



NIT No.: e-04/2021(Pur-Kol)

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कोलकाता केन्द्र



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कोलकाता केन्द्र
(वस्त्र मंत्रालय, भारत सरकार)

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KOLKATA

(A Statutory Body governed by the NIFT Act 2006 &
set up by Ministry of Textiles, Govt. of India)

TENDER

For

Comprehensive AMC OF UPS Systems

Tender No.: e-04/2021(Pur-Kol)

OPENING DATE FOR ONLINE SUBMISSION OF TENDER	10/08/2021
CLOSING DATE FOR ONLINE SUBMISSION OF TENDER	30/08/2021 upto 2.00pm
Date and time of opening of tenders (Technical Bid)	31/08/2021 at 2.00pm

PREAMBLE / INTRODUCTION

National Institute of Fashion Technology is a Statutory Body governed by the NIFT Act 2006 & set up by the Ministry of Textiles, Govt. of India

- Note:**
- 1. NIFT Donations are exempted u/s 80 (G) of Income Tax Act.**
 - 2. Being registered with DSIR, NIFT is entitled for Custom/Central Excise duty exemption.**

INTRODUCTION

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in Management to address the specialized needs of professional and students in the field on fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Rae Bareli, Shillong and Srinagar.

Founded in 1995, National Institute of Fashion Technology (NIFT), Kolkata is providing education in the field of Design, Technology and Management. NIFT Kolkata is one of the five oldest Centres among the NIFT fraternity and stands as a pioneer of fashion training and research.

Signatures of the tenderer with date & seal



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NOTICE INVITING TENDER

NIFT, Kolkata invites **online** tender under two bid systems for “Comprehensive AMC of UPS System” from eligible reputed Firms/Agencies having at least 03 (three) years work experience in executing similar kind of services/jobs in Central/State Govt. Department/PSUs/MNCs Reputed Academic Institutes/Organisations.

The hard copy of the tender document alongwith fees (i.e EMD), necessary/relevant documents should be placed in a sealed envelope superscribed with “Comprehensive AMC of UPS System” [NIT No.: e-04/2021(Pur-Kol)]” and shall be addressed to and sent to the Purchase Officer, National Institute of Fashion Technology, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata- 7000106 or dropped in the Tender Box kept at the said address on or before schedule. Financial bid should be quoted online only and need not to be submitted in hard copy.

A) Scope of Work

To maintain and upkeep the UPS Systems installed in NIFT, Kolkata.

1. Preventive maintenance should be done at least once in each month. In this connection a logbook should be maintain by the contractor and should get it signed from Computer engineer/concerned NIFT official after rendering each preventive maintenance.
2. Penalty of 5%-10% may be imposed on the bill amount due to unsatisfactory service. In case of breakdown of the UPS system, the vendor should attend any such call within 2-3 hours. Any fault should be rectified within 4 to 5 hours. If the fault is not rectified within 12 hours from the time of registering the complaint, the contractor should provide a stand-by at your own cost of UPS system with the same or higher configuration.
3. Service should be provided during NIFT’s working hours on all working days and even on holidays in case of emergency.

Terms & Conditions:

1. Only on-line bids will be considered. Please read the terms & conditions carefully before online submission/filling up the document. Incomplete tender documents will be summarily rejected.
2. Conditional or offline tender will not be accepted or the condition(s) may not be considered.
3. The Contract shall be initially for one year and may be extended/renewed for further periods subject to satisfactory service.
4. The agency/tenderer should have **at least Three years** of relevant experience in executing/rendering such services.
5. The contract for Comprehensive AMC of UPS System shall be commercial contract and between NIFT & the successful tenderer. There shall be no employer-employee relationship between NIFT and the Tenderer or the staff/personnel deputed by the said contractor.
6. Tender(s) submitted beyond the scheduled last date & time due to whatever reason including postal delays and without the required fees, Annexure(s) & documents will not be considered.
7. The successful tenderer shall be required to deposit **Security Money of 3%** of the AMC value within 15 days of receiving of Work Order. No interest shall be paid on such security deposit, which shall remain

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with the Institute during the entire period of the contract and it shall be released after two months from the date of expiry of the contract after deducting dues, recovery, etc., if any and as applicable. However if the contract is terminated due to any default of the contractor, the said security deposit will be forfeited.

8. The bidder should have minimum of 3 (three) years experience in the relevant field. The average minimum annual turnover of the tenderer for past 02 (two) years should not be less than Rs.1.00 Lakh (Rupees One Lakh Only) which should be substantiated by Audit report/ITR.
9. All the DD (s) are to be submitted along with the Technical Bid only. All bidders should mention their company name and tender/NIT no. at the back of the DD(s).
10. The AMC is of Comprehensive type, i.e. inclusive of all spares/parts etc.. And The Faulty parts that need replacement are to be replaced with the same specification and of same make; if the spare parts of same specification and make is not available the same may be replaced with spare/parts of higher specifications/ configuration and/or of make/brand agreed by NIFT. The replaced spare parts should be new and at par or higher with the faulty parts.
11. The quotes should be valid in the case of all the tenderer for at least 3 months from the date of opening of the tender and if tenderer withdraws during the period, the EMD shall be forfeited. In case of the successful tenderer, rates quoted shall be valid for the entire period of contract.
12. Initially the contract shall be for one year only and the contract may be renewed or extended for further periods on mutually agreed T&Cs subject to satisfactory services of the agency.
13. If the service provider is unable to attend call or unable to provide service within the stipulated time period, NIFT reserves the right to get the work done from outside party and in such cases the expenses/lost for the same will be deducted from the security deposit and/or from the bill amount payable to the service provider by NIFT and/or the contractor shall pay for the same.
14. NIFT shall in no way be responsible for default with regard to statutory obligation, if any, related to the manpower deputed by the successful agency/firm to render the said service. It will be the sole responsibility of the successful bidder. All statutory obligations under various laws from time to time will have to be met by the contractor for which no extra payment shall be made to him at any time during the contract period.
15. The Tenderer is required to quote as per “**Annexure IV**” separately.
16. The number of items/systems mentioned in **Annexure “IV”** for which AMC is being done may be increased/decreased and payment will be made on actual based on the quoted rate.
17. No payment shall be made in advance. Payment will be made quarterly in arrear basis against bill in triplicate and based on satisfactory service duly certified by the concerned NIFT official(s), Kolkata.
18. Penalty: Penalty may be imposed on the bill amount due to un-satisfactory service and during breakdown service for UPS Systems should be attended to any call within 2-3 hours. From the time of reporting/ logging of call by the NIFT official(s) and any fault should be rectified within 4 to 5 hours. If the fault is not rectified within 12 hours from the time of registering the complaint, the contractor should provide a stand-by UPS System at their own cost with the same or higher configuration. Generally the penalty will be 5-10% of the bill amount; however, the same may vary based on the level of performance which may be decided by the NIFT authority and decision of NIFT in this regard will be final & binding on the contractor.
19. If the contractor is responsible for any loss or damage to Institute’s moveable or immovable property due to the conduct of the contractor’s staff, the same shall be made good by the contractor at his own cost. If it is found that the conduct or efficiency of any person deployed by the contractor is unsatisfactory, the contractor shall replace him immediately and depute a new person under intimation to NIFT.

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20. NIFT will not provide any mode of transport in respect of manpower or any items/materials required by the contractor for executing the AMC.
21. Lowest bid may not be the only criteria for selection; preference shall be given to the other factors, viz. previous relevant experience with other organization(s), turnover, quality of service, reputation, etc. and successful tenderer will be selected accordingly. Decision of NIFT Authority in this regard shall be final and binding on all the bidders.
22. In case of L-I is more than one, the selection criteria [viz. the past performance, etc.] would be at the discretion of NIFT. The decision of NIFT, in this regard and for selection of successful bidder in such a situation, will be final in all respect and will be binding on all the tenderers.
23. The Contractor shall not engage any sub-agent or sub-contractor whatsoever for running the said AMC Service.
24. The Contractor shall abide by the Rules and Regulations of the NIFT, as may be enforced from time to time. The Contractor will have to work in close co-operation with others at the site.
25. It is strongly recommended that the tenderer should inspect the site any time during working hours on any working day with prior appointment (033-23357546) before submission of bid; no extra shall be payable for lack of knowledge of the site conditions/items and constraints, if any.
26. The contract may be withdrawn by either side due to any reason by giving a minimum of 30 days' notice. The agreement with NIFT, in such cases, will be treated as cancelled before its expiry. However, NIFT reserves the right to terminate the contract at any point of time at its sole discretion due to non-satisfactory service or violation of T&Cs or due to any applicable reason and NIFT's decision in this regard shall be final and binding on the contractor.
27. The Bidder shall quote the rates in figures as well as in words. If there is any mismatch, either the lower amount will be considered or the quotation may not be accepted or as may be decided by NIFT authority and decision of NIFT in this regard shall be final & binding.
28. An agreement on Non-judicial Stamp paper containing all the terms and conditions of the service is to be made by the successful tenderer with NIFT from the date of issuing of work order and the same shall be notarised by the contractor at his own cost.
29. Any query/clarification with respect to the tender (T&Cs, etc.) may get cleared prior to submission of bid; concerned NIFT official(s) may be contacted in this regard in between 9.00 am to 5.30 pm on any working day with prior appointment (033-23357546). However, NIFT will not entertain or clarify any such query during post bid.
30. All disputes are subject to Kolkata Jurisdiction only.

NIFT reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at any stage of the tendering process at its sole discretion without assigning any reason whatsoever and decision of NIFT in this regard shall be final and binding. No further correspondence in this regard will be entertained.

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Annexure- I

TENDERER TO FILL UP THIS PAGE

1.
 - a. Name of the tenderer/organization
 - b. Name of the proprietor/partners.....
 - c. Date of Establishment:
 - d. Please specify as to whether Tenderer is sole proprietor/ Partnership firm/ Private or Limited Company.....
2. a. Address (Office):

b. Telephone/Phone No.
c. Email ID
3. List of reputed clients:

Sl.	Client's Name	Contact Person	Contact number (with email-id, if any)	Remarks, if any

4. Furnish copies of the following documents: [Please ✓]
 - i. Trade License
 - ii. PAN Registration
 - iii. GST Registration
 - iv. ITR [(AY 2018-19, 2019-20 or 2020-21] (any two)]

Signature of the Agency

Signatures of the tenderer with date & seal



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ANNEXURE-II

TECHNICAL BID
for
Comprehensive AMC OF UPS SYSTEMS

Sl.	<u>Particulars</u>	<u>Mention</u> <u>'Yes' or 'No'</u>
01	Whether capable and agreed to deposit Security Money of 3% of AMC value within 15 days of receiving of Work Order.	
02	Whether document in support of having minimum 03 (Three) years experience in executing of similar kind of works alongwith a list of organizations (Govt., PSU, reputed MNCs/Educational Institutes/ organisations) with contract details where the Tenderer is currently providing/ has earlier provided this kind of service, submitted. (<i>Period on or after Dec '2017 to till date</i>)	
03	Whether Trade License for this kind of jobs enclosed	
04	Whether copy of Pan Card enclosed	
05	Whether Copy of Certificate of Goods and Service Tax (GST) enclosed.	
06	Whether minimum Annual turnover is Rs.1.00 Lakh (Rupees One Lakh Only) during each year of the last two years [i.e. FY: 2017-2018, 2018-19 or 2019-20] [Please attach audited report of Trading, Profit & Loss(P&L) and Balance Sheet (BS) from authorized Chartered Accountant as a proof]	
07	Whether Copy of Income Tax Return for last 2 (two) years submitted [Assessment year 2018-19, 2019-20 or 2020-21] (any two)	
08	Whether agreed to abide by all the terms & conditions of this tender	
09	Whether all DDs, Annexure-I, II & III, duly filled, have been submitted with "Technical Bid"	

All above enclosures must be valid

Date:

Place:

Signature of the Tenderer

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UNDERTAKING & ACCEPTANCE LETTER BY THE TENDERER

I/We have carefully gone through the various terms and conditions listed in the Tender Form (Technical & Financial Bid) for providing Comprehensive AMC of UPS System at NIFT-Kolkata. I/We agree to all these conditions and offer to provide services at NIFT. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the institute premises (NIFT) and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place:.....

Date:.....

.....

Signature of the Tenderer

Address:.....

.....

.....

Mob.:.....

Email ID:.....

Signatures of the tenderer with date & seal



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ANNEXURE-IV

FINANCIAL BID

for

Comprehensive AMC OF UPS SYSTEMS

S.N.	Capacity	Make	Date of Purchase / installation	Location at NIFT	Qty.	Rate per unit (@Rs.)	GST %	Total Amount (Rs.)
1	10 KVA	Numeric DHP 1000	29.03.2010	UPS Room	2			
2	3 KVA	Emerson	24.09.2010	Accounts	1			
3	2 KVA	Emerson	24.09.2010	Server Room	1			
4	2 KVA	Emerson	24.09.2010	Academic& COE	1			
				Purchase and Est.	1			
5	10 KVA	Eaton E Series DX	31.03.2011	UPS Room	1			
6	15 KVA	Power One	24.04.2014	New IT Lab(New Building)	2			
7	650 VA	APC	22.12.2009	Old Reception connected with EPABX	1			
8	1100 VA	APC	22.12.2009	New Reception connected with EPABX	1			
9	5 KVA UHF502A16R (Vol)	Power One	15.09.2017	Ground Floor Faculty Room(Near FDGC Lab, 1st Floor Faculty Room, Ground Floor Faculty Room (Near Old Director Office), Old Reception for Faculty, 2nd Floor Faculty Room,1st Floor New Building for RC (Near Lift)	6			
10	1100 VA	APC	26.03.2019	AD Lab (New Building)	1			
11	5 KVA	Uniline	21.10.2014	VC Room (New Building)	1			
12	20KVA	Power One	27.04.2018	UPS Room (New Building)	2			
Grand Total								

(Rate should be quoted for all the above items)

Total AMC Charges (in word): Rupees

Note:

***GST needs to be mentioned specifically in the column/ space specified**

Signatures of the tenderer with date & seal