

NOTICE INVITING TENDER

Sealed Tenders are invited for the following job from OEM/Authorised Distributors/Dealers/Service Providers having sufficient experience and credentials for successful completion of similar nature of work, preferably in a Govt. Deptt. Or other Similar nature means supply, installation & commissioning of UPS system for uninterrupted power supply in the existing ATM Counter /Mobile Van for the use of North/South/Central /Coochbehar Region of the Bank along with two(02)years onsite warranty from the date of installation .

Brief Description of Work	Cost of Tender Document	Start Date of Tender Availability at website	Last Date & Time of submission of Tender	Opening date of Technical bids	Opening date of Financial bids
Supply, installation of 1 & 3 KVA UPS System at ATM Counter for North/South 24Pgs /Coochbehar and Central Region of the Bank	Nil	19/08/2024	28/08/2024 upto 4.00 P.M.	29/08/2024 at 11.30 A.M.	To be decided latter
Online availability of Tender Documents	www.wbstcb.com				
submission of Tender documents	<u>Head Office(HO) , Conference Hall,3rd Floor , 24 A Waterloo Street , Kolkata – 700069</u>				

The Bank reserves the right to accept/reject any/all the tenders without assigning any reason whatsoever and hardcopy will be submitted by bidders & all the bidders are requested to submit all the documents. at 3rd Floor of the Head office , 24A waterloo Street , Kolkata-69 .

IMPORTANT NOTES TO THE BIDDER:

Prospective bid applicants are advised to read carefully the minimum qualification criteria as mentioned in ‘**ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER and TECHNICAL CRITERIA MENTIONED UNDER ANNEXURE A** ’ & Annexure “B” **must be qualify of the said Criteria first.**

- Tenders shall be submitted in 2 parts-Eligibility Criteria for participation in the Tender & Technical Bids mentioned in Annexure “A” & Annexure “B” and Financial bid in Annexure “C” .
- Loss or damage in transit will be solely borne by the supplier. The suppliers may, if he/she so desires, get the goods insured and include such charges in the tendered rate.
- No Advance Payment will be made in favour of any supplier under this tender. The bidders are requested to not to mention any such clause for advance payments in their bid documents and if there is anything in this regard, the same will be ignored for consideration and no communication will be done in this regard.
- The bidders must submit necessary valid documentary proof/s of their Company/Firm’s Registration/Authorization along with their GST and other Service Tax Registration No. ,Trade License and PAN details along with the quotation.
- The Bank reserves the right to verify and confirm of all necessary documents as submitted by the venders in support of their tender bids along with their credentials/documents required for the eligibility criteria & technical criteria mentioned under Annexure “A” & “B” . In any case, any information as furnished by the bidder/s if found fabricated or mala-fide or false or incorrect, the tender bids will be rejected and necessary legal proceedings may be taken against the bidders.
- Once the Bank authority confirms its Purchase Order(PO) to the respective winning bidder through email or hand to hand .The items is to be delivered and installed accordingly within a period of Seven(07) days from the date of issuance of such PO. If delivery does not happen within Seven(07)day’s, Bank reserves the right to cancel the PO.
- Normally the payment may be made to the vendor agency within a period of Seven(07) days from the date of successful installation of equipment and submission of proper Invoice along with the warranty and installation certificate duly signed by supplier. For online payment, the bidders are requested to provide a copy of cancelled cheque along with their Invoice.
- If the last date of tender submission falls on holiday/strike /Bandh etc., the last date for submission of tender will be extended up to the next working day.

9. This tender is floated for procurement of the UPS system which will be installed in the ATM counter and the selected bidder will provide technical support at the respective ATM counter of the Bank during “SMF” Battery installation time(if any).
10. Tenders shall be submitted in 2 Annexure “A” & Annexure B (Technical Bid) along with Eligibility Criteria for participation in the Tender and Annexure “C” (Financial bid). Only those bidders who will qualify the technical bid & Eligibility Criteria mentioned below are eligible to open the Financial Bids under Annexure “C”. The separate Technical ,Financial & Eligibility criteria bids should be separated by the bidders & kept in sealed envelope .
11. **Warranty:** As per the Original Equipment Manufacturer(OEM)/manufacturer terms and conditions. for two (02) years from the date of Installation of all the supplied items/accessories.

The intending bidder/s must quote their price for their item of the work within the BOQ.

Scope of Work:

The successful bidder [hereafter referred to as the Contractor] has to supply, install, commission of UPS system as per the specifications mentioned under Annexure “A” & annexure “B” in existing UPS system at respective ATM counter of the Bank and provide on-site comprehensive SBD [Same Business Day] warranty support for 2 years from the date of commissioning/Installation. Warranty Support i.e for 2 years from the date of installation may be provided directly by the OEM or the winning selected bidder to meet SBD response time criteria .All the Calls related to supplied UPS System will be completed within the same day .

12.Tender Validity:

- a. The tenders shall be kept valid for a period of 60(Sixty) day’s from the last date of submission of tenders or any extended date as indicated below;
- b. In exceptional circumstances, WBSCB may solicit the bidder’s consent for extension of the bid validity period. The request and the responses shall be made in writing. When the validity period is extended by the bidder, the same is to be done without any modification to the bid proposal by the bidder;
- c. All prices quoted must be firm and valid during bid validity period and extended periods. All prices quoted shall not be affected by any escalation in prices of labour or materials, machineries, equipments etc. or in rupee exchange rate during the bid validity period whatsoever.

13. ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER

1. Bidder should have submitted the Manufacturer’s Authorisation Form(MAF)mentioned in Annexure I duly sign and stamp by the OEM .
2. Bidder should be authorised business partner of Quoted make UPS system (The validity certificate must be enclosed in a separated sheets of paper) and the said UPS system will Comply all the Technical specifications mentioned under Annexure “A “ & Annexure “B” .
3. The Bidder is a IT company for last 05 years and also service centre with call logging facility at West Bengal ..Supporting documents for existence of Service Centre with phone nos. has to be attached.
4. The bidder shall be required to give a declaration in their letterhead that they have not been banned by any Govt. Agency/Govt. Deptt./Quasi-Govt. Deptt./PSU/Board/Council or similar organisation. If any Govt. Agency/Govt. Deptt./Quasi-Govt. Deptt./PSU/Board/Council or similar organisation has banned the bidder and later on lifted the ban, the fact must be clearly stated.
5. The bidder should have an Annual Turnover of Rs. 50 (Fifty) Lakhs or above each in the last Three (03) Financial Year I.E FY [2021-2022] FY [2022-2023] & FY [2023-2024] ;

14. FINANCIAL BID
1. Bid Format:

All the items mentioned in under following specification mentioned under Annexure “A” and Annexure “B” . Bank is not given any Delivery/installation charges separately for supply of the UPS system at respective site of the Bank & should be submitted as per the following format under Annexure “C” . :

The financial bid should be inclusive of all the taxes, cost of freight, delivery and installation charges and should provide Preventive Maintenance (PM) in every quarter etc .Bank does not give any delivery & Installation charges separately for the same.

15 Validity of Offer:

The proposals shall remain for a period of Sixty Days[60] after the scheduled date for submission of the ‘Proposal’. In exceptional circumstances, Bank may solicit the Bidder’s consent for extension of the bid validity period. When the validity period is extended by the bidder, the same shall be done without any modification to the bid proposal by the Bidder.

16 Termination Of Contract :

(a)The Bank reserves the right to terminate the contract with the vendor if there is delay in supply of UPS system /Warranty Support/performances of UPS System problems supplied by the vendor do not strictly conform to specifications by issuing 15(Fifteenth) days notice to the vendor and engage a new vendor for the purpose .

(b)Any dispute arising between the vendors & the Bank in the matter of interpretation of any or all of the clauses of the agreement shall be adjudicated in accordance with the West Bengal Cooperative Societies Act 1983 & rules there under .

(c) any dispute will be under the jurisdiction of Hon'ble Calcutta High Court .

17 Document Verification: The bidders may be called on to be present at the Bank for evaluation, verification, and clarifications, if any and may be asked to bring their original documents for satisfaction of the authority. If the bidders fail to produce the same within the stipulated time frame, their bid/s will be liable to rejection.

18. Rejection Bids:

- a) Incomplete bids are liable to be rejected.
- b) Unsigned tenders/bids, unattested corrections and overwriting by bidders are also liable for rejection.
- c) The schedule for accepting the tenders shall be strictly followed-late tenders shall not be accepted.
- d) Bids submitted without supporting documents as mentioned or required to submit with bids are liable to be rejected.
- e) The bidder/s must confirm in their bid acceptance in full of the terms and conditions in this enquiry. Any non-acceptance or deviations from the terms and conditions must be clearly brought out. However, bidders must note carefully that any conditional offer or any deviation from the terms and conditions of this enquiry may render the quotation liable for rejection.
- f) Each page of the tender document including all annexure duly stamped and signed by the bidder must be submitted along with the tender bid and the tender should be page-numbered.

19.Bid Evaluation Process:

After submission of the bid, all the bids submitted through offline at head office of the Bank & will be opened . At first the Eligibility Criteria for Participation in the Tender and Technical Criteria mentioned in "A" & "B" will be evaluated first . If any bids are disqualify for the Eligibility Criteria and comply of Technical Bids or vice versa are totally disqualify .The technical specifications should be verified and duly signed and stamped by the OEM. .

If all the qualification criteria are fulfilled, then the bidders will be eligible for evaluation of Technical Bid which was mentioned in Annexure "A " & Annexure "B". The evaluation of the bids will follow the steps outlined below.

a. Compliance Against Eligibility Criteria

The bidder's response satisfies the stated eligibility criteria specified in the Tender Documents . Any shortfall [including omissions & variations] will be recorded. If a bid is not meeting the eligibility criteria, it shall be rejected and cannot be made eligible by correction or amendment.

20. Examination of Short-listed Technical Bids

The short-listed technical bids under Annexure "A" and "B" shall be examined for completeness and clarifications, if any, shall be sought for from the respective bidders in case the same is considered essential. Once the examination of the Technical Bids is completed, the Financial Bids of only those bidders whose technical bid & Eligibility Criteria Bid are acceptable is to be opened.

21. Examination of Short-listed Financial Bids

The Bank will determine whether the Financial Proposals, opened, are complete, i.e. whether the Bidder has included all components as per the Tender Document. If not, WBSCB may reject the bid as non-responsive. The Bank is not bound to accept the lowest bidders(L1) .

Financial Bids shall be compared for the complete scope of work as per the Price Proposal Schedule, inclusive of all taxes and duties. The price schedule shall also have the indicative price break-ups.

22.Payment Schedule

The contractor will have to get the delivery challans and installation certificates endorsed by the Concern Bank Official Personnel of the Bank . Invoices in triplicate accompanying the properly endorsed challans and installation certificate will be processed. Payment for the material supply & installation will be made factored by penalty incurred, if any, within 7(Seven)-days of receipt of commercially clear invoice.

Annexure – I

[Manufacturer’s Authorisation Form(MAF)]

[To be submitted on OEM Letterhead, signed by a person competent along with official Email Id & Phone No] and without this MAF, the bid is liable to be rejected.

Tender No.: HO/IT/974

Date: 19/08/2024

**To
The Managing Director,
The West Bengal State Co-operative Bank Ltd.,
24-A, Waterloo Street,
Kolkata – 700 069.**

WHEREAS _____ who are official producers of
_____ and having production facilities at
_____ do hereby authorise
_____ located at
_____ [hereinafter, the “Bidder”] to submit a bid of the following products produced
by us, for the Supply Requirements associated the above Invitation of Bids.

[Note: Please specify the Product Name & Model No. here]

When resold by _____ these products are subject to applicable warranty terms of this
Tender .

