing the following details for your information.

My / our full address for communication (with e-Mail, Mobile, Telephone Nos.)	My/our full address on which PO to be placed (with e-Mail, Mobile, Telephone/ Nos.)

Signature of Bidder  
(Seal)

**BID FORM**

(To be submitted in Letter Head)

To

Director  
Directorate of Information Systems  
Kerala Agricultural University  
Vellanikkara, Thrissur- 680 656.

Sir,

Sub: - Tender for the Comprehensive Annual Maintenance Contract for UPS  
Systems for KAU – Bidder Form

Ref: - Tender no. DIS/A1/221/2022 dated 19.07.2022

1. Having examined the conditions of the tender contract, the receipt of which is hereby duly acknowledged, I / We, undersigned, offer to execute the supply in conformity with tender specifications referred above and also to the said terms & conditions of contract for the sum shown in the BOQ attached herewith and made part of this bid.
2. I / We undertake, if our Bid is accepted, the AMC starts from the very next day from the date of confirmed P.O.
3. We understand that you are not bound to accept the lowest or any bid; you may receive.
4. I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also all brochures detailing the technical specification of the items quoted by me/us.
5. I / We have read the entire terms and conditions of the tender document, which shall form part of the contract agreement, and I / We shall abide by the conditions/clauses contained therein.
6. I / We hereby unconditionally accept the conditions of the tender document in its entirety for the above supplies.

Dated this .....day of..... 2022

Signature of



In capacity of

Duly authorized to sign the bid for and on behalf of  
-----

Witness 1. -----

Signature

Name & Address

Witness 2. -----

Signature

Name & Address

ANNEXURE-03: BILL OF QUANTITIES

**BILL OF QUANTITIES (BOQ)**

Sub: - Tender for the Comprehensive Annual Maintenance Contract for UPS  
Systems for KAU – Bill of Quantities

Ref: - Tender no. DIS/A1/221/2022 dated 19.07.2022

Sl. No	Item	Quantity	Unit Price (Rs)	GST (18%)	Amount (Rs)
1.	CAMC for SUPRA DIGITAL 10KVA 192V (11D-1100)	2			
2.	CAMC for SUPRA UPS DS3330L32 30KVA 384 V	1			
3.	CAMC for SUPRA UPS DIGITAL 30KVA 240V (31D-3300)	1			

ANNEXURE-04: UNDERTAKING ON THE FINANCIAL BID

**UNDERTAKING OF THE FINANCIAL BID**

(To be submitted in Letter Head)

To

Director  
Directorate of Information Systems  
Kerala Agricultural University  
Vellanikkara, Thrissur - 680 656.

Sir,

Sub: - Tender for the Comprehensive Annual Maintenance Contract for UPS  
Systems for KAU – Undertaking of the financial bid

Ref: - Tender no. DIS/A1/221/2022 dated 19.07.2022

With reference to the above tender, we hereby submit our undertaking for the Supply of items.

1. I/We read and agree to all points given in this undertaking.
2. I/We confirm that Mr./Ms ..... is authorized personnel to sign the tender document on behalf of <Full name of Company>
3. The BOQ quoted unit price includes the basic price and excludes GST at prevailing rates.
4. L1 will be computed based on the amount excluding GST as given in the BOQ.
5. Any additional liability towards tax other than GST shall be borne by the bidder without any additional price overheads to KAU.

Signature with seal:

Name and contact no: