

NIELIT - GUWAHATI
National Institute of Electronics and Information Technology

Department of Information Technology,

Ministry of Communications & Information Technology, Govt. of India

Vittiya Bhawan, 1st & 2nd Floor, AFC, Building, M.D Shah Road, Paltan Bazar, Guwahati – 781 008

Notice Inviting Tender

No. 06/31/2019/Ghy/P&S/Kok Equip/1136

Date: 16th July' 2019

NIELIT Guwahati invites **sealed tenders** from the **reputed experienced firm** for 3-Phase separate Uninterrupted Power Supply (UPS) wiring for IT load at new permanent campus of **NIELIT Kokrajhar Extension Centre**, located at Titaguri, Kokrajhar, BTAD, Assam, Pin: 783370 (**Number of UPS Points 120 nos. Total floor area of Academic & Admin Block: 790 Sq. M. in two floors**). **Total estimated value of the work is Rs. 5.00 Lakhs.**

The detailed Tender document may be viewed & downloaded from our website <http://nielit.gov.in/guwahati>. Bidders may visit the locations/sites in consultation with the Centre In-Charge before preparing their bids. The fee for tender documents will be **Rs. 1,000/- (Rupees One Thousand only)**. This fee shall be paid in the form of electronic transfer. This fee is non-refundable and shall be submitted along with the Technical Bid. The details of Bank are as under:

- Account Holder Name : NIELIT GUWAHATI
- Bank Name : State Bank of India
- A/C No : 33647260459
- Branch Name : SME Paltan Bazar
- IFS Code : SBIN0013247
- MICR Code : 781002047

The Tenders will be received up to **12:00 noon** on **29th July'2019 (Monday)** at **NIELIT Guwahati**, 1st & 2nd Floor, Vittiya Bhawan, AFC Building, MD Shah Road, Paltan Bazar, Guwahati – 781 008 and shall be opened on the same day at **3:00 PM** at **NIELIT Guwahati**.

Sd/-
Director
NIELIT Guwahati

No. 06/31/2019/Ghy/P&S/Kok Equip/1136 dated: 16/07/2019

TENDER DOCUMENT
FOR SETTING UP OF
UPS WIRING

NIELIT - GUWAHATI
DOCUMENT CONTROL SHEET

Tender No:	No. 06/31/2019/Ghy/P&S/Kok Equip/1136 dated: 16/07/2019
Name of Organization	National Institute of Electronics & Information Technology (NIELIT) Kokrajhar EC
Date of Issue/Publishing	17 th July' 2019
Document Download	17 th July' 2019
Name of The Work	3-Phase separate Uninterrupted Power Supply (UPS) wiring for IT load at new permanent campus of NIELIT Kokrajhar Extension Centre, Titaguri, Kokrajhar, BTAD, Assam. Pin: 783370
Time of Completion	15 (fifteen) days from date of issue of order.
Tenders To Be Submitted At	NIELIT Guwahati, 1 st & 2 nd Floor, Vittiya Bhawan, AFC Building, MD Shah Road, Paltan Bazar, Guwahati – 781 008
Estimated cost	Rs. 5.00 lakhs
Earnest Money Deposit (EMD)	Rs 10,000/- (Rupees Ten Thousand) only. EMD in the form of Demand Draft / Banker's Cheque drawn on any nationalized bank in favour of "NIELIT Guwahati. Payable at Guwahati.
Scope of Work	ANNEXURE - I
Rate Sheet	ANNEXURE - II
Venue of Opening of Tender	Conference Room, NIELIT Guwahati.
Last date of submission of Tender document	29 th July'2019 (Monday) at 12:00 noon.
Date & Time of Opening Tender	29 th July'2019 (Monday) at 3:00 PM
Address for Communication	The Director, NIELIT Guwahati 1 st & 2 nd Floor, Vittiya Bhawan, AFC Building, MD Shah Road, Paltan Bazar, Guwahati – 781 008 Email : dir-guwahati@nielit.gov.in Website: http://nielit.gov.in/guwahati

NIELIT - GUWAHATI

(IN FIRM'S LETTER HEAD)

LETTER OF ACCEPTANCE TO BE SUBMITTED IN THE BID.

To: The Director
NIELIT Guwahati
2nd & 3rd Floor, Vittiya Bhawan, AFC Building, MD Shah Road,
Paltan Bazar, Guwahati – 781 008

Sub: Acceptance of Terms and conditions of tender.

Ref: Tender No. 06/31/2019/Ghy/P&S/Kok Equip/1136 **dated:** 16/07/2019

Sir,

Having examined in details of the above tender documents relating to the works and having visited and acquired all the requisite information affecting the tender invited by you, I / We hereby agree to all terms and condition of the contract [as laid down in the tender document(s)]. I/We also agree that the printed term(s) and condition(s) if any at the back of our quotation form and / or any other paper enclosed are not applicable.

I/We undertake to complete the whole works within the period specified in the tender. In this connection we are providing here with the following information.

1. **Firm Registration** Certificate.
2. **Electrical Supervisory License**
3. **Proof of address** of the firm.
4. In case bidder is a Authorised Dealer/ Distributor,
 - a. Proof of Dealership/Distributorship from parent Company.
 - b. Authorization certificate from parent company authorizing participation in the tender.
5. **Annual Turnover** of the last financial year:
(Copies of Balance Sheet and IT return enclosed)
6. List of Clients at different states of NE region for the last 3 (three) years along with copies of relevant **work order** and **timely completion certificate**.
7. Details of EMD paid
Amount..... Draft No..... Bank.....
8. GST Registration No..... PAN No.....
(Copy Enclosed)
9. Acceptance of price bid format enclosed.
10. **Affidavit / Power of Attorney** stating the capacity and the authority of the person signing on behalf of the firm enclosed.
11. Any other relevant document.

(Signature with Seal)
(Name & Designation in block letters)

NIELIT - GUWAHATI

INSTRUCTION REGARDING TENDER

Note: Bidders are requested to note that noncompliance of the following instructions are liable to render their tender being rejected.

1. Bidders should put **endorsement** on each page of the tender documents as token of perusal.
2. Bidder shall provide **documentary evidence** of their experience in similar supply and value in the NE region during the last 3 (three) years.
3. The bidder should make no alterations and / or addition to the tender papers. **Only typed/ printed quotations will be accepted.**
4. The tender should be put in two separate sealed envelopes marked as (A) **“Technical Bid”** and (B) **“Commercial Bid”** and both should be placed inside a single sealed envelope super scribing Tender Reference No. and date of this tender notice and EMD details. Along with all desired documents, EMD & Cost of the Tender Document should be placed in the **“Technical Bid”** envelope, failing which the same will be summarily rejected. **“Commercial Bid”** should contain only the **RATE SHEET** provided at **ANNEXURE - II** of this tender. **Commercial Bids of only those vendors shall be opened which are found to be technically acceptable in Technical Bid.**
5. The bidders will be required to furnish earnest money worth **Rs 10,000/- (Rupees Ten Thousand only)** to be placed in the technical bid in the shape of DD / BC in favour of **“NIELIT Guwahati”** payable to Guwahati. Without the earnest money the tender will be summarily rejected. In respect of successful bidder EMD will be returned after a retention amount of 10% of the actual bill has been deducted, when placed upon successful completion of work towards security cover for the defect liability period of 36 months. In the case of unsuccessful Bidders, the EMD shall be refunded within 30 days of finalization and award of contract to successful bidder.
6. The retention amount of 10% shall be released against submission of Performance Bank Guarantee of at least the same amount from any Nationalized Scheduled Bank having validity for the stated defect liability period.
7. Items are to be quoted in Indian Rupees only.
8. No Quotation will be accepted by fax, e-mail, telex, or any other such means.
9. Acceptance should be given as per enclosed format without any alterations.
10. All rates quoted will be considered to be inclusive of all taxes and freight of delivery place.
11. The quoted rates shall have to be valid for a period of 1(one) year from the date of opening of tender.
12. Bidders should submit all supporting documents in favour of information submitted in the tender. Further, copies of all statutory licenses and documents like GST etc. should be enclosed. All documents submitted should be serially numbered.
13. Partial or selective quotes, conditional tenders would be summarily rejected.
14. NIELIT Guwahati shall be under no obligation is liable to accept the lowest quotation. Further the Director, NIELIT Guwahati reserves the right to reject all or any of the tenders without assigning any reasons.

Sd/-
Director
NIELIT Guwahati

NIELIT - GUWAHATI

GENERAL TERMS AND CONDITIONS OF CONTRACT

Tender No: 06/31/2019/Ghy/P&S/Kok Equip/1136 **dated:** 16/07/2019

This tender notice shall be governed by following terms & conditions:

1. **ELIGIBILITY-** To be eligible to participate in the tender, a Bidder should be: -
 - a. Experienced in completion of similar works (Copy of satisfactory completion certificate compliance with value of work order to be enclosed) for minimum 03 (three) work orders as detailed in 1.b below.
 - b. The bidder should have completed at least 03 assignments for implementation of UPS wiring for IT load for any State/Central department / organization / PSUs.- (Copy of work order/ agreement/purchase order and successful completion certificate from the client to be enclosed.
2. All components & equipments including cable must be ISI.
3. **Director, NIELIT Guwahati** may allow extension of time if in his opinion the works are delayed by reasons beyond the control of the Contractor.
4. **F.O.R. Rates:** The rates quoted should be F.O.R. NIELIT Kokrajhar Extension Centre, Titaguri Kokrajhar, BTAD, Assam, Pin – 783370 and should be inclusive of freight/packing/forwarding and other incidental charges.
5. Copy of PAN No., proof of valid GST Registration, valid Electrical Supervisory License and Experience Certificate (if any) of similar work and value in the NE Region during the last 3 (three) years from appropriate authority should accompany the bid, otherwise, tender shall be rejected.
6. Quotation with overwriting, alternations will not be considered. **Only typed / printed quotations** will be accepted.
7. **Validity of Rate:** The rates quoted have to be valid up to 1 (one) year from the date of opening of Commercial bid.
8. **Warranty:** Warranty period shall have to be for at least 3 (three) years from the date of certification. However, weightage will be given to bidders offering additional warranty period.
9. NIELIT Guwahati shall be under no obligation to accept the lowest quotation.
10. **Acceptance of supplies:** Supplies not as per order or as per specifications will be rejected and returned at the cost of supplier and the EMD will be forfeited.
11. **DEDUCTIONS-** Statutory taxes and duties will be deducted at source as per government norms. Further other deductions as applicable as per clauses mentioned in the document will also be made.
12. Penalty will be imposed for delay in completion of work as follows:
 - a) 1 – 7 days = 1%
 - b) 8 – 15 days = 2%
13. **Payment Terms:** Bills can be submitted on successful execution of Work Order along with certification from respective Centre in charge for release of payment. No advance payment shall be made under any circumstance.
14. It will be binding on the part of the successful bidder to supply and install the goods at the quoted rates failing which the name of the firm will be removed from the suppliers list and no further inquiries

NIELIT - GUWAHATI

would be sent. Other relevant terms and conditions of this tender would also be made applicable automatically.

15. Bidder should have local presence at Guwahati of Kokrajhar with registered office in the City. Availability of a responsible Technical person on call on all working days of NIELIT Kokrajhar Extension Centre between 09.00 Hours to 17.30 Hours, so that the onsite Service Support under 36 Months warranty obligations as per requirement of NIELIT Guwahati may be addressed.
16. **Repeat order:** Repeat order, if necessary, will be placed within 1(one) year and have to be executed by the suppliers.
17. Details of the Taxes as applicable should be mentioned in the quotation clearly. In case of any ambiguity, prices will be considered as inclusive of all taxes.
18. In case of any dispute on account of deviation of the terms and conditions, the responsibility will be of suppliers and the decision of the Director, NIELIT Guwahati shall be binding and final.
19. **DISPUTES:** All disputes lie within the jurisdiction of Gauhati High Court.
20. The Bidder is liable to compensate NIELIT Guwahati for any loss suffered. All penalties imposed should be deposited by the Contractor immediately or may be deducted from any amount due to the Contractor.
21. The Tender is likely to be rejected because of non-fulfillment of any of the above terms.
22. Items are to be quoted in Indian Rupees only.
23. The detailed Scope of work is placed at **ANNEXURE - I**.
24. The Rate Sheet is placed at **ANNEXURE-II**.
25. No quotation will be accepted by fax, e-mail, telex, or any other such means.
26. L1- Bidder will be evaluated based on satisfactory plan of Uninterrupted Power Supply (UPS) work along with **Detailed Circuit Diagram, Bill of Material of Reputed Brands, Bill of Quantity, etc.** Technical Bid of bidder will be considered for financial bid opening subject to recommendation by a Technical Committee constituted by NIELIT Guwahati. L1 bidder will be evaluated out of the technically qualified bidders and the price comparison will be based cost of total work.
27. **Right to accept/ reject:** The Director, NIELIT Guwahati reserves the right to reject all or any tender without assigning any reason thereof.

**Sd/-
Director
NIELIT Guwahati**

NIELIT - GUWAHATI

ANNEXURE -I

Tender No: 06/31/2019/Ghy/P&S/Kok Equip/1136 dated: 16/07/2019

SCOPE OF WORK

For Supply & Installation of UPS wiring for LT Load

The scope of works include the Supply, Installation, Testing and Commissioning of UPS wiring for IT Load at NIELIT Kokrajhar Extension Centre but not limited to the following tentative works: -

1. Multi Strand Copper Cable Laying from UPS Room to entire Academic/ Admin Building through PVC Pipe, Casing including all materials.
2. 3-Phase separate Uninterrupted Power Supply (UPS) wiring for IT load for Computer Lab, Classroom, Faculty Room, Centre In-charge Room, Director's Room, Accounts Section Reception Area, Library, etc.
3. Installation of RCCB in the Electrical Circuit/ Electrical Board/ Electrical Sockets & Switches/ MCB with proper rating, etc.
4. Circuit Diagram with its Layout Plan (on Paper and CD).
5. All the Operational Manuals, Warranty Card, made available by Equipment vendor would be handed over by the Agency / Contractor / Firm to NIELIT Kokrajhar Extension Centre after Successful installation, testing and commissioning work is over.
6. Repair / Refurnishing work owing to damage caused due to cabling or any other work related to this Job / Project. There should not be any hanging or uncovered wire.
7. Equipment furnished shall be complete in every respect with all mountings, fittings, fixtures and standard accessories normally provided with such equipment's and / or needed for erection, completion and safe operation of the equipment's as required by applicable codes though they may not have been specifically detailed in the tender document, unless included in the list of exclusions. All similar standard components / parts of similar standard equipment's provided, shall be inter-changeable with one another.
8. The Bidder shall be responsible for providing all materials, equipment's, and services, specified or otherwise, which are required to fulfill the intent of ensuring operability, maintainability, and reliability of the complete equipment covered under this specification within his quoted price. This work shall be in compliance with all applicable standards, statutory regulations and safety requirements in force of the date of award of this contract.
9. The bidder shall also be responsible for deputing qualified personnel for installation, testing, commissioning and other services under his scope of work as per this specification. All required tools and tackles for completing the scope of work as per the specification is also the responsibility of the bidder.
10. The installation of equipments shall be accepted only after installation tests are satisfactorily over.
11. NIELIT Kokrajhar Extension Centre reserves the right for quantity variation due to increase / decrease in requirements. The bidder shall also provide all required equipment which may not be specifically stated herein but are required to meet the intent of ensuring completeness, maintainability and reliability of the total system covered under this specification, If the extra work shall be carried out without obtaining approvals from NIELIT Guwahati, then NIELIT Guwahati shall not be liable to pay any extra cost to the bidder.
12. **Scope of Work shall also include:-**
 - a) Separate UPS wiring from UPS Room to entire Academic/ Admin Building.
 - b) Multi Strand Copper Cable Laying from UPS Room to entire Academic/ Admin Building through PVC Pipe, Casing including all materials.
 - c) Site acceptance tests to establish satisfactory performance of the equipment's as per specs.

NIELIT - GUWAHATI

- d) Assistance for familiarization and operation of the installed system after acceptance of system.
 - e) Comprehensive onsite warranty for all Installation and Hardware delivered for minimum 36 months from the date of technical certification of work completion.
12. In case, the quantity of laying cables or fixing wall mount sockets etc. exceeds or is less than the quantity in bid price schedule, the payment for the executed quantity shall be paid on pro-rata basis, for the actual quantities consumed / for which the installation is carried out through the Bidder on Certification by Technical Representative of NIELIT Kokrajhar Extension Centre.
13. Any other work required for making the UPS wiring functional up to the satisfaction of NIELIT Kokrajhar Extension Centre.

NIELIT - GUWAHATI**ANNEXURE -II**

(In firm's letterhead)

RATE SHEET**Tender No: 06/31/2019/Ghy/P&S/Kok Equip/1136 dated: 16/07/2019****For Supply & Installation of Separate UPS Wiring**

SL	Item Description	Specifications	Qty.	Units	Rate per unit Qty (in ₹.)	Total in ₹. (Inclusive of all taxes, freight, etc)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
Total Amount (in ₹)						

(Signature)
With Seal & Date