



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)
12, SUDDER STREET, KOLKATA - 700 016
TELEPHONES: +91 033 4036 4753 / 4763 / 4755 / 4731
Website: www.icmai.in

Local Purchase Committee

Ref. LPC/IT/UPS for Video Conferencing/2023

13.09.2023

Tender for Procurement of UPS

The Institute of Cost Accountants of India invites quotations from reputed Authorized OEM Partner with proven track records, for **Procurement of UPS**. Vendors fulfilling the eligibility conditions can submit their quotations in sealed envelope at the institute's tender box in the mentioned address.

Eligibility Criteria

1. The tenderer should be a Company registered in India.
2. The tenderer should have a good reputation in the market and their clientele shall preferably include reputed Govt. & Private concerns.
3. The tenderer should have appropriate support relationship with OEM Channel/Service partner etc. and **must submit OEM authorization documents.**
4. **The tenderer should have executed at least three similar work orders of same or higher value during the last three years (2022-2023, 2021-2022, 2020-2021).**
5. **Tenderer must be a profit making organization in the previous three financial years with an annual turnover of at least 50 lakhs per year for last three financial years (2021-2022, 2020-2021, 2019-2020).**
6. **Technical Evaluation will be done based on the eligibility criteria and as per the Configuration mentioned in the Technical Specification [Annexure – II]**

Instruction to the tenderers

1. All the quotations have to be submitted within the dates mentioned in the document and The Institute shall not be held liable for any delay.
2. The quotations are to be submitted as per details given in the enclosed Annexure-I and II in Technical Bid and Annexure-II in Financial Bid on vendor's letter head duly signed, stamped and dated on each page as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.
3. Incomplete documents or incomplete submission of bids will be liable to be rejected.

Terms and Conditions

1. The tenderer must be in its legal existence for more than a minimum period of 10 years.
2. The tenderer must submit the latest document as a proof of Authorized OEM Partner.
3. The tenderer shall not sub-contract the mentioned work to any organization, person, firm or its franchisee without the prior approval of Institute.
4. The price quoted by the Tenderer should remain valid for a period of three months from the date of submission of tender.
5. The Institute reserves the right to accept either in full or in part of any tender. The Institute also reserves the right to reject the tenders without assigning any reason thereof.



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6. All Payments will be made through Electronic Mode to the Bank Account of the selected Tenderer. Please mention Bank Details [(i) Name of the A/c., (ii) A/c. No., (iii) Type of A/c., (iv) Name of the Bank, (v) Name of the Branch with address, (vi) IFS Code No. and (vii) MICR No.] in the Quotation.
7. After technically qualified, L1 bidder will be decided based on the Grand Total Amount (Highlighted Box in Annexure III, Financial Bid)
- 8. 100% Payment will be made after successful delivery and satisfactory installation subject to submission of invoice.**
9. Upon being selected as the successful tenderer and being awarded the Order, the tenderer is expected to deliver all the items within 3-4 weeks, failing which LD will be imposed based on the calculation 0.5% per week of the quoted price of the delayed item(s) and the same would be deducted from the submitted Invoice, while releasing the payment.
10. Upon being selected as the successful tenderer and being awarded the Order, the tenderer is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
11. The institute, at its sole discretion, reserves the right to accept or reject any or all the quotations including the lowest tender at any stage without assigning any reason thereof and the decision of the Institute will be final and binding on all concerned.
12. All disputes, claims and demands arising under or pursuant to or effecting/touching the contract shall be referred to the arbitrator appointed by the Institute of cost Accountants of India, Kolkata. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Kolkata.

Document Requirements

1. PAN, GST along with the copy of registration.
2. Audited Balance Sheet of last three financial years as mentioned in page1.
3. IT Return of last three assessment years.
4. GST Return of last three quarters.
5. Bank Account number with IFSC code, Bank name and Branch
6. Proof of document that the tenderer has executed at least three similar work order during the last three years.
7. Proof of document that the tenderer is authorized OEM Partner.
8. Copy of certificate of incorporation and/or trade license.

SUBMISSION OF BIDS

Envelope No. I – TECHNICAL BID:

Seal and signed page of filled in **Annexure-1**. (along with necessary copies of documents)

Envelope No. II – FINANCIAL BID:

Filled in Financial bid of **Annexure-2**.



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The Bidder should prepare two separate envelopes – One for submission of Technical Bid and another for submission of Financial Bid. These two envelopes need to be sealed super subscribing – Technical Bid & Financial Bid with the name, address and contact number of the Bidder.

Envelope No. III

Then pre-sealed envelope no. I & II need to be inserted in an another envelop i.e. envelope no. III and it also need to be sealed with a subject heading on it which is as under:

“Tender for Procurement of UPS” (Bid Reference – LPC/IT/UPS for Video Conferencing/2023)

The final envelope (III) has to be submitted in the **LPC Tender Box** (Box 1) kept at the ground floor of the Institute. Address: **Local Purchase Committee**, The institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016, on or before 3:00pm, 4th October, 2023.

**CONVENER
LOCAL PURCHASE COMMITTEE**



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ANNEXURE-1

(To be submitted in Technical Bid)

BIDDER DETAILS

NAME OF THE ORGANISATION	
ADDRESS	
CONTACT DETAILS TELEPHONE NO: E-MAIL ID:	
COMPANY REGISTERED IN INDIA UNDER REGISTRAR OF COMPANIES (Attach a copy of Certificate)	
PAN NUMBER (COMPANY / PROPRIETOR) (Enclose copy of PAN)	
GST REGISTRATION NUMBER (Enclose copy)	
TRADE LICENCE NO. (attach copy)	

Other documents to be enclosed:

- Proof of document that the tenderer is authorized OEM Partner.
- Proof of document that the tenderer has executed at least three similar work order during the last five years

Declaration: We / our company, together with this Technical Bid has submitted all necessary documents required for the Tender.

Date:

Signature of bidder:

Place:

Seal:



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ANNEXURE-II (To be submitted in Technical Bid)

Technical Specification for 3KVA On Line UPS System with Inbuilt Batteries along with 5 years extended warranty.			
Parameter	Offered Specification	Complied Yes / No	Remarks
Model Name & No. - (Bidders to specify the Model Name & No.)			
UPS Rating	3KVA / 2400W		
UPS Type	True Online Double Conversion UPS system with IGBT based Rectifier		
Input Voltage	UPS having Single phase input with the Voltage Range 110V to 280VAC based on load.		
Input Power Factor	>= 0.99 for 100% load.		
Input Frequency	40Hz to 70Hz		
Output Voltage	200/208/220/230/240 V Single Phase with $\pm 1\%$		
Output Frequency	50 Hz or 60Hz +/- 0.1 Hz		
Output vTHD	<= 3% for Linear Load		
LCD Display	UPS Should be LCD Status Display		
Efficiency	90% AC Mode		
Crest Factor	3:1		
Waveform	Pure Sine Wave		
Over Voltage Cut off Device	Should be inbuilt into the UPS System		
Battery Block	6 nos. SMF battery		
Battery Bank	Battery bank will be a suitable minimum 648VAH. Battery type will be SMF VRLA only. Battery Make Exide/ Quanta.		
Alarm	Battery Mode, Low Battery, Overload, Fault.		
Environment	Humidity 20-90% RH @ 0-40°C (Non Condensing). Noise level : < 50dB @ 1mtrs.		
Intelligent Monitoring Slot	UPS should be incorporated with Smart RS-232 / USB along with an option for SNMP module.		
Certificates Required	Manufacturer must be ISO 9001:2015, 14001:2015, 27001:2013, 45001:2018 certified. Please enclose Certificate.		

Declaration:

- We / our company, together with this Technical Bid has submitted all necessary documents required for the Tender.
- We /our Company agree to all the terms and conditions as indicated in this EOI/Tender Notice and have physically visited and understood the scope of Work. We are not debarred by any other Department of the Institute.

Date:

Signature of bidder:

Place:

Seal:



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ANNEXURE-III

FINANCIAL BID

Sl. No.	Item	Quantity (no.)	Unit Price (Rs.)	Taxes (Rs.)	Total Price (Rs.)
01.	3 KVA Online UPS with In built Batteries along with 5 years extended warranty. <i>(Bidders to specify the Model Name & No.)</i> Model Name & No. -	01			
02.	SMF Battery (Battery bank will be a suitable minimum 648VAH)	06			
03.	Installation Charges				
04.	Any Other Charges				
GRAND TOTAL					

Declaration: We / our Company understood the requirements involved. We agree to all the terms and conditions as indicated in this Tender Notice. We are not debarred by any of the departments of the Institute.

Date:

Signature of bidder:

Place:

Seal: