

Notice Inviting Tender

**Directorate of School Education, Haryana,
30 Bays Building, 3rd Floor, Sector – 17 – B,
Chandigarh – 160017
Tel. 0172-2701216 FAX: 0172-2701347**

Commissioner & Director General School Education, Haryana, Chandigarh, invites sealed tenders under two bid system (Technical and Commercial bid) on the prescribed form for the purchase of UPS batteries, Sealed Maintenance Free (SMF) type; with buy back option, at various sites of Educational institutions and offices of Government of Haryana across the State, from registered suppliers/ authorized manufacturers/ stockiests to supply UPS Batteries (SMF).

Sr. No.	Description of Job with specifications	Approximate Quantity	Cost of tender document (in Rs.)	EMD (Rs. in Lacs)
1.	SMF Batteries of UPS (12 volt/ 100AH) on-site installation & commissioning	7000	1000/-	02.00

1. The tender documents can be purchased on all working days between 9.00 AM to 5.00 PM from the office of Commissioner & Director General School Education, Haryana, Chandigarh on payment of Demand Draft **upto 11th February, 2010**.
2. Tender documents and other details can also be downloaded from website of Directorate of School Education <http://www.schooleducationharyana.gov.in>
3. Tender documents downloaded from the website are to be accompanied with Tender Fee (non-refundable/ non-transferrable) by way of Demand Draft in favour of "Commissioner & Director General School Education, Haryana" payable at Chandigarh. Tenders without such fee would be summarily rejected.
4. Office of Commissioner & Director General School Education will not be responsible for any postal delay or received without prescribed form or received after last date.
5. **Pre-Bid Conference on 10th February, 2010 at 03:00 PM** at Conference Hall in the office of Commissioner & Director General, School Education, Haryana, 30 Bays Building, IIIrd Floor Sector-17-B, Chandigarh-160017.
6. **Last date of receiving sealed tenders is 15th February, 2010 upto 1.30 PM.**
7. **Date of opening of Tender is 15th February, 2010 at 3.00 PM** in the office of Commissioner & Director General School Education, Haryana, Chandigarh.
8. Tender documents must be accompanied by an Earnest money of Rs.2.00 lacs in the form of Bank Draft in favour of the "Commissioner & Director General School Education, Haryana," payable at Chandigarh.
9. Any amendment/correction in the tender will be done through website only. Prospective bidders are requested to regularly check this site.
10. Detailed NIT may be seen from Directorate of School Education website.
11. Undersigned reserve his rights to reject all or any of the tender received without assigning any reasons.

Sd/-
Commissioner & Director General
School Education, Haryana,
Chandigarh

Tender Sr. No:.....

TENDER DOCUMENT

FOR PROVIDING
UPS BATTERIES IN HARYANA EDUSAT NETWORK
ACROSS THE
STATE OF HARYANA

THROUGH
COMMISSIONER & DIRECTOR GENERAL-
SCHOOL EDUCATION, HARYANA
30 BAYS BUILDING, IIIRD FLOOR, SECTOR-17-B,
CHANDIGARH- 160017
PHONE No.0172-2701216
EMAIL ID: edusecondary@hry.nic.in
WEB SITE: <http://schooleducationharyana.gov.in>

TENDER SUMMARY

1. Tender No.:
2. Description: For the supply of UPS batteries, on-site installation & commissioning with buy back option for Haryana EDUSAT Network
3. EMD: Rs. 2.00 Lacs.
4. Tender Document Cost: RS.1000.00
5. Pre-Bid Conference: 10th February, 2010 at 3:00 P.M.
6. Last Date of Submission of Bid 15th February, 2010 upto 1:30 PM
7. Date of Bid Opening: 15th February, 2010 at 3:00 PM

INVITATION FOR BIDS

This invitation of bids is for providing UPS Batteries, on-site installation & commissioning with buy back option for Haryana EDUSAT Network:

1. Bidders are advised to study the Tender Document carefully. Submission of Tender shall deemed to have been done after careful study and examination of the Tender Document with full understanding of its implications.
2. Sealed Bids should be submitted to The Commissioner & Director General School Education, Haryana, 30 Bays Building, IIIrd Floor, Sector-17B, Chandigarh 160017 not later than the last date of submission .
3. All bids must be accompanied by a Earnest Money of Rs.2 Lacs in the form of Bank Draft in favour of **“Commissioner & Director General School Education, Haryana,”** payable at Chandigarh.
4. This Tender document is not transferable.
5. Pre-Bid Conference will be held on 10th February,2010 at 03:00 PM in Conference Hall of Commissioner & Director General, School Education Haryana, 30 Bays Building, IIIrd Floor, Sector-17B, Chandigarh 160017.
6. Schedules for Invitation to Tender:
 - a) Latest time and date for receipt of Tender: 15.02.2010 upto 1:30 P.M.
 - b) Date, Time & Place of opening of technical bids: 15th February, 2010 at 3:00 PM in the Office of Commissioner & Director General School Education, Haryana, 30 Bays Building, 3rd Floor, Sector-17B, Chandigarh 160017,
 - c) Validity of the Tender: 180 days from the date of opening of bids.
 - d) Execution of the contract period: 30 days.

Note: Commissioner & Director General School Education, Haryana, 30 Bays Building, 3rd Floor, Sector-17B, Chandigarh 160017 shall not be responsible for any postal delay about non-receipt/no delivery of the documents.

SCOPE OF WORK

Haryana EDUSAT Network consists of 10,500 terminals of Satellite Interactive Terminal and Receive Only Terminal (DTH/ROT) in the state of Haryana. The network is owned by Education Department, Govt. of Haryana. All above terminals are provided with Uninterrupted Power Supply (UPS). The department is looking for replacement of these UPS batteries across the state of Haryana at various sites of educational institutions and its offices. The batteries are required on-site installation & commissioning with buy back options.

Technical Specifications of UPS Battery:

- *100 AH/12 Volt, SMF type (Sealed Maintenance Free).*
- *Quantity required per site*
 - 03 Batteries in Satellite Interactive Terminals (SIT) Site.*
 - 02 Batteries in Receive Only Terminals (ROT) Site.*
- *Compatible with 1 KVA UPS having 04 hours back-up on full application load.*

INSTRUCTIONS TO BIDDERS

PROCEDURE FOR SUBMISSION OF BIDS:

It is proposed to have a Two-Cover System *for* this tender.

- a) Technical Bid in one cover.
 - b) Commercial bid in one separate cover.
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- a. The Technical Bid should be filled in original and should be sealed in a separate cover. The Technical bid should be superscribed as "Technical Bid-Envelope A; Tender No....." and put in the cover along with EMD. The Bidder should sign all pages of the Pre-qualification cum Technical bid.
 - b. The commercial Bid in the prescribed format should be filled in original in a separate cover. The Commercial Bid should be superscribed as "Commercial Bid- Envelope B; Tender No.....".

The Bidder should sign all pages of the commercial Bid.

Pre-qualification cum Technical Bids will be opened on the prescribed date (i.e. on 15th February, 2010) and time (i.e. 3:00 P.M.) and checked *for* submission of EMD and other applicable documents specified.

The covers thus prepared should also indicate clearly the name and address of the Bidder to enable the Bid to be returned unopened in case it is received "Late".

The bids received late and declared late by the Tender Evaluation Committee, after the last date and time *for* receipt of bids prescribed in the tender document shall be rejected and/or returned unopened to the Bidder.

TENDER EVALUATION

1. The Technical Bid will be opened and checked *for* eligibility criteria and Financial Bids of only those bidders who qualify the Eligibility Criteria will be processed further.
2. The successful bidder(s) shall be issued a Letter of Intent by the Commissioner & Director General School Education, Haryana, detailing the name of UPS locations where batteries are to be replaced. Pursuant to this, the successful bidder(s) shall execute the task of batteries replacement with C&DGSE , Haryana Chandigarh, within 30 days of Letter of Intent, failing which his EMD shall stand forfeited. The LOI of such Bidders will be then offered to other bidders.

Cost of Tender document

1. The Bidder shall bear all costs associated with the preparation and submission of its Bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the C&DGSE, Haryana, Chandigarh will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process
2. The Bidder is expected to carefully examine all instructions, forms, terms and specifications in the Tender Document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender Document in every respect will be at the Bidder's risk and may result in the rejection of the bid.

Clarification regarding Tender Document

A prospective Bidder requiring any clarification of the Tender Document may contact the C&DGSE, Haryana Chandigarh personally. The C&DGSE, Haryana Chandigarh will try to respond to the query there and then, however submission of request for clarification will not entitle the Bidder for any extension of time in submission of the Tender Document.

Amendments in the Tender Document.

1. At any time up to the last date for receipt of bids, the **C&DGSE, Haryana Chandigarh** may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by an amendment.
2. The amendment will be notified on website of Directorate <http://www.schooleducationharyana.gov.in> and will be binding on them.
3. In order to afford prospective Bidder/Bidders reasonable time or otherwise for any other reason, in which to take the amendment into account in preparing their bids, the **C&DGSE, Haryana Chandigarh** at his discretion, extend the last date for the receipt of Bids.

Language of Bids

1. The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and the C&DGSE, Haryana Chandigarh, shall be written in the English language, provided that any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

Financial Bid - consisting of the following:

- 1) The Bidder shall indicate the firm rate as per Financial Offer Format for indicated Tasks in the scope of work.

TERMS AND CONDITIONS OF THE TENDER

1. BIDDER'S QUALIFICATION:

The Bidder should be a established "Manufacturer/stockiest/distributor of UPS SMF batteries " incorporated as a Private! Public Limited Company or a Registered Firm in India and fulfilling the following preconditions and must also submit documentary evidence in support of fulfilling these conditions while submitting the technical bid:

- 1. The bidder should have been registered and functioning in the field of SMF batteries for at least three years.**
- 2. The annual turnover of the bidder should be minimum Rs. 100 Crores (Rupees. Hundred Crores) for the last three financial years.**
- 3. That the bidder should have experience of supplying, installation of UPS SMF batteries to a large project particularly in Government, Public Sector Undertakings.**
- 4. ISO 9001-2000 certified bidders will be preferred.**

PENALTY CLAUSE:

1. Penalty clause: Delay of installation @ Rs. 1,000/- per day.

EARNEST MONEY & SECURITY:

The Bidder must deposit Earnest money, along with tender document, Rs 2 Lacs in the form of Bank Draft in favour of "*The Commissioner & Director General-School Education, Haryana Chandigarh*", payable at Chandigarh.

TERMINATION FOR DEFAULT:

1. The C&DGSE, Haryana Chandigarh may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the Bidder, terminate the contract in whole or in part. if:
 - a. The qualified Bidder fails to deliver any or all of the obligations within the time period (s) specified in the contract, or any extension thereof granted by

the C&DGSE, Haryana Chandigarh.

- b. The qualified Bidder fails to perform any of the obligation(s) under the contract
- c. The qualified Bidder becomes, bankrupt or otherwise insolvent, provided that such termination will not prejudice or effect any right of action or remedy which has accrued thereafter to the C&DGSE, Haryana Chandigarh.

CONFIDENTIALITY:

The Bidder (s) and their personnel shall not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or the C&DGSE, Haryana's business or operations without the prior written consent of the Directorate of School Education, Haryana.

FORCE MAJEURE:

1. Notwithstanding the provisions of the tender, the Bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance are other failure to perform its obligations under the contract is the result of an event of Force Majeure.
2. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder and not involving the Bidders fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Directorate of School Education, Haryana either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
3. If a Force Majeure situation arises, the qualified Bidder shall promptly notify the Directorate of School Education, Haryana in writing of such conditions and the cause

thereof. Unless otherwise directed by the Directorate of School Education, Haryana in writing, the Bidder shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Directorate of School Education, Haryana may terminate this contract, by giving a written notice.

GOVERNING LANGUAGE:

The contract shall be written in the language of the bid, as specified by the **C&DGSE, Haryana Chandigarh**, in the Instructions to Bidders clause. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in that same language.

OTHER CONDITIONS:

1. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator i.e. Financial Commissioner & Principal Secretary to Govt. Haryana, Education and Languages Department, Chandigarh. The award of the sole arbitrator shall be final and binding on both the parties under the provisions of the arbitration and conciliation Act, 1996 or by statutory modification reenactment thereof for the time being in force. Such arbitration shall be held at Chandigarh.
2. In all matters and disputes arising there under the appropriate Courts at Chandigarh alone shall have jurisdiction to entertain and try them.
3. The Directorate of School Education, Haryana reserves the right to accept or reject any/all tenders without assigning any reason.

TECHNICAL BID PROFORMA

GENERAL INFORMATION

a) Profile of the Bidder:

The Bidder should furnish the following details

1. Name of the Organization : -----

2. Nature of the Organization : -----
(Govt./Public/Private/Partnership/
Proprietorship)
3. Address : -----

Contact Information : STD Code: -----
Phone No. : -----
Fax No. : -----
E-Mail-ID: -----
4. Number of Years of Operation : -----
In India Near of Establishment
(Proof should be furnished in the form
Of Incorporation Certificate or equivalent
document)
5. Indicate the financing plan for this contract: -----
(Furnish supporting Documents like
Bankers letter or letter of financial institution
Or letter from finance company lease finance
Institution or audited financial statement for
Proof of sufficient reserves.)
Reserves and Surplus as per the latest:
Audited financial statement (Rs.)
Any other details in support of your offer:

6. Annual turnover in UPS batteries supply for last 3 Financial Years
(In Indian Rupees)

Mention Year	Annual Turnover in India (Rs.)

7. Client List and Projects Executed:
(With Documentary Proof)

As of this date the information furnished in all parts of this form is accurate and true to the best of my knowledge

Witnesses (2 Nos.):
Signature
Name
Designation
Address
Company
Date

Signature
Name
Designation
Address
Company
Date

Company Seal
(With name & designation of the person signing the tender)

Note:

Copy of audited financial statement of the bidder should be submitted as proof. Only turnover of bidding Bidder will be taken into account, and not of associated or sister companies.

CHECKLIST FOR FULFILMENT OF ELIGIBILITY EVALUATION CRITERIA

Precondition	Details of Documentary Proof to be attached	Details of the information (Rs. Are to mentioned in lacs)	Documentary Proof Attached (Y/N) (Give Annexure No.)
The bidder should have been registered and functioning in the field of UPS SMF Batteries for at least 3 years.	Documentary evidence to be submitted.		
The annual turnover of the bidder should be minimum Rupees 100 Crores for the last 3 Financial Years.	Documentary evidence to be submitted.	Average turnover per year in lacs in last three years.	
Bidders having experience of handling similar project in government/Public Sector Undertakings will be preferred	Documentary evidence to be submitted.		
Earnest Money	Bank Draft	Rs.2,00,000/-	
Tender Fee	Bank Draft	Rs.1,000/-	

Signature of the Bidder with seal

IMPLEMENTATION SCHEDULE

Signing of Contract	:-	Day 1
Completion of Installation and , Commissioning of UPS Batteries on- site with buy back option in Haryana EDUSAT Network	:-	30 DAYS FROM DAY 1

The above schedule of implementation is acceptable to us.

Signature of the bidder with seal

DECLARATION

(To be typed on Company Letter Head)

To

The Commissioner & Director General
School Education, Haryana,
30 Bays Building, 3rd Floor,
Sector-17B, Chandigarh 160017.

Sub: Proposal for providing UPS Batteries of 100 AH/12 Volt, SMF Type in Haryana EDUSAT Network

Dear Sir,

We, the undersigned Bidder, having read and examined in detail the specifications and all bidding documents in respect of providing UPS Batteries, do hereby propose to provide UPS Batteries as specified in the bidding document.

- 1 All the rates mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 180 calendar days from the last date of submission of bids.
- 2 We have studied the Clauses relating to Indian Income Tax and hereby declare that if any Income Tax, Surcharge on Income Tax and any other Corporate Tax is altered under the law, we shall pay the same.

EARNEST MONEY

We have enclosed the earnest money in the form of Bank Draft amounting to Rupees Ten Lacs ONLY OR in shape of Bank Guarantee.

BID PRICING

We further declare that the RATES stated in our proposal are in accordance with your terms & conditions in the bidding document.

QUALIFYING DATA

We confirm having submitted in qualifying data as required by you in your tender document. In case you require any further information/documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction. We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge & belief.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid you may receive.

Thanking you,

Yours faithfully,
(Signature)

Date:
Place:
Business Address:

Name:
Designation:
Seal

FINANCIAL OFFER

To

The Commissioner & Director General
School Education, Haryana,
30 Bays Building, 3rd Floor,
Sector-17B, Chandigarh 160017.

Sir,

We hereby tender for the UPS Batteries as per the specifications given in this tender document of The Directorate of School Education, Haryana within the time specified and in accordance with the Terms and Conditions. The rates are quoted in the prescribed format given below:

Unit Price of Battery with Buy Back Option & Installation and Commissioning on-site) (Rs. Ps.)	Taxes, if any (Rs. Ps.)	Total Amount (Rs. Ps.)

Signature:

Name:

Date:

Designation:

Place:

Seal:

Business Address: