



OPEN TENDER NOTICE

FOR

ANNUAL MAINTENANCE CONTRACT 2020-2021 FOR ONLINE UPS

AT

PCDA (PENSION) ALLAHABAD

REF NO – EDP/02/UPS/20-21

Request for Proposal (RFP)

PCDA (PENSION),
IT&S Wing,
DRAUPADI GHAT,
ALLAHABAD-211014
E-mail. pcdapedp.cgda@nic.in

Activity Schedule:

S.No.	Activity Details	Details
1	Bid Document	Free (Tender should be downloaded from the PCDA (P) Website.
2	Address for submission of Bid	PCDA (P), Office of Principal Controller of Defence Accounts (Pensions), Draupadi Ghat, Allahabad – 211014, Uttar Pradesh, India.
3	Bid submission	Bid to be submitted in a single sealed envelope labeled " Tender for AMC of Online UPS at Pr. CDA (Pensions) " This envelope should contain two sealed envelopes labeled: 1. Technical Bid for AMC of Online UPS at Pr. CDA (Pensions) and 2. Financial Bid for AMC of Online UPS at Pr. CDA (Pensions)
4	Last date for Submission	30/03/2020 at 03:00 p.m. Bids received after this date and time will not be considered.
5	Bid opening date / time / Venue	The technical bids will be opened on 30/03/2020 at 04:00 p.m. at the above address. The financial bids in respect of technically qualified bidders will be opened on a subsequent date after approval of the competent authority.

Bid/Tender Document No. : EDP/02/UPS/20-21 **Date of Issue: -09/03/2020**

Name of the Firm: _____

Important Notice:

An incomplete and/or late bid is liable to be ignored. To aid the bidders in submitting complete offers, a checklist is included in the bid document (**Annexure-7**). The bidder must fill this and submit along with their offer in their own interest



AO (IT&S)

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INVITATION FOR THE BIDS/TENDERS

Annual Maintenance Contract for UPS

1. Sealed bids, viz., Technical Bid (containing an Earnest Money Deposit) and Financial Bid in separate envelopes, are invited from the reputed Firms having expertise in maintaining UPS and who have undertaken said types of job earlier for a period of 1 year with effect from awarding of Tender. All the respective contents, i.e. Technical Bid with Earnest Money Deposit and Financial Bid should be submitted in two different envelopes duly sealed and clearly marking the type of content, bidder's name & address on the top of the sealed envelopes. **Bids must be valid for 90 days**
2. The details of the work are given in the Chapter-2. Those who are willing and are in a position to quote in accordance with the requirements stated in the schedule may submit tender to this office with Earnest Money Deposit of Rs. 10,000/- (Rs. Ten Thousand only). Bids without EMD shall be liable for rejection. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee, as per Annexure-6, from any of the public sector banks or a private sector bank authorized to conduct government business as per Form DPM-16. EMD is not required to be submitted by those bidder who are register with Micro and Small Enterprises (MSEs) as defined in MSE procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or registered with the Central Purchase Organization (for e.g. DGS&D) or the concerned Ministry or Department or for that documentary proof is required.
3. Bids, completed in all respect should be addressed to PCDA (P), Office of Principal Controller of Defence Accounts (Pensions), Draupadi Ghat, Allahabad – 211014, Uttar Pradesh, India. The same should reach latest by **30/03/2020** at 03:00 PM.
4. The Technical Bids will be opened in the EDP Center of PCDA(P) on **30/03/2020** at 04:00 PM.
5. The Financial bids in respect of technically qualified bidders will be opened on a subsequent date after approval of the competent authority and intimated to successful & technically qualified bidder.



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Chapter-1

INSTRUCTIONS TO BIDDERS/TENDERERS

1.1 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid. PCDA (P) will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

1.2 Empanelment/Award of Contract

- (a) The contract will be awarded to the technically accepted vendor whose financial quotes are the lowest provided financial & contractual terms & conditions are being met by the vendor.
- (b) **32 (Thirty Two) Nos. of Online UPS are to be maintained for full year and 02 no. of UPS's are to be maintained w.e.f. 27/03/2021.**
- (c) The lowest Quoting Vendor (L-1) will be determined on the basis of the overall lowest of the technically qualified Vendor.
- (d) Confidentiality will have to be maintained in all the PCDA(P) jobs.
- (e) Uptime of 98% of the contract period will have to be maintained.

1.3 The Bidding Documents

1.3.1 Services required, Bidding procedures and Contract Terms are prescribed in the bidding documents. In addition to the invitation for bids, the bidding documents include:

- a) Instructions to bidder /renderer
- b) Bid/Tender form
- c) Bid Security Form (EMD)

1.3.2 The bidder is expected to examine all instructions, forms, terms and conditions, specifications, schedules oftender and other documents before quoting. Failure to furnish all information required or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

1.4 Preparation of Bids

1.4.1 *Technical and Financial Bids*: The bids are to be submitted in two parts in separate sealed envelopes

- (a) *Technical Bid and Earnest Money Deposit (EMD)* – in one envelope marked “Technical bid”, and
- (b) *Financial Bid* – in another envelope marked “Financial bid”.

If the EMD is not received or is not in order, the technical bid will be rejected.

1.4.2 **Technical Bid**

- (a) The Technical bid prepared by the bidder shall be provided in the following Model Response Format. The technical bid shall be submitted on the format given at **Annexure 1 and 2**.
 - (i) GST registration Number and Mandate form should be quoted and a copy of the registration certificate to be submitted.
 - (ii) Firm should be a GST/PAN/TAN/TIN holder. A copy of the GST/PAN/ TIN number of the firm or proprietor to be submitted.
 - (iii) **Standing of Bidder:** The firm should have at least three years working experience in maintenance of online UPS for value not less than Rs.2,00,000/- during one year in previous three years. Certificate of satisfactory performance, to be enclosed in support.
 - (iv) The vendor should have an annual turnover of at least Rs. 05lakhs and above.
 - (v) Firm has to furnish Two performance certificate for last 3 Years from Govt./Semi Govt/Autonomous institution.
 - (vi) Firm must have sufficient numbers of qualified and experienced engineers and a list of those engineers must be enclosed with Technical Bids.
 - (vii) The Vendor must have the service infrastructure available at Allahabad.
 - (viii) The firm / contractor must submit documentary evidence in support fulfilling eligibility criteria mentioned above.

1.4.3 An Earnest Money Deposit of Rs. 10,000/- is required to be submitted with Tender by way of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's

Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business as per Form DPM-16 (Available in MoD website and can be provided on request) in favour of The Principal Controller of Defence Accounts (Pensions), Draupadi Ghat, Allahabad – 211 014 or as per Annexure-6. EMD is not required to be submitted by those bidder who are register with Micro and Small Enterprises (MSEs) as defined in MSE procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or registered with the Central Purchase Organization (for e.g. DGS&D) or the concerned Ministry or Department or for that documentary proof is required. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. Without EMD the tender will be summarily rejected. The earnest money will be returned to unsuccessful Bidders/ and security deposit of successful Bidder, after finalization of contract.

1.4.4 Financial Bid

- (i) The financial bid shall be submitted in the format indicated at **Annexure 3 and 4.**
- (ii) The bidders must quote their rates strictly as per Tender in separate envelopes.
- (iii) The rate must be stated for each item separately both in words and figures. If there is discrepancy between the price quoted in word and figures, the price whichever is the higher of the two will be treated as the bid price.
- (iv) The prices once accepted by PCDA (P) shall remain valid till the successful execution of the order. PCDA (P) shall not entertain any increase in the rates during the period. However, in the event there is a reduction or increase in GST during the period of execution of the contract, the rates shall be suitably adjusted with effect from the date notifying the said reduction or increase in the GST.
- (v) The Bidder to whom the contract is awarded will have to carry out the Maintenance of all hardware placed under AMC, during the period of Contract. In case he fails to maintain any hardware the maintenance cost of the particular hardware at rate 50% higher than the accepted rate will be recovered.
- (vi) Rates should be valid at least for 90 days from the date of opening of the technical bids.

1.5 Submission of Bids

1.5.1 Sealing and Marking of Bids

- (i) The bids shall be submitted in two separate sealed covers which shall be marked as "Technical Bid" and "Financial Bid".
- (ii) The outer envelope containing Technical Bid, Financial Bid and EMD shall be addressed to PCDA (P), Office of Principal Controller of Defence Accounts (Pensions), Draupadi Ghat, Allahabad – 211014, Uttar Pradesh, India.
- (iii) The outer and inner envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared received late.
- (iv) Bids sent through e-mail/ fax will not be entertained.

1.5.2 Deadline for Submission of Bids

- (a) Bids must be received by PCDA (P) at the mentioned address not later than the time and date specified on the "Invitation for bids". In the event of the specified date for the submission of bids being declared a holiday for PCDA(P), the bids will be received up to the appointed time on the next working day.
- (b) PCDA(P) may, at its discretion extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of PCDA(P) and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

1.5.3 Late Bids

Any bid received by PCDA (P) after the deadline for submission of bids prescribed by the PCDA (P) will be rejected and/or returned unopened to the bidder.

1.6 Bid Opening and Evaluation

1.6.1 Opening of Technical Bids

PCDA (P) will open all technical bids in the first instance if the EMD is submitted as per requirement in the presence of bidders' representatives, who choose to attend, at the time, on the date and at the place specified in the 'Invitation for Bids.

1.6.2 Clarification of Bids

(a) During evaluation of the bids, PCDA (P) may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

(b) No Bidder shall contact PCDA (P) on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of PCDA (P), it should be done in writing.

(c) Any effort by a Bidder to influence PCDA (P) in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.

1.6.3 Evaluation of Technical Bid

The Technical Bid evaluation will be done on the basis of Clause 1.4.2 (a)& (b) and **Annexure-2**. The tender shall be technically rejected if any of the requirements of clause 1.4.2(a)& (b) and Annexure-2 is not met.

1.6.4 Opening of Financial Bids

i) PCDA (P) will open the Financial Bids of only those bidders who have been found to be technically qualified.

ii) The Financial Bids of the technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, as indicated at the "Invitation for bids". **However, if the representatives of the vendor are not present at the time of opening of the quotation, PCDA (P) will go ahead with opening of the bids.**

1.6.5 Evaluation and Comparison of Bids

(a) Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Vendor does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, whichever is the higher of the two will be treated as the bid price. **The bid will be evaluated on total package(basket) basis as mentioned in Annexure – 4**

1.7 Award of Contract

1.7.1 Award Criteria

PCDA (P) will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the lowest. Normally, there will not be any negotiation with vendor if rate quoted by them is found reasonable. However, PCDA (P) reserves the right to reject bids wherein abnormally low rate which are not workable financially is quoted by vendor.

1.7.2 PCDA (P)'s Right to accept or reject any Bid or all Bids

PCDA (P) reserves the right to accept or reject any bid in part or full and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for PCDA (P)'s action.

1.7.3 Notification of Award

(a) Prior to the expiry of the period of bids validity, PCDA(P) will notify the successful Bidder in writing by letter or by fax, to be confirmed in writing by speed post or hand delivered letter, that its bid has been accepted.

(b) The notification of Award will constitute the formation of the Contract.

1.7.4 Signing of Contract

At the same time, as PCDA (P) notifies the successful Bidder that its bid has been accepted, PCDA (P) will convey to bidder about acceptance of his Bid. The bidder will sign the same and return it to PCDA (P) within 7 days from date of issue. If nothing comes into the notice of the PCDA (P) within the above period of 7 days, contractor's acceptance of all terms & conditions will be presumed.

1.7.5 Performance Security

(i) The Vendor/Contractor should furnish performance security to PCDA(P) for an amount of 10% of total cost of AMC in the form of Bank Guarantee or FDR pledged in favour of PCDA(P) valid up to **fourteen month** from the due date of the implementation of the contract.(Annexure- 5)

(ii) The proceeds of the performance security shall be payable in favour of PCDA (P) as compensation resulting from the vendor's failure to complete its obligation under the contract.

(iii) The performance security deposit would be refunded after two months of completion of contract and no interest would be paid.

(iv) Failure of the successful bidder to comply with the requirement of signing of contract within stipulate period as decided by PCDA(P), shall constitute sufficient grounds for the annulment of the award in which event PCDA(P) may make the award to the next evaluated bidder or call for new bids and forfeiture of the EMD.

1.7.6 Corrupt or Fraudulent Practices

(a) Vendors shall observe the highest standard of ethics during AMC Maintenance and execution of the contract.

(b) PCDA (P) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

1.7.7 In case vendor does not meet the obligations of the Contract or does not provide the satisfactory service, the vendor may be black-listed. The quality of service will be reviewed after every month.

1.8 Miscellaneous

(a) It will be imperative on each bidder to fully acquaint itself of all the local Conditions and factors, which would have effect on the performance of the contract.

(b) During the validity of this bid or during the extended period, if any, if the bidder provides the same or equivalent services to any other Department/Organization in India at a price lower than the price fixed for PCDA(P), the bidder shall automatically pass on the benefits to PCDA(P).

1.9 Payment Conditions

(a) Payment will be made on quarterly basis (after completion of quarter) within 30 days after receiving following documents-:

1. Pre receipt bill in triplicate.
2. Photocopy of mandate form and PAN Card.
3. P.M. Report of AMC work carried out by firm in each quarter.

4. Satisfactory execution of job.
5. Performance report submitted by user officers / sections of this office.
6. No advance payment will be made. PCDA (P) reserves the right to make suitable deduction from the Bidder's bill, in case the systems uptime of 98% is not ensured by the bidder or repair work is delayed or the quality of work is not satisfactory.

- (b) UPS System Uptime will have to be ensured to 98% for each UPS. Every complaint will have to be attended to within 24 hours and UPS have to be repaired promptly. In case the UPS is not repaired within 48 hours, a sum of Rs.200/- per UPS per day will be recovered which will be increased to Rs. 500 per UPS per day after 10 days.(i.e. from 11th day)
- (c) All payments will be made subject to deduction of TDS as per Income Tax Act 1961, and other taxes if any as per Government of India rules.

1.10 Compensation clause:

If the firm fails to maintain the 98% uptime of each UPS or refuses to complete the work or leaves the systems under AMC in non-working condition at the close of AMC period, then the firm will be liable to compensate at twice the rate of payment due for maintenance of the said hardware which would have been due to the firm in case of successful performance of contract. In such cases, PCDA (P) also reserves the right to terminate the contract after giving performance notice. However, failure to bring such UPS back on-road will make the contract liable for termination.

1.11 Details of UPS For AMC-:

SINO	MAKE	RATING	QTY	BATTERY VOLT-CAPACITY	AMC Period	
1	ACPL	6 KVA	04	12V-26 AH	14/05/2020	13/05/2021
2	ACPL	20 KVA	03	12V-42 AH	14/05/2020	13/05/2021

3	ACPL	30 KVA	02	12V-65 AH	14/05/2020	13/05/2021
4	Uniline	10 KVA	02	12V-28 AH	14/05/2020	13/05/2021
5	APC	10 KVA	03	12V-26 AH	14/05/2020	13/05/2021
6	ACPL	5KVA	03	12V-26 AH	14/05/2020	13/05/2021
7	NPS	5KVA	08	12V-28 AH	14/05/2020	13/05/2021
8	NPS	10KVA	07	12V-42 AH	14/05/2020	13/05/2021
9	*Uniline	10KVA	02	12V-100AH	27/03/2021	13/05/2021

*UPS's mentioned in Sl. No. 9 are under warranty **till 26/03/2021**. Thus, AMC rates may be quoted accordingly as per Pro-rata basis (day/month).

1.12 Period of Contract: The contract will be initially for one calendar year, extendable by one year on same rates, terms and conditions. PCDA (P) reserves the right to cancel the contract by giving prior notice of **one month** if the contractor does not provide satisfactory services.

Chapter-2

Schedule of requirements

1. **The vender will have to detail one qualified service engineer on all working days during official hours i.e. from 9.30am to 6.00pm for the entire period of AMC for corrective & remedial service and if required on Saturday and Sundays and also after 6.00pm on working days.**
2. The service engineers must be at least three years diploma holders from reputed institutions and having suitable experience of UPS maintenance. Vender must furnish copies of diplomas and experience certificates of engineer, he proposes to detail.
3. If service engineer is found absent for more than 2 days in a month then a sum of Rs. 200/- for each day thereafter will be deducted.
4. An attendance register will be maintained for marking of attendance of the service engineer. Engineer reporting after 10.00 AM will be marked Late and after 12.00 Noon will be treated as absent. Four late attendance of an engineer in a month will be treated as one day absent.
5. The service engineers will have to attend complaints for rectifications of UPS and **in case there is no complaint received on any particular day, they will utilize the available time for preventive maintenance.** In case any delay is expected by the engineers in repair of any UPS or any part there of the vendor will have to make alternative arrangement of compatible UPS or the part concerned so that the work must not suffer in the office.
6. The Maintenance services will be comprehensive and will include cost of labour, faulty parts/complete equipment replacement with new parts/equipment and the defective part will remain the property of PCDA.
9. The batteries & External change-over switch for By-pass of the UPS will be covered as consumables and only these will be supplied by PCDA. Other than above items all items of UPS required during AMC will be supplied by the contractor at No Extra Cost to PCDA.

10. The vendor must have the service infrastructure available at Allahabad. Vendor will carry out preventive maintenance of UPS and batteries at least once in each quarter. A separate logbook should be maintained to record the preventive maintenance carried out on each equipment.
11. If the vendor feels that the said UPS cannot be repaired at site and requires to be shifted to lab/workshop a suitable standby is to be provided before removal and in rare of the situation if UPS is irreparable, vendor has to replace faulty UPS with new one of the same or higher specification at no extra cost.
 - i. At no cost downtime should be more that 48 hrs.
 - ii. Battery bank of the UPS should be properly maintained by Putting petroleum jelly periodically at terminal and other preventive means as deemed necessary to increase the life of battery.
 - iii. It will be the responsibility of the vendor to appraise the health of batteries during preventive maintenance done during each quarter.
12. A logbook shall be maintained in which the resident engineer shall record all the complaints made.
13. Uptime for UPS will be as per para 1.9 and 1.10 of Chapter1.

If any vendor does not agree with above list. His bid will be considered non responsive & liable for rejection.

Period of Contract

The contract would be for one year from the effective date of contract.



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BID FORM
(Technical Bid)

(To be submitted on the firm's letter head and signed by an authorized person.)

To
The PCDA (P),
O/o the Principal Controller of Defence Accounts (Pension)
Draupadi Ghat, Allahabad - 211014.

Ref : Bid document No..... dated.....

Sir,

Having examined the bidding documents and the hardware the receipt of which is hereby duly acknowledged, we, the undersigned, offer for the said AMC, of UPS as per details of UPS and in conformity with the said bidding documents.

We undertake, if our bid is accepted, to provide the said services in accordance with the schedule specified in the bidding documents. If our bid is accepted, we will submit a Bank Security for the sum of 10% of the contract value which should remain validity for a period of sixty days beyond the date of all contractual obligations.

