

India Trade Promotion Organisation
(A Govt. of India Enterprise)
Gate No. 3, Pragati Bhawan, Pragati Maidan
New Delhi – 110001

No.:ITPO/SD&CSD/LANUPSBTRY/2013

Dated: 12.6.13

Tender Documents

Subject : Invitation of sealed quotations for procurement of Uninterrupted Power Supply (UPS) Dry / Maintenance Free Batteries with 2 years onsite comprehensive warranty.

India Trade Promotion Organisation (ITPO), a premier trade promotion organisation, manages India's premier trade fair complex, Pragati Maidan in New Delhi. ITPO intends to procure Uninterrupted Power Supply (UPS) Dry / Maintenance Free New Batteries with 2 years onsite comprehensive warranty. ITPO invites sealed Technical and Commercial bids from the distributor/authorized reseller of the Original Equipment Manufacturer (OEM).

A. Scope of work:

To supply & Installed Batteries as per the quantity and location given as the below:

S.No.	UPS	No. of Batteries	Specification	Location
1.	15 KVA	42 (Forty Two)	(12v – 42 Ah)	BIC
2.	15 KVA	42 (Forty Two)	(12v – 42 Ah)	Architect Division
3.	10 KVA	15 (Fifteen)	(12v – 26 Ah)	LAN Room
4.	10 KVA	15 (Fifteen)	(12v – 26 Ah)	LAN Room
5.	5 KVA	15 (Fifteen)	(12v – 26 Ah)	LAN Room
	Total	129 (One Hundred Twenty Nine)		

B. Installation Period : Supply & Installation to be completed within 3 (Three) working days from release of the purchase order.

C. Terms & Conditions :

1. The vendor shall provide report for 100% performance compliance, after installation.
2. Vendor shall provide onsite maintenance for 2 (Two) years.

3. Transportation cost, if any, shall be borne by the vendor.
4. The tender shall be submitted neatly and all corrections, over-typing shall be attested with seal and full signature. ITPO reserves the right to not to accept or reject any or all the tenders without assigning any reason. Tendering/Subsequent award of job shall not in any way entitle the vendor to have any exclusive rights and privileges.
5. In case of dispute between ITPO and the successful bidder, if not resolved amicably, same shall be referred to adjudication / arbitration in accordance with Indian Arbitration and Conciliation Act 1996. All unresolved disputed matters will have the jurisdiction of Delhi, so far as legal and court matters are concerned.
6. The price should be including all the taxes etc.
7. The quotations will be opened on the same day at 3.30 PM in the presence of the representatives.
8. ITPO reserves the right to accept or reject any offer without assigning any reason thereof.
9. Order will be placed to the Single Bidder who is the overall lowest.
10. Quantity of batteries to be procured may change.
11. In case of fault the Batteries to be replaced with in 24 Hours.
12. The Successful Bidder will deposit 10% amount of the Bid Value as Performance Guarantee.

D. Payment Terms:

Payment would be made after successful installation and subsequent satisfactory report by ITPO & receipt of Performance Guarantee, and warranty cards/letter. (Warranty should be directly by OEM).

E. ELIGIBILITY CRITERIA

1. The bidder should either be an Original Equipment Manufacturer(OEM) or should be authorized/certified directly by the OEM to sell the Batteries (provide authorization letter).
2. The bidder should have a registered number of VAT/TIN/Service Tax. Please provide certified copy as supporting document (any one).

3. The company must deposit Earnest Money Deposit (EMD) of Rs. 2,000/-(Rs. Two Thousand Only) in the form of bank/demand draft drawn in favour of "India Trade Promotion Organisation", payable at New Delhi. (To be submitted in original).
4. The company must deposit Cost of tender document in the form of demand draft for Rs. 210/-(Rs. Two Hundred Ten Only, including 5% DVAT) drawn, in favour of "India Trade Promotion Organisation", payable at New Delhi. (To be submitted in original).

F. SUBMISSION OF BIDS

Bid should be submitted in two envelopes - envelop 1 (Technical envelope) and envelope 2 (Commercial envelope). envelope 1 and 2 should be inserted in third envelope.

G. SCHEDULE & IMPORTANT INFORMATION

Cost of tender document	Rs. 210/-(Rs. Two Hundred Ten Only, including 5% DVAT) through demand/bank draft favoring ITPO. (To be submitted in Envelope -1 along with tender document)
Earnest money deposit	Rs. 2,000/-(Rs. Two Thousand Only) through demand/bank draft drawn in favour of ITPO . (To be submitted in Envelope -1 along with tender document)
Last date for submission of sealed bids	25.6.13
Opening of Technical bids	25.6.13
Validity of Bid	60 days from the last date of submission of Bids.

Note :

The date, time and venue of opening of commercial bid will be advised to the short listed bidders separately.

The Bids in sealed cover / Envelop should reach latest by 1500 Hrs, on 25.6.13 at below mentioned address:

Mr. Ravi Pareek
Dy. Manager,
Room No:- 8 Ground Floor, Annex Building,
System Development and Compliance Services Division
Pragati Bhawan, Pragati Maidan
New Delhi – 110001
Ph. 011-23371592
Email : ravipareek@itpo-online.com

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TECHNICAL BID

Company Details

Name of the Company: _____

Mailing address: _____

Contact Executive _____

(Name & designation)

Tel: _____ Fax: _____ Mobile: _____

E-mail: _____ Website: _____

1. VAT No. _____ Service Tax No. _____

PAN No. _____ TIN No. _____

2. Details of EMD:

DD No. _____ Date _____

Name of the bank _____ Amount _____

3. Details of Cost of Tender Document

DD No. _____ Date _____

Name of the bank _____ Amount _____

Date: _____

Seal of the company:

(Authorized Signature)

Name:

Designation:

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COMMERCIAL BID

Name of the bidder: _____

Mailing address: _____

Contact Executive _____

(Name & designation)

Tel: _____ Mobile no. _____

Fax: _____

E-mail: _____ Website _____

S. No.	Description	Amount in Rs.	Type and % of Tax	Amount of Tax	Total
1	12V 26AH Dry UPS Batteries (45 No's.) with 2 year onsite comprehensive warranty.				
2	12V 42AH Dry UPS Batteries (84 No's.) with 2 year onsite comprehensive warranty.				
Total Cost in words Rupees					

Evaluation Criterion :- The tender will be finalized on the basis of the total cost (including all applicable taxes) i.e. lowest of quoted total cost.

Date: _____

Seal of the company:

(Authorized Signature)

Name:

Designation: