



## Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)  
Re-accredited with 'A+' Grade by NAAC. Recognised by UGC Under Section 12 B  
Coimbatore - 641 043, Tamil Nadu, India

### LETTER CALLING FOR SEALED TENDER

Sir,

#### **Sub: Sealed tender – Purchase of UPS and Batteries (2020-21)- Reg**

It is proposed to purchase the items specified below and you are therefore requested to send sealed Tender to the undersigned on or before **20-01-2021**

1	Item to be purchased	<b>Purchase of UPS and Batteries with buyback</b>
2	Due date and time for receipt	<b>20-01-2021 upto 3.00pm</b>
3	Date and time of opening	<b>20-01-2021 after 3.00pm</b>
4	Mode of sending	Sealed cover addressed to <b>The Registrar</b> <b>Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore - 43</b> , superscribed as <b>“Purchase of UPS and Batteries (2020-21)”</b>
5	Tender document fee	<b>Nil</b> The tender document can be downloaded from the Institute website ( <a href="http://www.avinuty.ac.in">www.avinuty.ac.in</a> ).
6	EMD	<b>₹ 18,000/-</b> to be furnished in the form of DD drawn in favour of <b>“The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore - 43”</b> .
7	Validity of the Tender	Valid up to 90 days from the date of opening of the Tender

Tender forms can be downloaded from the Institute website ([www.avinuty.ac.in](http://www.avinuty.ac.in)) and submitted on or before 20-01-2021. Late submission of Tender will be summarily rejected.

**Registrar**

## CHECKLIST

<b>S.NO</b>	<b><u>Particulars</u></b>	<b>Tick Where Provided</b>
1	EMD DD	
2	Tender document	
3	Bidder Form	
4	Declaration Form	
5	Copy of Company or Firm's Registration Certificate	
7	Names with full contact as well as addresses of previous 5 value customers	
8	Technical Specification & Compliance Sheet (in separate cover)	
9	Catalogues and Brochures(along with technical spec)	
10	Manufacturer's Authorisation (where required)	
11	Price Schedule(in separate cover)	
12	Any other document or item required by the Tender Document that is financial. (The Tenderer shall specify such other documents submitted)	

## TENDER FORM

For and on behalf of the Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore, sealed tenders are invited from the reputed manufacturers or authorized dealers and having direct service centers for the below mentioned items.

Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore invites sealed Tenders under two bid systems for procurement of UPS & Batteries as per quantity and specification mentioned in price bid. The Tender bids duly-filled in all respects enclosing necessary documents may be addressed to the **The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore – 641 043** so as reach on or before 20-01-2021. Tenderer should sign and seal in all pages of the the tender ;otherwise the tender will be summarily rejected.

### **1. GENERAL TERMS AND CONDITIONS**

a. The tender not in conformity with the terms and conditions herein stated or which is incomplete will be rejected.

b. The equipment should be supplied, installed and commissioned by the tenderer within the specified time stipulated and the validity of the offer holds good till such time. The equipment should be custom - cleared by the supplier and delivered at the Institute by the supplier. Necessary eyelids(level indicators), cables, terminals, sockets used for ups, batteries installation by the supplier. (supplier scope will be despatching,unloading items to the prescribed locations with any floor of the campus-1,campus-2).

c. The warranty should be comprehensive (including spares replacement). Minimum (3 yrs) **Three years warranty** must be provided for online UPS, batteries and (2 yrs) **Two years warranty** must be provided for line interactive UPS mentioned in **Annexure 1a**. the tenderer only responsible for solving any breakdown issues during the warranty period

### **2. PREPARATION AND SUBMISSION OF TENDER**

Tender should be submitted in the following **two separate sealed covers** and both covers enclosed in a wax sealed envelope.

- i) Technical Specification & Compliance Sheet (**Annexure 1a**)
- ii) Price Bid as per (**S.no:17**) format

a) EMD fee DD is to be enclosed with tender document, all covers should be superscribed accordingly. Tenderers furnishing Technical bid and Price Bid in the same cover will be summarily rejected. Tenders not accompanied by EMD with the Technical Bid will also be rejected.

- b) Alternatively, the tenderer who prefers to submit the tender through post can dispatch the same through Registered Post or Courier so as to reach the above address on or before the due date and time specified in the tender Notice. Tenders received after the due date and time, for what so ever reasons will not be considered.
- c) Tender should be submitted in the prescribed Tender Document downloaded from the website.

