

**LOK SABHA SECRETARIAT**  
**Computer (HW&SW) Management Branch**  
**Hardware Unit**

**LIMITED TENDER ENQUIRY DOCUMENT FOR PROCUREMENT AND  
INSTALLATION OF TWO UNITS OF 15 KVA TRUE  
ONLINE DOUBLE CONVERSION UPSs**

**PARLIAMENT LIBRARY BUILDING  
NEW DELHI**

**LIMITED TENDER ENQUIRY FOR PROCUREMENT AND INSTALLATION OF  
TWO UNITS OF 15 KVA TRUE ONLINE DOUBLE CONVERSION UPSs**

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**Computer (HW&SW) Management Branch - Hardware Unit**

No. LAFEAS/HW-017/48/2018

**Dated: 28.5.2019**  
Jyaistha 7, 1941 (Saka)

From

Sundar Prasad Das,  
Additional Director,

To

**All CONCERNED**

**Subject: Quotation for procurement and commissioning of two units of 15 KVA True Online Double Conversion Uninterruptible Power Source (UPS) through Limited Tender Enquiry under Rule 162 of GFR, 2017.**

Dear Sir/Madam,

Quotations are invited through Limited Tender Enquiry for the procurement and installation of two units of 15 KVA True Online Double Conversion UPSs. The details regarding the quality and Specification of 15 KVA True Online Double Conversion UPSs is placed in the **Annexure-I**.

2. In this regard, a pre-bid meeting will be held in Room No. 424, PHA on 31.05.2019 at 1500 hrs. to take views/suggestions from the vendors. Interested firms/companies are requested to send the names of representatives who would be attending this pre-bid meeting on the email ID [mqb-lss@sansad.nic.in](mailto:mqb-lss@sansad.nic.in).

2. Interested firms are requested to submit their sealed quotation mentioning details of Price, specification etc. for the above items in the prescribed performa given in **Annexure-II**. Quotations may be dropped in the Tender Box placed at Reception Office, Parliamentary Library Building (Opposite Gurudwara Rakabganj) on or before 14.06.2019 upto 1500 hrs. The envelope must be sealed and superscribed as “**Limited Tender Enquiry for Procurement and Installation of 15 KVA True Online Double Conversion UPSs.**” and addressed to **The Additional Director, Computer (HW&SW) Management Branch, (HW UNIT), Room no. FB-149, Parliament Library Building, Lok Sabha Secretariat, New Delhi-110001.**

3. Tenders received after due date and time will not be accepted. Similarly tenders sent by e-mail, fax, or any other method will not be accepted.

**ADDITIONAL DIRECTOR**  
Tel. 23034280/5328/4715

**LIMITED TENDER ENQUIRY FOR PROCUREMENT AND INSTALLATION OF  
TWO UNITS OF 15 KVA TRUE ONLINE DOUBLE CONVERSION UPSs**

Tender No. 6/CMB(HW)/2019

Last date to receive the bids: 14.06.2019

Date of Opening of bids: 17.06.2019

**INSTRUCTIONS TO THE BIDDERS**

1. The bidder is expected to examine all instructions, forms, terms and conditions in the bid documents. Failure to furnish all information required as per the bid document or submission of bid not substantially responsive to the bid documents in every respect will be at the bidders' risk and may result in rejection of the bid.

**2. Documents / Certificates to be furnished along with the bid:**

The bidders are required to submit/enclose in duplicate two sets of the following documents (in addition the Documents in original should be produced for verification before signing of the agreement), failing which their bids will be summarily/out-rightly rejected and will not be considered:

- i. Registration Certificate as per existing norms (indicating the legal status – company/ partnership firm/ proprietorship concern, etc.);
- ii. GST/ CST/VAT/TIN Registration Certificates;
- iii. PAN Card;
- iv. Income Tax Return filed for last three financial years;
- v. Audited Account Statement of Balance sheets, Profit & Loss Account for last three financial years;
- vi. Proof of minimum three-year's experience of supply and commissioning of items pertaining to this Tender to the Government Departments/PSUs/Autonomous organizations and should not have been blacklisted by any of them; and
- vii. Declaration regarding blacklisting or otherwise of the Firm/ Bidder (Annexure - III).

