

INDIAN INSTITUTE OF FOREIGN TRADE
1583, Madurdaha, Chowbagha Road, Ward No 108, Borough XII, Kolkata -700107.

Request for Quotation

Ref No.: IIFT/UPS AMC/2021

July 30, 2021

Sub: Bid for sealed quotations of “Annual Maintenance Contract of 3 Nos UPSs”

Last date of submission: August 11, 2021 by 5:00 PM

Date of Opening: August 12, 2021 at 3:00 PM

Dear Sir / Madam,

Indian Institute of Foreign Trade, Kolkata invites valid and firm quote from competent/authorised agencies who can carry out effective Annual Maintenance Contract for the following UPSs installed at IIFT Kolkata Campus for 01 year from the date of award of contract. Document can also be directly downloaded from IIFT's website (www.iift.edu):

Description	Quantity
40 KVA UPS – M/s Best Power Equipments	03

IMPORTANT DATES

S. No.	Event	Date and Time/ Remarks
1	Last date and time of submission of bids off-line (Technical and Price Bid)	August 11, 2021 upto 5:00 PM (IST)
2	Opening of Technical and Price Bids off-line	August 12, 2021 at 3:00 PM (IST)
3	All the communications with respect to the Bid shall be addressed to:	Section Officer, Administration 1583, Madurdaha, Chowbagha Road, Ward No 108, Borough XII, Kolkata - 700107 E- Mail ID: it_kolkata@iift.edu

Quote should be sealed and signed, super scribed with the Reference No. IIFT/UPS AMC/2021

Technical Criteria
Compliance Matrix must be submitted as follows:
(Part- I)

Sr. No.	Must have Criteria/Compliance Points	Attached Relevant Document	Comply (Yes/No)	Deviations if any, Please specify
1.	Status of Agency/ Propriety/ Partnership/ Pvt. Ltd. (attach proof in support)			
2.	Name of the Director/ Partner/ Proprietor along with his/her contact number and E mail			
3.	Registered Branch Office Address with Tel No. & E mail			
4.	Agency should have Registered/ Branch Office at Kolkata			
5.	GST Registration Certificate			
6.	Tenderer should have at least two years of experience in the AMC services of UPS. Documentary proof of the same to be attached.			

(Part-II)

SCOPE OF WORK

1. All UPSs will be on-site comprehensive AMC excluding batteries
2. The vendor will attend to the complaints, as and when called including Sundays/Saturdays/off days.
3. Any complaint received up to 05.00 PM will have to be attended the same day.
4. The vendor will take up necessary preventive maintenance of all the UPSs on a periodical basis, at least once in a month, from time to time for smooth and uninterrupted functioning of the UPSs.
5. A certificate, duly authenticated by IT Department, IIFT Kolkata, to this effect to be submitted in person as and when the maintenance is carried out.
6. The response time of the complaint shall be maximum four hours. In case, it is felt that the repair of UPSs would take more than 24 hours, a suitable replacement/standby will need to be provided.
7. Vendor will send his qualified engineer at the time of changing of batteries i.e. at the time of disassembling and re-assembling of batteries of UPS.
8. Any other relevant requirement put across to the vendor.

General Instructions to Bidders

You are requested to kindly go through the detailed terms and conditions mentioned below and overleaf and submit your most competitive bid applicable to educational and research institutes.

1. The document can be directly downloaded from Institute's website www.iift.edu. No editing, addition/deletion of matter is permitted.
2. Please mention the Ref No. and due date on top of the bid sealed envelope.
3. The offer must be submitted on a single bid basis within the indicated Date and Time.
4. No quote is to be handed over to any of IIFT staff/ any other person.
5. Quotations must reach us on or before the due date and time. Sealed quotations received after the due date and time will not be considered for evaluation.
6. All communications related to this tender should be addressed to Section Officer, Administration, IIFT, 1583, Madurdaha, Chowbagha Road, Ward No 108, Borough XII, Kolkata -700107.
7. All columns of this quote should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form.
 8. Once the agency has quoted and accepted the offer, withdrawal or denial at any stage is not accepted under any circumstances.