### 3. PREPARATION OF TECHNICAL AND PRICE BID

**The Technical Specification & Compliance Sheet and Price bid** should contain complete information, as considered relevant by the tenderer, about the systems and hardware. It should also contain all the supporting documents of the tender, all the technical details, qualifying criteria and specifications as mentioned in Annexures. Prices quoted other than the prescribed form of the financial bid will be rejected and will not be considered for evaluation. The breakup of the cost and tax rates should be quoted separately. **No extra cost will be borne for freight, packing, forwarding, installation and commissioning, transit insurance etc., and octroi for the delivery at Institute.**

- a) The Tenders should contain all particulars like the name and address of the Tenderer in their letter-head as per the format Annexure 4.
- b) The Price details must be quoted in the **Price Bid** only as per format given in (S.No:17) and incomplete details on the above will be treated as non-responsive offer, and the tender is liable for rejection. The rates should be kept firm and valid for 90 days from the date of opening the Tender.
- c) The Rates should be quoted for item as per specification and it should be indicated clearly both in words and figures. The tenderer with full signature should attest in any scoring or overwriting. The rate quoted should not be subject to any price variation clauses. In case there is discrepancy in creating in words and figures, the amount in words will be considered as final.
- d) Pamphlets and specifications of quoted items should necessarily accompany the offer.

### 4. EARNEST MONEY DEPOSIT (EMD)

- a. An earnest money deposit of Rs.18,000/- to be paid in the form of a CROSSED DEMAND DRAFT from any of the NATIONALISED BANKS, in favour of **The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore-43**. Failure to furnish the EMD will lead to rejection of the tender.
- b. The Earnest Money Deposit / Security Deposit will be forfeited if:

- I. Tenderer withdraws his tender or backs out after acceptance.
- II. Tenderer fails to remit the Security Deposit.
- III. Tenderer violates any of the conditions prescribed in the Tender Document.
- IV. Tenderer revises any of the terms quoted, during validity period.

**5. REFUND OF EARNEST MONEY DEPOSIT (EMD)**

- a. The Earnest Money Deposit of the unsuccessful tenders will be returned, after the acceptance of the successful tender, at the expense of the Tenderer within reasonable time. Earnest Money Deposit will not bear any interest thereon.
- b. Earnest Money Deposit shall be refunded to the unsuccessful tenderer. For this purpose, the tenderer is advised to send along with the original tender itself, an Advance Stamped Receipt for the Earnest Money Deposit amount, so as to avoid any delay in refund. The advance stamped receipt shall be in favour of the **“The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore – 641 043”**.
- c. Earnest Money Deposit shall be refunded to the successful tenderer after the completion of the warranty period or after 3 years.

**6. QUALIFICATION CRITERIA FOR UPS AND BATTERIES**

- a. The bidder should be the manufacturer of the UPS battery or Authorized Dealer of the UPS batteries or Distributor of the UPS Batteries or Supplier of the UPS Batteries.
- b. Make and model of UPS Battery quoted must be branded, well known and existent for more than 20 years. Proof of satisfaction from at least 5 institutes, namely Government/ PSB/ BFSI/ PSU.
- c. Bidder should be established in the supply and maintenance of UPS Battery system in India for not less than 10 years.
- d. GST No; Pan Card Number, Income Tax Certificate.
- e. Bidder should have supplied UPS, Battery to atleast 5 institutes namely Govt./PSB/BFSI & PSU, in the prescribed format given below

Sl. No.	Year	Date of Receipt of order/PO/bill copy	Name of the Department	Value of order	Whether full supply was made within the time stipulated, if not, Give details of delayed offers and reasons thereof.
1.					
2.					

3.					
4.					
5.					

- f. Must conform to Quality Management System standard of ISO 9001:2015 and ISO 14001: 2015 or equivalent if any, either manufacture or dealer.
- g. Bidders should be ready to execute the Agreement after qualifying as L1 .

**7. PAYMENT OF SECURITY DEPOSIT**

- a) The Successful Tender should make payment of security deposit of 5% of value of the contract within 10 days from the date of receipt of letter of acceptance of Tender by the way of DD/ banker's cheque drawn on any nationalised bank and payable to "Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore– 641 043". If the same is not paid within 10 days, the order will be cancelled by the Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore – 641 043.
- b) The Security Deposit will not bear any interest. The Security Deposit furnished by the Tenderer in respect of his Tender will be returned to him after the expiring of the warranty period.
- c) In case of successful Tenderer, Earnest Money Deposit if paid may be adjusted towards Security Deposit payable. If the Tenderer failed to act upon the Tender conditions or backs out when the Tenders accepted, the security deposit above will also be forfeited.

**8. VARIATION IN QUANTITIES**

The Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore – 641 043, reserves the right to accept the tender either in full or in part and either to increase or to decrease the quantities to the extent of twenty five percent (25%) as indicated in the tender document.

**9. RELEASE OF PURCHASE ORDER**

- a) It is not binding on the part of the Institute to accept the lowest or any other the tenderer reserves the right to reject or accept / cancel any tender fully or partly or retender without assigning any reason, what so ever. The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore reserves the right to accept/cancel and place the supply orders to the successful tender / tenderer.
- b) The Registrar, Avinashilingam Institute also reserves the right to relax or waive any of the tender condition and reject the tender if anyone of the conditions enumerated above is

violated or any counter condition is given by the tenderer.

- c) On receipt of the security deposit remittance as in the Tender Document, The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore will release the formal purchase order to the Tenderer.

#### **10. DELIVERY**

- a) Supply of UPS & Batteries will have to be completed within 30 days.
- b) The delivery schedule should be strictly adhered. If the tenderer fails to complete the supply within the time stipulated, the order for the Supply of UPS & Batteries will be liable to be cancelled. In such a case, the Security Deposit will be forfeited.
- c) In order to take care of situation arising out of the failure of the tenderer to supply as per the schedule and quality, norms, order for additional quantities will be placed with the other tenderer to make good the shortfall caused by such defaulter and the orders placed with such tenderer will be cancelled with sufficient cause.
- d) Delivery of UPS and Batteries shall be made by the tenderer in accordance with the terms specified by The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore.

#### **11. INSTALLATION**

The installation should be done within 30 days from the date of receipt of order for supply of UPS and Batteries with necessary cables and eyelets(level indicators) at the Avinashilingam Institute for Home Science and Higher Education for Women, campus-1, campus-2.

#### **12. REJECTION CRITERIA**

Tenders with incomplete information subjective and conditional offers as well as partial offers will be liable for rejection. A tender without EMD is absolute to be rejected.

#### **13. SAVING CLAUSE**

- a) In case any doubt arises on interpretation or otherwise of any point in this tender document, the Universtiy shall be referred for clarification two days before opening of technical bid. The Universtiy reserves the right not to answer any or all queries without assigning reasons.
- b) At any time after the issue of the tender documents and before the opening of the tender, the Tender Inviting Authority may make any changes, modifications or amendments to the tender documents and shall send intimation of such change to all those who have purchased the original tender documents.

#### **14. LIQUIDATED DAMAGE CLAUSE**

If the supplier fails to deliver the equipment / materials within the time specified in the contract or any extension thereof, the purchaser shall recover from the supplier as liquidated damages, a sum of **half percent (0.5%)** of the contract price of the undelivered equipments / materials for each completed week of delay. The total liquidated damages shall not exceed **ten percent (10%)** of the total contract price. Only the date of actual receipt of materials at stores will be reckoned as date of delivery for this purpose.

Equipment will be deemed to have been delivered only when all its component parts are also delivered. If certain components are not delivered in time the equipment will be considered as delayed unless the missing parts are delivered. Liquidated damages will also be levied for the quantity not supplied as is done for the delayed supplies. If supplies are effected in part which could not be beneficially used by the Institute (due to such in-complete supply), liquidated damage will be worked out on the basis of entire contract price only and not on the value of delayed portion.

If supplies to be rendered are made by the supplier beyond the period of delivery and they are accepted by the Institute, such acceptance is without prejudice to Institute's right to levy liquidated damages for the delay in supply.

Liquidated damage will also be levied for the quantity not supplied as is done for the delayed supplies. It should be supplier's responsibility to arrange for inspection, despatch etc. in time to keep up the delivery schedule.

If the ordered materials are not delivered, the purchaser shall recover from the supplier, as liquidated damages, sum of **TEN PERCENT (10%)** of the contract price of the equipments / materials in addition to the cost of undelivered equipments or materials, besides forfeiture of Security Deposit.

The suppliers are liable to pay the amount of loss sustained by the Institute in the event of non-execution of orders, if any placed on them, either in full or part to the satisfaction of the Institute under the terms and conditions of the contract and in the event of placing orders for such quantities on some others at a higher price. It may be noted that the Institute will not produce any definite proven commercial loss incurred solely on account of the delayed delivery.

In the event of cancellation of this order or non completion of supply by the suppliers, then the short supplied items may be ordered afresh. The excess price if any between the original and new contract will be recovered from the original supplier from the amount due to the original supplier either from this contract or from any other contract.

#### **15. PAYMENT TERMS**

95% payment shall be made on satisfactory supply and installation and remaining 5% will be paid after the completion of warranty period or on submission of equivalent bank guarantee valid till two months after the expiry of warranty period or on retainment of security deposit amount till expiry of warranty period.



## 15 . TECHNICAL SPECIFICATIONS

Detailed specification to be given separately in **Annexure 1a** – UPS and Batteries

## 16. INTEGRATION

The bidder should successfully install, provide necessary training and integrate with existing software at the site.

## 17 . PRICE BID

S.No	Items	Required Qty	Rate per item (a)	Taxes in % (b)	Total (a+b)
1	ON-LINE 10 KVA (UPS and Tubular Batteries with stand)	3			
2	ON-LINE 6 KVA UPS (UPS and Tubular Batteries with stand)	4			
3	ON-LINE 3 KVA UPS (UPS and SMF Batteries with stand)	1			
4	ON-LINE 1 KVA UPS (UPS and SMF Batteries with stand)	1			
5	LINE INTERACTIVE 600 VA UPS (COMP.UPS with inbuild Batteries)	21			
6	TUBULAR BATTERIES C10	10			
7	BUYBACK LIST ( old ups and batteries)	Refer Annexure 1a. sl.no 7			

## Annexure 1a: UPS & BATTERIES

### TECHNICAL SPECIFICATION & COMPLIANCE SHEET

NOTE:

- 1) Minimum 3 years warranty must be provided for both UPS, batteries (Tubular and SMF)
- 2) Minimum 2 years warranty must be provided for computer UPS, inbuilt batteries

#### 1) ITEM NAME – ON-LINE 10 KVA UPS with Tubular Batteries with stand (full set)

QTY- 3

MAKE -

MODEL NAME & NO –

ITEM	DESCRIPTION	SPECIFICATION GIVEN BY BIDDER	COMPLIANCE (YES / NO)	DEVIATIONS
Input/Output	Three phase input & single phase output with 0.9PF correction with inbuilt Isolation Transformer			
Expected backup time	≈ 2 hours			
Input DC & Qty	240 DC & 20 no			
Battery Type	12V, 75AH Bed type Tubular, (C10)			
Battery stand***	Included (3 rows type)			

#### 2) ITEM NAME – ON-LINE 6 KVA UPS with Tubular Batteries with stand (full set)

QTY- 4

MAKE -

MODEL NAME & NO –

ITEM	DESCRIPTION	SPECIFICATION GIVEN BY BIDDER	COMPLIANCE (YES / NO)	DEVIATIONS
Input/Output	Single phase input & single phase output with PF correction with inbuilt Isolation Transformer			
Expected backup time	≈2 hours			
Input DC & Qty	192 VDC & 16 no			
Battery Type	12V, 66AH Bed type Tubular, (C10)			
Battery stand***	Included (3 rows type)			

**3) ITEM NAME – ON-LINE 3 KVA UPS with SMF VRLA Batteries with stand (full set)****QTY- 1****MAKE -****MODEL NAME & NO –**

ITEM	DESCRIPTION	SPECIFICATION GIVEN BY BIDDER	COMPLIANCE (YES / NO)	DEVIATIONS
Input/Output	Single phase input & single phase output with PF correction			
Expected backup time	≈1 hours			
Input DC & Qty	96 VDC & 8 no			
Battery Type	12V, 42AH SMF VRLA/ Exide Power safe NXT / QUANTA Batteries			
Battery stand***	Included (3 rows type)			

**4) ITEM NAME – ON-LINE 1 KVA UPS****QTY- 1****MAKE -****MODEL NAME & NO –**

ITEM	DESCRIPTION	SPECIFICATION GIVEN BY BIDDER	COMPLIANCE (YES / NO)	DEVIATIONS
Input/Output	Single phase input & single phase output with PF correction.			
Expected backup time	≈1.5 Hours			
Input DC & Qty	36 VDC & 3 no			
Battery Type	12V, 42AH SMF VRLA/ Exide Power safe NXT/ QUANTA Batteries			
Battery stand	Included desired type			

\*\*\*Battery stand must be in 3 rows to accumulate required no of batteries,Ah,physical dimensions with water resistant protective plywood sheets(min 0.5 " thickness).