## Terms and Conditions

### 1. Time schedule for Completion

The Work related to supply and installation shall be completed within 15 days of issue of purchase orders/signing of agreement under technical supervision of NIC.

### 2. Eligibility Criteria

- (i) The Bidders must have their Head office/Branch office/service centre/ OEM's service centre in Delhi/NCR and must conform to norms of the Government pertaining to registration and taxation.
- (ii) Bidder should have minimum three-year's experience of supply & installation of items pertaining to this Tender Notice to Government Departments/PSUs/Autonomous organizations and should not have been blacklisted by any of them.

### 3. Financial Bid

The Financial Bid should have only Prices/Rates quoted by the Bidder in proforma enclosed as **Annexures- II**. In this regard, the following points may also be noted:-

- (i) The rates/prices should be quoted in Indian Rupees only (in words as well as in figures). The rates/prices quoted should be inclusive of all taxes/packing etc. However, a break-up of price and applicable taxes should be mentioned therein.
- (ii) The Bidder must quote only one rate for one item as per specification.
- (iii) The rate quoted shall be final.
- (iv) If the charges of any items get reduced during the validity of Tender, the benefit thereof shall be passed on to Lok Sabha Secretariat.

### 4. Bid Validity

- (i) The Bid shall remain valid for a period of 120 days from the date of opening of Technical Bid.
- (ii) The rate quoted must be valid for **60 days** from the date of opening of Financial Bid.

### 5. Submission of Bid

Interested firms are requested to submit their sealed quotation mentioning details of Price, specification etc. for the above items. Quotations may be dropped in the Tender Box placed at Reception Office, Parliamentary Library Building (Opposite Gurudwara Rakabganj) on or before 14.06.2019 upto 1500 hrs. The envelope must be sealed and super scribed as **"Tender For Procurement And Installation of Two Units of 15 KVA True Online Double Conversion UPSs"** addressed to **The Additional Director, Computer (HW&SW) Management Branch, (HW UNIT), Room no. FB-149, Parliament Library Building, Lok Sabha**

**Secretariat, New Delhi-110001.** Tenders received after due date and time and sent by email, fax, or any other method will not be accepted.

**6. Opening of Bids and Determination of L-1 bidder for award of contract**

- (i) The bids will be opened on 17.06.2019 in **Room no. FB-149, Parliament Library Building, Lok Sabha Secretariat, New Delhi-110001 in the presence of Tender Opening Committee.** Lowest Bidder (L-1) will be the one whose total quoted rate for procurement and installation of all the items as mentioned in Annexure- I of the limited tender enquiry subject to meeting the criteria for quality and specifications as mentioned in Annexure-I.
- (ii) Lok Sabha Secretariat reserves the right to select any of the Lowest Bidder in case of tie.

**7. Performance Security Deposit (PSD)**

Before issuance of purchase order/signing of agreement for supply and installation of Passive Components, the successful Bidder shall have to furnish a Performance Security amounting to 5% of value of the contract (L1) in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank/Bank Guarantee from a Commercial Bank in an acceptable form safeguarding the purchasers interest in all respects in favour of “Drawing & Disbursing Officer, Lok Sabha” payable at New Delhi. The Performance Security shall also be furnished by the Bidders registered with NSIC. The Performance Security will remain valid for a period of **sixty days** beyond the date of completion of all contractual obligations of the supplier including warranty obligation.

**8. Delivery and Installation**

- (i) The delivery of goods which is subject matter of present tender enquiry shall be made within 15 days of the signing of the agreement/date of placing of purchase order for the supply of the same.
- (ii) The goods shall be delivered free on board at premises of the Purchaser in good condition on working days during office hours.
- (iii) The Purchaser shall have right to inspect the goods at the time of delivery by itself or by any agency nominated by it. The bidder shall extend all facilities for the inspection/testing of the goods at the premises of either purchaser or bidder/OEM at the discretion of the purchaser. If it is found that the delivery is not as per terms of the agreement, the purchaser may refuse to take delivery of the same and shall be at liberty to take action as per the agreement/norms of the purchase order.
- (iv) In case of delayed delivery of goods upto 15 days, a penalty of an amount equal to 1% of the total value of the order will be imposed. Thereafter, a penalty at the rate of 2% of the value of the items upto 30 days will be

imposed. Further, in case of delay of more than 30 days, the penalty shall exceed to 5% of total value of work/purchase order. Besides, the Agreement/Purchase Order may be cancelled if the delay exceeds 30 days. The penalty shall be imposed at the discretion of the purchaser i.e. Lok Sabha Secretariat. The penalty, if not paid, shall be recovered from payment due to the bidder or PSD furnished.