We agree to abide by this bid for a period of ninety days after the date fixed for opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

WE DECLARE

1. That we are equipped with adequate machinery and manpower for undertaking the said services for PCDA (P).
2. That we hereby offer to give the Services at the prices and rates mentioned in the Financial Bid.
3. That we enclose herewith the complete Technical Bid as required by you.
4. We have carefully read and understood the terms and conditions of the bid/tender documents and the conditions of the contract applicable to the bid document and we do hereby undertake to provide services as per these terms and conditions.
5. Certified that the bidder is:
a sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,

Or

a partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business

of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

or

a company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the bid document)

1. We do hereby undertake, that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

Dated this,.....day of..... ..2020 Signature of Bidder

List of enclosures

.....
.....
.....

Full Address:

Telephone No:.....

Telegraphic Address:.....

Fax No.:

E-mail:

Company Seal

Specifications for Technical Details

Sl no	Requirement	Vendor Response *(Yes/No)
1.	EMD – Earnest money To be enclosed	
2.	The firm should be registered. Pl quote GST number and submit a copy of the registration.	
3.	Firm should be a GST/PAN/TAN/TIN holder : Please enclose a copy of GST/PAN/ TIN number of the firm or proprietor	
4.	Standing of Bidder: The firm should have at least three years' working experience in Maintenance of UPS for value not less than Rs 2,00,000/- during one year in previous 3 years .Enclose certificate in support.	
5.	The vendor should have an annual turnover of at least Rs 5,00,000/- and above. Enclose a copy of the latest Income Tax clearance certificate.	
6.	Two Performance Certificates for the last three years from Government / Semi Govt. / Autonomous.	
7.	The vendor must have the service infrastructure available at Allahabad.	
8.	Acceptance of scope of work (Refer to Chap. 2). In case of negative response or response with qualification bid will be liable for rejected.	
9.	Mandate Form in original duly vetted by bank for making e-payment.	

***If yes then supported by the certificate/document.**

Bidder Form
(Financial Bid)

To,
PCDA (P)
Office of The Principal Controller of Defence Accounts (Pension)
Draupadi Ghat, Allahabad – 211 014

Ref: Bid document No.

Dated:.....

Sir,

Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the financial bid for services as per the schedule of requirements and in conformity with the said bidding documents.

We hereby offer to supply the Services/Commissioning at the prices and rates mentioned in the Commercial Bid.

We do hereby undertake that, in the event of acceptance of our bid, the supply of Goods/Services shall be made as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.

We enclose herewith the complete Financial Bid as required by you. This includes:

- (a) Bid Letter
- (b) Price Schedule (Schedule to tender enquiry, quoting rates, duly signed & stamped.)
- (c) Statement of deviations from Financial terms and conditions, if any.

We agree to abide by our offer for a period of 90 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to supply as per these terms and conditions. The Financial Deviations are only those mentioned in the statement of deviations from financial terms and conditions.

Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor.

or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

or

A company and the person signing the bid document is the constituted attorney.

(Note: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the bid document)

We do hereby undertake, that, until formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

Dated thisday of2020	Signature of Bidder
List of enclosures	Full Address:
.....	Telephone No:.....
.....	Telegraphic Address:.....
.....	Fax No.:
	E-mail:

Company Seal

(Refer 1.6.6(a) of Chapter- 1)
Financial Bid Format

Sl. No.	HARDWARE	QUANTITY	* COST OF AMC PER ITEM Per annum/Pro-rata	TOTAL COST Col. 4 = Col. 2 * Col.3 Per annum/Pro-rata
1		2	3	4
1	5 KVA APCL Make	03		
2	10 KVA – APC Make	03		
3	10 KVA-Uniline Make	02		
4	6 KVA- ACPL Make	04		
5	20 KVA-ACPL Make	03		
6	30 KVA- ACPL Make	02		
7	05 KVA- NPS Make	08		
8	10 KVA- NPS Make	07		
9	10KVA-Uniline Make	02		
	Grand Total			

*UPS's mentioned in Sl. No. 9 are under warranty **till 26/03/2021**. Thus, AMC rates may be quoted accordingly as per Pro-rata basis (day/month)

Tax element should be shown separately.

