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ciftpurchase@gmail.com



केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान
CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
(भारतीय कृषि अनुसन्धान परिषद)
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
विल्लिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चिन-682 029
WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029



TENDER FOR THE ANNUAL MAINTENANCE CONTRACT OF HIGH CAPACITY UPS AT CIFT, KOCHI

Tender Enquiry No.: [**F.No. 13-2/2024-Purchase**](#)

email: ciftpurchase@gmail.com

website: www.cift.res.in

www.eprocure.gov.in

Tel: 0484 – 2412397 / 2412345 / 2412302

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NOTICE INVITING TENDER

CIFT invites e-tenders for the Annual Maintenance Contract of the High Capacity UPSs through the website www.eprocure.gov.in under single bid system from reputed service providers

Tender Enquiry No. : F.No. 13-2/2024-Purchase	
Published Date	06.09.2024 - 1730 hrs
Bid Security submission end date	27.09.2024 - 1700 hrs
Bid submission start date	06.09.2024 - 1800 hrs
Bid submission end date	27.09.2024 - 1730 hrs
Bid opening date	30.09.2024 - 1100 hrs

IMPORTANT NOTES:-

1. Tender Documents can be downloaded from CIFT website www.cift.res.in or from the Central Public Procurement Portal www.eprocure.gov.in. Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website : www.eprocure.gov.in for participating in the bidding process. Bidders should also possess a valid DSC for online submission of bids.
2. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
3. CIFT reserves the right to accept / reject any or all the tenders in part /full without assigning any reason thereof.
4. CIFT will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website www.eprocure.gov.in and enroll their Digital Signature Certificate and upload their quotation well in advance.
5. Any change / corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

Asst. Admn. Officer (S&P)
FOR DIRECTOR

Place: Kochi
Date: 06.09.2024



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INSTRUCTIONS TO THE TENDERERS

The tender shall be submitted in accordance with these instructions and any tender not conforming the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. For Online Bid Submission, as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

More information useful for submitting the online bids on the CPP Portal is available obtained at [“Bidders Manual Kit”](#)

2. **For Registration:** Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link [“Online Bidder Enrollment”](#). Enrolment on the CPP Portal is free of charge.
3. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
4. Director, CIFT, reserves the right to accept/reject any bid wholly or partly or to cancel the Bidding processes and reject all Bids at any time prior to the 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 ground for Institute's action.
5. The Technical Committee constituted by the Director, CIFT shall have the right to verify the particulars furnished by the bidder independently.
6. All the tender documents to be uploaded as per this tender are to be digitally signed by the bidder.
7. All the communications with respect to the tender shall be addressed to:

The Director,
Central Institute of Fisheries Technology,
Willingdon Island, Matsyapuri P.O.
Kochi – 682029.



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GENERAL TERMS & CONDITIONS

1. Name of the Contract : **Annual Maintenance Contract for High Capacity UPS at CIFT, Kochi**
2. Only bids received on CPP Portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/ delivered personally will not be considered.
3. Bidder should log into the site well in advance for bid submission so that the bid is uploaded in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
4. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
5. Description/configuration of the items can be physically verified before submitting quotation/entering in to AMC.
6. **Quotations should be for service and repair of computers & peripherals at CIFT, Cochin**
7. The number of items given in the list is only tentative and may vary.
8. Details of availability of qualified Service Engineers, for providing the service at Institute should be indicated. **Service of an experienced Service Engineer should be available every working day during Office hours (9-00 am to 5.30 pm)**
9. Service Engineers should be well experienced in the maintenance of Hardware and latest Software for Windows, Linux, Network, UnixWare and Antivirus, as well as maintenance of Network. Also they should have sufficient knowledge to provide service for XP/MS Office97/MS Office 2000 etc. They should keep enough inventories of consumables like Ram, Monitors, Key Board etc. for easy replacement.
10. Firms having ample experience in providing AMC to reputed organizations only will be considered. **Documentary evidences for the experience/references may be uploaded in PDF Format.** The firm must have previous experience in maintaining hardware and network systems in Govt. organizations/PSUS. Performance certificates from the existing clients(organizations) must be uploaded in pdf format

11. A preventive maintenance service is to be carried out every three months for all UPS as detailed in the annexure. Preventive maintenance, means quarterly servicing of the equipment, irrespective of whether the equipment has suffered a breakdown or not, and it include:
 - Checking of all batteries and UPS system
 - Servicing and cleaning of UPS
 - Checking of Voltage inflow and outflow in the system
12. Only original parts should be used for replacement of damaged or defective parts.
13. The replaced component should be of an equal or higher capacity and should be no way hamper the performance of the equipment.
14. Standby of the same capacity should be provided before taking the default item for repair.
15. It should be ensured that there should not be any significant downtime for any of the equipment. The expected downtime for each type of equipment should be mentioned clearly. If standby equipment is provided in place of the faulty one, it should be fully functional and equivalent to the original equipment and should be replaced with the original machine within 30 days. In case of delay in repair/procurement of spares, standby should be provided for operation that can be taken back once the faulty system is put back into operation
16. In case of intermittent failure and repetitive problems due to improper diagnosis or repair the system will be treated as continuously down.
17. It shall be the responsibility of the firm to make all the Computers, Printers, UPSs, Scanners and other computer accessories etc. work satisfactorily throughout the contract period and also to hand over the systems to the Institute in working condition on the expiry of the contract.
18. No advance payment in any case would be paid. However quarterly payment will be made after the satisfactory completion of service for the quarter along with user satisfactorily reports and re-receipted bill in triplicate
19. The Director, CIFT, Cochin reserves the right to accept or reject any or all the quotations either in full or in part without assigning any reason.
20. Quotations not complying with the above conditions are liable to be rejected
21. Proper records of maintenance and repair, duly authenticated by the users (CIFT Personnel) should be maintained.
21. The rates quoted should be for the services for Computer & Peripherals as detailed in **ANNEXURE I**. The tender shall be valid for a period of 1 year from the date of award/acceptance of contract. **If taxes, duties or any other charges over and above the rate quoted is payable by the purchaser actuals of such taxes/duties/charges should be clearly indicated.**
22. The Tenderer shall upload copy of GST Registration, Income Tax PAN, bank details in the e-tender pdf format
23. The tenderers shall upload their address with valid mail id pdf format
24. **Bid Security:**
 - a. The Bid Security of **Rs.10,000/-** (Rupees Ten thousand only) can be submitted in the form of Demand Daft /Bankers cheque in favour of "ICAR Unit CIFT, Cochin" payable at State Bank of India, Willingdon Island Cochin-682029 or **Bank Guarantee** in the prescribed format

(ANNEXURE III), valid for 45 days beyond the validity of bid. This has to be submitted to this office on or before 27.09.2024. Name of the Bidder, Tender and Tender reference number has to be furnished behind the Bid Security DD/Bankers cheque. The scanned copy of Bid Security by way of Demand Draft/Bankers Cheque /BG in PDF form should be included in the E-tender. The offers without bid security will be rejected.

- b. The Bid Security (EMD) will be returned to the unsuccessful bidders after the orders are placed with the successful bidder.
 - c. The Bid Security will be forfeited if the bidder fails to accept the order based on their offer (bid) or fail to provide the AMC
25. **Performance Security:** The successful Firm/Party is required to remit a performance security amounting to **5% of the cost of the contract value** in the form of Insurance surety Bond, Account payee, Demand Draft, fixed Deposit receipt from a commercial bank, Bank Guarantee from a commercial Bank or online payment in an acceptable form drawn in favour of "ICAR unit, CIFT, Cochin payable at State Bank of India, Willingdon Island, Cochin - 682003 from a commercial bank as directed by this office.
- The Performance security to be remitted within 14 days from the formal intimation. The performance security should remain valid for a period of 60 (Sixty) days beyond the date of completion of all contractual obligations of the supplier, including warranty obligation.
- Performance security shall be refunded to the contractor without interest, after he duly performs and completes the contract in all respect but not later than 60 days of completion of all such obligations including warranty under contract. Performance security will be forfeited and credited to the procuring entity's account in the event of a breach of contract by the contractor.
26. **Payment-clause:** Payment of the contract amount will be made on production of your pre-receipted bill/Invoice, in triplicate, in equal two installment's i.e. 1st installment invoice to be submitted after satisfactory completion of six months and the 2nd after satisfactory completion of contract period. Income Tax @ 2% will be deducted from each bill/Invoice as per 194 C of Income Tax Act.
27. Quotations not complying with above conditions are liable to be rejected. The Director, CIFT, Cochin reserves the right to accept or reject any or all the quotations either in full or in part without assigning any reason.
28. The Director, CIFT, Cochin reserves the right to accept or reject any Bid and to cancel the Bidding processes or reject all Bids at any time prior to the award of Contract without hereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected. Bidder or Bidders of the ground for Institute's action.