9. **Warranty**

- (i) **The warranty on all the items shall be comprehensive onsite warranty for a period of three year alongwith a battery life of one year The period of comprehensive onsite warranty shall start from the date of installation and commissioning of items but not later than 90 days from the date of delivery of the items in the Secretariat.**
- (ii) The Bidder would provide the help-desk support services through telephone/e-mail where users can lodge their complaint.
- (iii) On completion of the Warranty period, the Security Deposit without any interest accrued shall be released after satisfying that proper free warranty support has been provided during warranty period of three years. Suitable amount of penalty shall be recovered from the bidder out of payments due or from their Security Deposit while releasing the Security Deposit.
- (iv) The **Bidder** shall certify that the stores supplied to the Secretariat under Supply Order placed against this Tender are of best quality and workmanship and new in all respects and are strictly in accordance with the specifications and particulars mentioned in **Annexure – I** to this Limited Tender enquiry Document.
- (v) The Bidder shall maintain the supplied items free of charge **during warranty period**. After, such period, as required, the Bidder shall conclude a maintenance agreement with the Lok Sabha Secretariat for such period and with such terms and conditions as may be necessary and mutually agreed to.
- (vi) The procured items shall be delivered **Free on Board (FOB)** at the Lok Sabha Secretariat during office hours.
- (vii) The Lok Sabha Secretariat shall have right to inspect the items under consideration before delivery/installation by itself or by an agency nominated by it. The Bidder shall extend all reasonable facilities for the inspection/testing of the items.
- (viii) The bidder shall have to coordinate with regard to installation, testing, commissioning of the supplied items with National Informatics Center (NIC) or any other agency nominated by Lok Sabha Secretariat.

- (ix) Before the delivery, the Bidder shall satisfy that the items are as per terms and conditions of this Tender.

**10. Force Majeure Clause**

If at any time during the continuance of this Tender, the performance in whole or in part by either party of any obligation under this Tender shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as such acts) provided notice of happening of such event is given by one party to the other within 21 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate this Tender nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries and installation under the Tender shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Competent Authority as to whether the deliveries have been so resumed or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this Tender is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may at its option terminate the Tender provided also that the purchaser shall be at liberty to take over from the Bidder at a price to be fixed by Competent Authority, which shall be final, all unused, undamaged and accepted material, bought out components and stores in course or manufacture in the possession of the contractor at the time of such termination or such portion thereof as the purchaser may deem fit excepting such materials, bought out components and stores as the Bidder may with the concurrence of the purchaser elect to retain.

**11. Complaint Redress**

During warranty period the complaint should invariably be attended within 2 hours of lodging the same and must be resolved within 4 hrs if the complaint is lodged by 4 p.m. In case of complaint lodged after 4 p.m., the same must be resolved by 12.00 a.m. the next day. The engineer(s) of the firm/OEM will attend the complaint at the location of the item (s) in the Secretariat failing which a reasonable penalty equivalent to the loss caused to Lok Sabha Secretariat on each occasion may be imposed at discretion of Lok Sabha Secretariat. The penalty, if not paid, may be recovered from the Performance Security Deposit furnished or from any payable dues from LSS.

**12. Other General Terms and Conditions**

- (i) The individual signing the Tender Document or any other document forming part of the Tender on behalf of Proprietor/Company/Firm shall produce an authenticated copy of the resolution passed by the Company, or Power of Attorney duly executed in his favour stating that he has the authority to bind the company or other such persons of the firm as the case may be in all matters pertaining to the Tender including the arbitration clauses. In case of Partnership firm, all the partners shall sign the Tender. In case any person signs the Agreement on behalf of any Limited Company or Firm, he will produce letter of authority/resolution passed by the Company empowering him to sign the Agreement on behalf of the Company or Firm.

- (ii) In the event of failure to supply whole or part of the purchase order or failure to complete the work as per terms of tender/agreement, LSS is free to order the whole or part of the stores/work to the L2 or any other source at the cost and risk of L-1. In the event of non-supply by such L1, the Performance Security or Earnest Money so deposited by the Bidder shall be forfeited and other legal action may also be initiated. Further, the Bidder will be blacklisted for supply of any item to the Secretariat.
- (iii) The Bidder shall indemnify the Lok Sabha Secretariat against all damages/charges and expenses on account of the negligence of the Firm or his servants or damages to the property of any member of the public or any person or in executing the work or otherwise.
- (iv) The decision of Lok Sabha Secretariat arrived during the various stages of the evaluation of the Bids will be final & binding on all bidders. Any representation towards these shall not be entertained by Lok Sabha Secretariat.
- (v) In case the bidder is found in-breach of any condition(s) of Tender or Supply Order, at any stage during the course of supply/installation/commissioning or warranty period, the legal action as per laws shall be taken.
- (vi) In case of any attempt by bidder to bring pressure towards Lok Sabha Secretariat's decision making process, the same shall be disqualified for participation in the present Tender and those bidders may be liable to be debarred from Bidding for Lok Sabha Secretariat Tenders in future.
- (vii) Any additional condition other than mentioned in Tender Document will not be binding on Lok Sabha Secretariat.
- (viii) No deviations from terms and conditions of Tender will be accepted. Any violation thereof will lead to the rejection of the Bid.
- (ix) Upon verification, evaluation/assessment, if in case any information furnished by the bidder is found to be false/incorrect, their total Bid shall be summarily rejected and no correspondence on the same shall be entertained.
- (x) Lok Sabha Secretariat will not be responsible for any misinterpretation or wrong assumption by the bidder, while responding to this Tender.
- (xi) The successful Bidder shall have to enter into Service Level Agreement (SLA) with LSS for maintenance during warranty in accordance with terms and conditions of this Tender Enquiry.
- (xii) The quantity of required items may increase/decrease as per the requirement of LSS. Further, the repeat order(s) may be issued.
- (xiii) The Lok Sabha Secretariat reserves the rights to terminate the Tender without assigning any reason thereof at any stage.
- (xiv) The bidder shall fulfill the terms and conditions of this tender document, the agreement to be signed before the placement of the order. The violation of the terms and conditions of the tender document or above agreements may disqualify him/her for further business with Lok Sabha Secretariat and may make him/her liable for penalties or other legal action mentioned in this tender document.
- (xv) Execution of the work and Entry/Exit of the workers of the firms shall be subject to security norms of LSS.
- (xvi) **The Bid shall be neatly typed, legible. The pages of bid document shall be serially numbered, signed and indexed by the person having authority to bind the proprietor/firm or company. An authorization to bid for this tender enquiry must also be furnished in the format given at Annexure- IV of this tender document. The bid not conforming to this clause may not be considered for evaluation.**

**13. Bill Payment**

- (i) Payment shall be made phase-wise/building-wise. Detailed invoice showing GST Registration Nos., TIN/PAN etc. along with delivery challan may be submitted to this Secretariat for payment.
- (ii) Payment will be made only after certificate of installation/ commissioning of all ordered items as per this tender by NIC and satisfaction of performance by Computer Management Branch.
- (iii) No advance payment will be made.
- (iv) All bills shall be raised in Indian Rupees and payments shall also be made in Indian Rupees.

**14. Dispute Redressal**

- (i) All disputes, differences and questions arising out of the Tender shall be referred to the sole Arbitrator appointed by the Secretary-General, Lok Sabha. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. All disputes shall be subject to jurisdiction of courts of Delhi only.
- (ii) The terms and conditions of this Tender Notice or Contract to be concluded with the successful Bidder shall be interpreted in accordance with the Indian laws.

**Limited Tender Enquiry for procurement and installation of two units of 15 KVA True Online Double Conversion UPS.**

**Details of Specification for 15 KVA True Online Double Conversion UPS**

S. No.	Details	Requirement
1	Technology	True ONLINE (Double Conversion Microprocessor Controlled)
2	Inverter	20 KHz Pulse Width Modulation using IGBTs
3	Input Voltage Range	Single Phase input 160-270 V
4	Input frequency Range	50 HZ $\pm$ 6%
5	Supply	From Electrical Mains/DG set supply (Generator Compatible)
6	Output Voltage	Single phase, 220V/230V adjustable $\pm$ 1%
7	Output frequency regulation	50 Hz $\pm$ 0.2% in free running mode
8	Wave form	Pure Sinewave
9	Capacity	15 KVA
10	Scalability	Scalable upto 25KVA
11	Load Power factor	0.7 lagging / 0.8 lagging
12	Total Harmonic	<3% (from no load to full load on linear load)
13	Inverter efficiency	>88% (On full rated load)
14	Protection from Overload	110% for 1 min; 15% for 30 secs
15	Protection from short circuit	Current sensing limit which trips the UPS
16	Protection from deep discharge of the batteries & over charging	Available
17	Visual indicators for	AC Mains On, Load on bypass, Inverter ON, Load ON, load on Batteries, Battery level or any other relevant factors
18	Audible Alarm	Over Load, Mains Fail (Battery Low/Over temperature/Short Circuit)
19	LCD Display	Input voltage, Output Voltage, Output Load, Output frequency, DC Voltage
20	Audible Noise	<55 dB at 1 M distance
21	Temperature Range	0 °C to 45 °C
22	Relative Humidity	10-95% RH non-condensing
23	Communication Port	RS 232 com port (SNMP Adaptor optional) or any better interface.
24	Cabinet	Proper UPS and Battery cabinet of slim design
25	Backup duration	30 minutes backup on full load.

Tender No. 6/CMB(HW)/2019

**Limited Tender Enquiry for procurement and installation of two units of 15 KVA True Online Double Conversion UPS.**

**Proforma for Financial Bid**

**15 KVA True Online Double Conversion UPS**

Sl. No.	Items for supply	Unit	Unit Price Without Taxes	GST	Unit price including GST	Qty	Total Price
1.	15 KVA True Online Double Conversion UPS	Nos.				02	

**Grand Total including Taxes for:- Rs. \_\_\_\_\_**

**Tender No. 6/CMB(HW)/2019**

**Limited Tender Enquiry for procurement and installation of two units of 15 KVA True Online Double Conversion UPS.**

Tender No. ....

From

M/s. ....  
.....

**DECLARATION**

To

The Additional Director (C), Computer  
Management Branch, Hardware Unit  
Lok Sabha Secretariat,  
Room No.FB-149,  
Parliament Library Building,  
New Delhi-110001.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as applicable, in the form of Demand Draft.

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have blacklisted / banned / suspended business dealing. I/We further undertake to report to the Lok Sabha Secretariat, New Delhi immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm which is blacklisted / banned / suspended in future during the currency of the Contract with you.

Yours faithfully,

Date: .....

(Signature of the Tenderer)

Name: .....

Designation with Seal of the Firm

**Tender No. 6/CMB(HW)/2019**

**Limited Tender Enquiry for procurement and commissioning of two units of 15 KVA True Online Double Conversion UPS.**

**Letter Of Authorization For Attending Opening Of Bid**

**(To be given on the letter head of the Company/ Firm)**

Subject: Authorization for attending the opening of bids on ..... of the Limited Tender Enquiry for procurement and commissioning of two units of 15 KVA True Online Double Conversion UPS.

To

The Additional Director (C),  
Computer Management Branch - Hardware Unit  
Lok Sabha Secretariat, Room No.FB-149,  
Parliament Library Building, New Delhi-110001.

Dear Sir,

The under-mentioned person is hereby authorized to attend the Bid opening for this Tender on behalf of .....(name of the Bidder)

Representative

Name

specimen signature

Alternative representative

Name

specimen signature

Yours faithfully,

**Name of the Bidder/ Authorized signatory (With seal)**