**5) ITEM NAME – Line Interactive Computer UPS (600 VA / 360W)**

**QTY- 21**

**MAKE -**

**MODEL NAME & NO –**

ITEM	DESCRIPTION	SPECIFICATION GIVEN BY BIDDER	COMPLIANCE (YES / NO)	DEVIATIONS
Input/Output	Single phase input & single phase output with line regulation.			
Expected backup time	≈30 minutes			
Battery Type	7/7.5 Ah Inbuilt batteries			
UPS type	without Auto Shutdown on minimum load (cctv,wifi switch)			

**6) ITEM NAME – Tubular Batteries (75Ah)**

**QTY- 10**

**MAKE -**

**MODEL NAME & NO –**

ITEM	DESCRIPTION	SPECIFICATION GIVEN BY BIDDER	COMPLIANCE (YES / NO)	DEVIATIONS
Battery Type	12V/75Ah C10 Tubular Batteies bed type			

**7) BUYBACK UPS AND BATTERIES LIST**

S.no	Dept	UPS	Make	Qty	Battery ah	Make	Qty
1	Placement	7.5 KVA	Numeric	1	132 AH	Exide Tubular	12
2	Psychology	5 KVA	Prime Power	1	132 AH	Sharp Tubular	10
3	Commerce	5 KVA	Prime Power	1	-	-	-
4	Library	2.5 KVA	DPL	1	-	-	-
5	Education	2 KVA	DPL	1	40 AH	Exide Tubular	4
6	Textiles	-	-	-	40 AH	Kondass Tubular	3
7	ECE	-	-	-	80 AH	Sharp Tubular	10
			<b>TOTAL</b>	5			39

\*Buyback price to be mentioned per qty in each items

**Annexure 2: FORMAT FOR UNDERTAKING LETTER** (on letter head)

Date: \_\_\_\_\_

Sub: Undertaking of authenticity for the Equipment

This has reference to equipment being supplies/ quoted to you vide our invoice no/quotation no/order no \_\_\_\_\_ dated \_\_\_\_\_.

We hereby undertake that all the components/parts/assembly/software used in the equipments under the above shall be original new components/ parts/ assembly/ software's from respective OEMs of the products and that no refurbished/ duplicate/ second hand components/parts/assembly/software are being used or shall be used. Should you require, we shall produce certificate from our OEM supplier in support of above undertaking at the time of delivery. It will be our responsibility to produce such letters from our OEM suppliers within a reasonable time.

In case we are found not complying with the above at the time of delivery or during installation, for the equipments already billed, we agree to take back the equipments if already supplied and return the money if any paid to us by you in this regard.

Authorized Signatory

**Annexure 3: FORMAT FOR DECLARATION FORM (on letter head)**

Date: \_\_\_\_\_

**To:**

**The Registrar**

**Avinashilingam Institute for Home Science and Higher Education for Women,  
Coimbatore-43,**

Sirs,

The

Tenderer \_\_\_\_\_

i.e. (full name with complete postal address), declare the following: -

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- d) That I/ We are **not** associated with any other Tenderer participating in this Tender.
- e) That I/We do hereby confirm that all the information given in this tender is accurate, factual and true to the best of our knowledge.

Yours sincerely,

\_\_\_\_\_  
Name of Tenderer

\_\_\_\_\_  
Signature of duly authorised person signing the Tender

\_\_\_\_\_  
Name and Capacity of duly authorised person signing the Tender

\_\_\_\_\_  
Stamp or Seal of Tenderer

**Annexure 4: BIDDER DETAILS**

1	Name of the Supplier/ Firm	
2	Address of the Firm	
3	A self-attested copy of authorized Dealership certificate if the bidder itself is not the manufacturing firm	
4	Name of the Authorized Representative	
5	E-mail Address	
6	Phone / Landline	
7	Mobile No.	
8	Fax No.	
9	Website Address (if any)	
10	Particulars of Bank details	
a.	DD No.	
b.	Name of the bank	
c.	Branch	
d.	DD Date	
11	Tenderer's nearest service centre / support centre	
12	Tender Submission Date	

(Signature & seal of the bidder)