**Asst. Admn. Officer (S&P)
FOR DIRECTOR**

LIST OF HIGH CAPACITY UPS'S IN THE EXISTING AMC

Sl. No.	Brand name	Configuration	Division	Location
1.	IGA Tech	6KVA	QAM	Chemical Lab
2.	Numeric	10KVA	QAM	Instrumentation Room
3.	Numeric	10KVA	QAM	Instrumentation Room
4.	BPE	10KVA	QAM	Instrumentation Room
5.	Hitachi	20 KVA	QAM	NRL
6.	IGA Tech	20 KVA	QAM	NRL
7.	IGA Tech	20 KVA	QAM	NRL
8.	BPE	10KVA	QAM	NRL
9.	Vertiv	20KVA	QAM	NRL
10.	IGA Tech	10 KVA	QAM	Instrumentation Room
11.	IGA Tech	2 KVA	QAM	Chemical Lab
12.	IGA Tech	3KVA	FP	123
13.	Accenta	3KVA	FP	HPLC room
14.	Accenta	3KVA	FP	HPLC room
15.	Accenta	3KVA	FP	Pulse light room
16.	Numeric Onfiniti	1KVA	FP	125
17.	BPE	6KVA	FP	125
18.	Unitek	5KVA	B&N	UPS Room
19.	DB	10KVA	B&N	UPS Room
20.	Liebert ITA 2	10KVA	B&N	UPS Room
21.	Techno Power	10KVA	B&N	112
22.	Slender Plus	10KVA	B&N	B&N Lab
23.	Vertiv	20KVA	B&N	B&N Lab
24.	Numeric	1.5KVA	MFB	Store room
25.	Numeric	10KVA	MFB	Store room
26.	Numeric	2KVA	MFB	Micro Lab
27.	Consul Neowatt	6KVA	MFB	Bio Lab
28.	Consul Neowatt	3KVA	MFB	Bio Lab
29.	IGA Saturn	3KVA	Library	-
30.	Elnova	3KVA	Library	-
31.	APC	6KVA	AKMU	Seminar hall
32.	Emerson	5KVA	AKMU	AKMU
33.	Consul	5KVA	AKMU	Committee room
34.	Hykon	6KVA	AKMU	FP (for swithches)
35.	Hykon	6KVA	AKMU	AKMU
36.	Numeric Onfiniti	5KVA	AKMU	AKMU
37.	Auto Power	2KVA	EIS	-
38.	Liebert	10KVA	EIS	-
39.	IGA Tech	6KVA	Engg.	Dr. A.N. Bose Auditorium
40.	Safe power	2KVA	Engg.	Conference hall
41.	Intex	1KVA	Engg.	Conference hall
42.	Rhydo	1KVA	Engg.	Conference hall

Proforma duly filled to be uploaded in pdf format

Sl. No.	Particular	Details
1	Name of Organization/Company	
2	Valid Registration Number of bidder of proprietary or firm or company and organization	
3.	Document related to minimum two year experience in providing maintenance of Photocopiers	
4.	Self attested copy of ST Registration Certificate; Copy of GST/PAN / IT returns for the last year	
5.	Self attested copy of Bank Account of Bidder	
6.	Mobile Number & Email address to all correspondence	
7.	Any other information	
	Details of authorized representatives	
8	Name	
9.	Postal address	
10.	Telephone No.	
11.	Fax Number	
12.	Mobile Number	
13.	Email address	

Signature of Authorized person with date:

Name & full address with Telephone No

Office:

Fax No:

Email:

BANK GUARANTEE FORM FOR BID SECURITY

Whereas.....[Name of bidder] [hereinafter called "the bidder"] has submitted his bid dated.....[date] for the supply of.....(brief description of the relevant goods and services) (hereinafter called "the bid").

KNOW ALL PEOPLE by these presents that WE.....(name of the bank) having registered office at.....(full address) (hereinafter called "the bank") are bound unto, ... (name of the purchaser) (hereinafter called "the purchaser") in the sum of **R s** (Rupees.....(amount in figures and in words) for which payment well 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,,20

THE CONDITIONS of this obligations are:

1. If the bidder
 - i. Withdraws its bid during the period of bid validity specified by the bidder on the bid form; or
 - ii. Does not accept the correction of errors in accordance with the Instruction to Bidders.

OR

2. If the bidder, having been notified of the acceptance of its bid by the purchaser during the period of bid validity.
 - i. Fails or refuses to execute the contract form, if required; or
 - ii. Fails or refuses to furnish the performance security, in accordance with the instructions to Bidders;

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

This guarantee will remain in force up to and including 60 (sixty) days after the period of bid validity and any demand in respect thereof should reach the bank not later than the above date.

.....

Signature of the Bank

SEAL of the Bank

Date.....

Place.....

TENDER ACCEPTANCE LETTER
(To be given on company letter head)

Date:

**To,
The Director,
Central Institute of Fisheries Technology
Cochin-682029.**

Sub : Acceptance of terms and conditions of tender -regarding.

Ref: Tender No.

Name of the tender:.....

Sir,

1. I/We have downloaded the tender documents for the above mentioned Tender from the Website(s) name:
.....
.....
as per your advertisement.
2. I/We have certify that I/We have read the entire terms and conditions of the tender documents from page No.....to.....(including all documents like annexure(s),Schedules(s), etc,) which form part of the contract agreement and I/We Shall abide hereby the terms /conditions, clauses contained therein.
3. I/We here by unconditionally accept the tender conditions of above mentioned tender documents(s), corrigendum(s)in its totality.
4. I/We do hereby declare that our firm has not been blacklisted /debarred by any Government Department. Public sector undertaking
5. I/We certify that all information furnished by our firm is true and correct and in the event the information is found to be incorrect. Untrue or found violated, then your Department/Organization shall without giving any notice or reason thereof or summarily rejected the bid or terminate the contract.
6. I/We engage to supply the material(s) to your office and comply the following:
7. Tender schedule and Technical specification indicated.
8. This offer is valid for 90 days from the date of opening of the tender.
9. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking
10. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Signature & Seal Place & Date		Name of the Authorized Signatory:	
		Telephone No: Fax No: Mobile No: Email id:	

Online Bid Submission Details

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online as explained below:-

List of Documents to be provided as PDF file in cover -1 Technical Bid.

1. Full address/contact details.
2. Copy of GST Registration
3. Income Tax return of last three years ending March,2024
4. Pan card
5. Details of technical support and servicing facility available locally.
6. Documentary evidences for the experience/references for AMC Works.
7. Postal address, phone/mobile No., email id of the Bidder from whom the orders were received.
8. Tender documents duly signed by the bidder.
9. If the unit registered with MSME an attested copy of Certificate.
10. Duly filled proforma in Annexure-II
11. Tender Acceptance letter.

Cover-II -Financial Bid -in.xls format to be filled as per the instructions given in Financial Bid.

All the documents and BOQ (Financial Bid) has to be signed by the Bidder.

**Assistant Administrative Officer (S & P)
for the Director, CIFT**