We assure you that in the event of _____ not being able to fulfil its obligation as our Sales &
Service provider in respect of this Tender, we would continue to meet out the terms stated in the abovementioned tender through alternate
arrangements.

We also confirm that _____ is our authorised service provider/system
integrator and can hence provide maintenance and upgrade support for our products.

We also undertake to supply the materials in the event of the non-supply of the materials by
_____ as per the Tender and assure you the availability of products for the
next two years after the installation of materials at site .

In the capacity of

Name: _____

Signed: _____

Phone No :-----

Official Email :Id :-----

Designation :-----

**Note: This letter of authority must be on the letterhead of the Manufacturer, must be signed by a person and must be included by
the Bidder in its bid as specified in the Instructions to Bidders.**

23. Penalty

The delivery of the entire material ordered will have to be completed within 07(Seven) Day's of the release of the Letter of Intent or Purchase Order . The installation will have to be carried out as soon as possible after delivery. The delivery & installation process must be completed within 7(Seven) Day's of the receipt of the work order copy . In the unlikely event in delay of material delivery/Quality of support services /quality of supplied UPS system etc a L.D. penalty of 1% of per day will be charged . The selected bidder will deposit 10% of the work order value (excluding taxes) for two(02) years validity from the date of installation and will be released after warranty .

24.Delivery(1): The equipments should be delivered and installed at Bank's Head Office, within a time period of 07(Seven) day's from the date of receipt of Work Order or Purchase Order, if any extension otherwise is not allowed. If any material is not delivered within the time period specified in the Work Order, the Bank Authority reserves the right, without incurring any liability, to cancel the work order., and there by, to purchase the same from another vendor. If the vendor is unable to complete the work performance at the time specified for delivery, by reason of strikes, labor disputes, fire or other causes beyond the Vendor's reasonable control, the vendor will be allowed to extend the period of the Work Order.

2.The selected bidder will provide first level support within 04 Hours on any Working day's or any other Holiday's including Sunday during warranty period for 02(Two) years from the date of installation of items . The supplied Accessories should conform to the detailed technical specification mentioned in Annexure "A " & "B" ;

3.That the all supplied UPS delivered by selected bidder must be covered by a comprehensive warranty for a minimum period of two (02)years from the date of installation and supplied Accessories including supplied UPS system will provide 99.9 % uptime during the warranty period and calculated in Quarterly basis ;

4. That the selected bidder will bear all expenses for repair/replacement of the supplied accessories including UPS system during the warranty period and this Bank will not make any separate payment for any such expenses to be incurred within the comprehensive warranty period & all the replacement materials are original & same make ;

5.That the selected bidder will transfer ownership of the accessories in favour of the Bank and the same shall be effected as soon as the equipments is brought to the sites of the Bank's premises, installed thereafter and accepted by the bank;

6.The Selected bidder will give a training to the Bank's Employee's regarding the supplied items along with free of Costs .

7. The Bank was bound to accept the Lowest Bidders (L1) & any time cancel the said NIT without notifications to the Bidders

8. The technical specifications duly by Stamp & Signed with name ,Mobile No and Official Email Id

25. Regarding Financial Bid:

- i) The Financial Bid submitted by the bidders should contain the price of the material required to be given in the BOQ format by bank
- ii) All costs should be given in the exact figures and words. All the Govt. levies like sales tax, Custom Duties, and educational CESS, service tax ,GST etc., if any, should be included within quoted amount for each item or component in the BOQ.
- iii) Prices shall not be subject to any escalation in the future prices
- iv) Prices should be exclusively for the Bank, including installation charges should be specified separately.
- v) Bank may increase/decrease the quantity of the items mentioned above
- vi) The Applicable TDS (if any) will be deducted from the submitted Bill Amount from the selected bidder as per the norms of the Bank's
- vii) At first Technical bids along with Eligibility Criteria of respective bidders will be evaluated first and financial bids will be opened who are technically & qualified for Eligibility Criteria.

Separate Technical ,Eligibility & Commercial/Financial bids as per specifications along with all requisite documents duly submitted through Offline & addressed to the Managing Director ,24 A , Waterloo Street ,Kolkata-700069 .

(S. Sarkar)
Managing Director

Annexure "C"

Name of Work:-Supply,Installation & Services of 1 KVA & 3 KVA Online UPS System for use of ATM Counter of the Bank

Contract No:

Sl. No.	Item Description	Approx. Quantity	Units	BASIC RATE In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT With (GST)Taxes	TOTAL AMOUNT In Words
1	1 KVA UPS System along with 2 years warranty	1	No			
2	3 KVA UPS System along with 2 years warranty	1	No			
Total in Figures					0.0000	
Total Quoted Rate in Words						

TECHNICAL SPECIFICATION FOR ON-LINE UPS SYSTEM (Annexure "A")

CAPACITY		1 KVA	Comply(Y/N)
Input	Voltage Range Frequency Power Factor	160 to 295V 45 to 55Hz 0.99 to unity	
Output	Voltage Regulation Frequency Waveform Harmonic Distortion Crest Factor Overload Capacity Output Power Factor	230VAC ±1% 50Hz ± 0.05% in free running mode Pure sine wave < 3% at full load (non linear load) < 2% (linear load) 3:1 110% - for 10 min 150% - for 5 cycles 0.8	
Battery	DC Bus Voltage	36V	
	Charger Type	Built-in solid state float-cum-boost charger with automatic boost/trickle charge modes.	
	Transfer Time	0 ms	
	Battrey Type	VRLA-SMF batteries. (12V/ 65AH /3 nos)	
	Charging current	10% of Battrey AH	
Indicator	Multi function LED display/LCD Display	Battery Level, Load Level, AC Mode, Battery Mode By Pass Mode,fault indicator	
Metering	LCD Display	Input Voltage,Input Frequency, Output Voltage, Output Frequency,Output Current,Percentage Load.DC Voltage	
Audible Alarm	AC failure Battery low UPS fault	Every 4 seconds Every seconds when approaches to low level Continuous alarm	
Protection	Electronic protection	Output overload, short circuit, Over temp, Battery low, Over charge,Input Voltage high/low	
Efficiency	Overall	87%	
	Inverter	> 92%	
Ambient Condition	Temperature Humidity Audible Noise	0-40 degree centigrade 0-95% at non condensing < 60 db at 1 metre	

TECHNICAL SPECIFICATION FOR ON-LINE UPS SYSTEM (Annexure 'B')

CAPACITY		3 KVA	Comply(Y/N)
Input	Voltage Range Frequency Power Factor	160 to 295V 45 to 55Hz 0.99 to unity	
Output	Voltage Regulation Frequency Waveform Harmonic Distortion Crest Factor Overload Capacity Output Power Factor	230VAC ±1% 50Hz ± 0.05% in free running mode Pure sine wave < 3% at full load (non linear load) < 2% (linear load) 3:1 110% - for 10 min 150% - for 5 cycles 0.8	
Battery	DC Bus Voltage	72V	
	Charger Type	Built-in solid state float-cum-boost charger with automatic boost/trickle charge modes.	
	Transfer Time	0 ms	
	Battrey Type	VRLA-SMF batteries.	
	Charging current	10% of Battrey AH	
Indicator	Multi function LED display/LCD Display	Battery Level, Load Level, AC Mode, Battery Mode By Pass Mode,fault indicator	
Metering	LCD Display	Input Voltage,Input Frequency, Output Voltage, Output Frequency,Output Current,Percentage Load.DC Voltage	
Audible Alarm	AC failure Battery low UPS fault	Every 4 seconds Every seconds when approaches to low level Continuous alarm	
Protection	Electronic protection	Output overload, short circuit, Over temp, Battery low, Over charge,Input Voltage high/low	
Efficiency	Overall	87%	
	Inverter	> 92%	
Ambient Condition	Temperature Humidity Audible Noise	0-40 degree centigrade 0-95% at non condensing < 60 db at 1 metre	