PROFORMA FOR BANK GUARANTEE FOR PERFORMANCE SECURITY OR BANK DRAFT

(To be stamped in accordance with the Stamp Act)

Ref : Bank Guarantee

No. :

To
The Principal Controller of Defence Accounts (Pension)
Draupadi Ghat, Allahabad – 211 014

Dear Sir,

In accordance with the Award of contract for AMC of UPS at PCDA(P), M/s (hereafter called the Vendor) having their Registered/Head Office atwish to avail the same. As an irrevocable Bank Guarantee against the above work for an amount of Rs. (Rs.....) equivalent to the 10%of the contract price is required to be submitted by the Vendor as a condition precedent for the award of contract, which amount is liable to forfeited/adjusted on the happening of any of the following :

1. If the Vendor withdraws his contract during the period of contract specified by the Vendor on the bid form.
2. If the Vendor, having been accepted the Award of contract
 - (a) Fails or refuses to execute the contract within the stipulated time.
 - (b) Fails or refuses to provide the satisfactory services.

We, the Bank at having our head office at and local office Guarantee and undertake to pay immediately on demand by The Principal Controller of Defence Accounts (Pension), Draupadi Ghat, Allahabad – 211 014, the amount of Rs..... (Rs.) without any reservation, protest, demur and recourse. Any such demand made by The Principal Controller of Defence Accounts (Pension),Draupadi Ghat, Allahabad – 211 014 shall be conclusive and binding on us, irrespective of any dispute or difference raised by the Vendor.

The Guarantee shall be irrevocable and shall remain valid up to, if any further extension of any guarantee is required, the same shall be extended to such required period on receiving instructions from M/s on whose behalf this guarantee is issued.

In witness whereof the bank through its authorized officer, has set its hand and stamps on this day of , 2020

Witness:

1) Signature.....
Name
(in Block Letters).....
Address

Signature.....
Name
(Designation with Stamp)

(2) Signature.....
(in Block Letters).....
Address

BID SECURITY FORM (EMD)

Whereas¹(hereinafter called the "Bidder") has submitted their offer dated (date of submission of bid) for the supply of (name and/or description of the goods) (Hereinafter called the "Bid") against the Buyer's request for proposal No.

KNOW ALL PEOPLE by these presents that WE (Name of bank) of (name of the country), having our registered office at (address of Bank) (hereinafter called "the Bank"), are bound unto (name of Purchaser) (hereinafter called "the Purchaser") in the sum of for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this Day of 201 THE CONDITIONS of this obligation are:

1. If the Bidder withdraws or amends, impairs or derogates from the Bid in any respect within the period of validity of this tender.
2. If the Bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity.
 - a) If the Bidder fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract.

We undertake to pay the Buyer up to the above amount upon receipt of its first written demand, without the Buyer having to substantiate its demand, provided that in its demand the Buyer will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)
Name and designation of the officer
Seal, name & address of the Bank and address of the Branch

Check List for Bid/Tender Submission

The following check-list must be filled in and submitted with the Technical Bid/Tender document:

Technical Bid

1. Has the bid document been issued to you?	Yes/No
2. Have you attached the bid/tender form?	Yes/No
3. Have you attached copies of relevant work orders from Govt. Dept./autonomous/public sector?	Yes/No
4. Have you attached EMD (Annexure – 6)?	Yes/No
5. Escalation matrix (Annexure – 8)?	Yes/No

Financial Bid

Have you attached the Financial Bid Chapter—5?	Yes/No
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Escalation Matrix

Name of the company:-

Service related Issues

Sl. No.	Designation	Name	Full office Address	Phone No	Mobile No.	E-mail
1.	First level of support					
2.	Second level Contact (if response not received in 4 hours)					
3.	Regional / Zonal Head(if response not received in 24 hours)					
4	Country Head (if response not received in 48 hours)					

Signature
Name of Representative
Designation
Company Seal