



INDIAN INSTITUTE OF FOREIGN TRADE KOLKATA
CAMPUS

Request for Quotation

IIFT-K/ADMIN(IT)/AMC-UPS/2024

Date: 21.06.2024

Sub: AMC OF 03 Nos of 40 KVA UPS installed at IT Department IIFT Kolkata

Dear Sir/Madam,

IIFT is an autonomous body under the Department of Commerce, Government of India and also a Deemed to be a university. IIFT – kolkata campus invites valid and firm quote from competent/authorized agencies who can carry out effective Annual Maintenance Contract for the following UPSs installed in IT Department IIFT Kolkata for 01 year from the date of award of contract. Document can also be directly downloaded from IIFT's website (www.iift.ac.in).

Description	Make/Model	Quantity
40 KVA UPS	BPE(GTC3340I32)	03

DETAILS OF THE BID:

Commencement of issue of document	21.06.2024
Last date and time of receipt of bid	05.07.2024 at 3:00 P.M
Date and time of opening of Quotation	05.07.2024 at 3:30 P.M

**Quote should be sealed and signed, super scribed with the Reference No:
IIFT-K/ADMIN(IT)/ AMC-UPS/2024**

The prescribed documents consisting of sealed Quotation in an envelope, super scribing "**Quotation for AMC of 03 Nos UPSs installed at IT Department IIFT kolkata campus**" to be addressed to the **Accounts officer (Finance)**, finance section IIFT kolkata campus Madurdaha Chowbaga road, Kolkata 700107 to be put in Quotation/Tender box placed at the Main Gate of IIFT-Kolkata campus.

Yours faithfully,

Assistant Registrar
Tel No. : 033-35014500
Email ID: it_kolkata@iift.edu
Indian Institute of Foreign Trade,
Kolkata - 700107

1. Instructions to Vendors:

- a) This document will form an integral part of the Contract. Bidders must go through the complete document for details before submission of their quotations.
- b) Only enclosed formats as provided in original should be used. All sheets need to be submitted **after affixing seal of the Company and signature of the authorized signatory**. Additional sheets, duly authenticated, to be attached to elucidate specifications or clarify the specific issues.
- c) The vendors may attend the site to inspect the present condition of UPS's during office hours before the last date of submission.

2. Conditions of Contract:

- 1) Vendor/Agency should have at **least two years of experience** in the AMC services of UPS. Documentary proof of the same to be attached.
- 2) Vendor/Agency should enclose copies of **valid registration of GST**.
- 3) The Vendor/Agency should quote the amount of AMC including GSTs. In case of any discrepancy between the unit price and the total price, the unit price shall prevail, and total price shall be corrected unless it is lower than the sum total of unit prices. If there is any variation between amount written in figure and words, then the amount whichever is lower shall be taken into consideration.
- 4) Once the vendor/agency has quoted and accepted the offer, withdrawal or denial at any stage is not accepted under any circumstances.
- 5) The vendor should submit a self-declaration to the effect of not ever been blacklisted by any Govt. Department.

3. Payment terms:

- 1) Payment shall be released at the end of each quarter only after certification of satisfactory services by authorized / concerned officer of the Institute.
- 2) The service provider's request for payment shall be made in writing accompanied by relevant document such as proper invoice and satisfactory performance report duly certified by authorized / concerned officer of the Institute.
- 3) The vendor should not sub-contract or permit any other third party other than the vendor's personnel to perform any work.
- 4) If the UPSs are not rectified within the time frame mentioned in AMC, the institute would get the same rectified by some third party and the amount spent for such repairs would be built to the vendors.
- 5) The vendor shall submit a consolidated report furnishing the details of breakdown calls attended and status on a quarterly basis.
- 6) The vendor shall identify one engineer as the single point of contact for coordinating and providing services to the Institute.
- 7) The vendor shall make AMC services available on all days as and when requested by the Institute.

ANNEXURE-A

Technical Criteria

Compliance Matrix must be submitted as follows:

S.No.	Must have Criteria/Compliance Points	Comply (Yes/No)
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 Number & Valid GST Registration Certificate	
6.	Vendor should have at least two years of experience in the AMC services of UPS. Documentary proof of the same to be attached.	
7.	A self-declaration to the effect of not ever been blacklisted by any Govt. Department.	

Declaration by the bidder:

I / we have very carefully read the terms and conditions of the contract and agree to abide by them. The decision of the institute on any dispute arising out of the contract shall be binding on me / us.

I /we undertake to comply with all the conditions contained in the document.

Place:

Authorized Signature with seal:

Date:

Name:

ANNEXURE-B

Quotation

I / we submit my /our quotation for the AMC 3 Nos of 40 KVA UPS installed at IT Department_ IIFT Kolkata.

S. No.	Description	Make/ Model	Qty	Cost per unit (In Rs.)	Cost of AMC (In Rs.) excl. taxes
1.	40 KVA UPS	BPE(GTC3340L32)	03		
	GST (In Rs.) (as applicable)				
	Total Cost (In Rs.) (Incl. Taxes)				

Total amount in figures: Rs. _____

Total amount in words: Rupees _____

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 ie. at the time of disassembling and re-assembling of batteries of UPS.

Validity:

This contract is valid for one year from the agreed starting date. The contract could be renewed at the end of its period on mutually agreed terms and conditions. IIFT Reserves all the rights terminate the contract in writing if the vendor commits a significant breach of the contract and fails to remedy such breach within mentioned time.

Maintenance:

Preventive Maintenance including functional checking, necessary adjustments, etc. to be carried out at times planned in advance

Breakdown Maintenance including faultfinding, repair or replacement, functional checking etc should be carried out during the service coverage time as per the AMC contract.

Maintenance equipment like blower and other items will be provided by the vendor

Spares & Materials:

All the spares (except the battery, cables and transformers which are not under AMC) will be supplied by vendor as a part of service. Contract and these spares will keep at vendor office. Additions/ Deletions of these spares, if any would be done by vendor to ensure minimum downtime.

Place:

Authorized Signature with seal:

Date:

Name: