

Government of India Planning Commission
Unique Identification Authority of India
Regional Office, Guwahati
1st Floor, Block-V, HOUSEFED complex,
Dispur Guwahati-781006

Tender Document for

SHORT TENDER NOTICE FOR
SUPPLY AND INSTALLTION OF
3 NOs of 2 TON CAPACITY
SPLIT A C

Dated 29th July 2013

No. UIDAI-R O Guwahati/ N C /27/2012/725
Government of India
Planning Commission
Unique Identification Authority of India
1st Floor, Block-V, HOUSEFED complex,
Dispur Guwahati-781006

Dated: 29-07-2013

**SEALED SHORT TENDER NOTICE FOR SUPPLY AND INSTALLTION OF 3
NOs. of 2 TON CAPACITY SPLIT A C**

Unique Identification Authority of India (UIDAI) R O Guwahati invites sealed short Tender in prescribed Proforma (**Annexure-I**) for supply and installation of 3 nos. of 2 ton capacity split A C in its office located at 1st Floor, Block-V, HOUSEFED complex ,Dispur Guwahati-781006. Interested bidder may submit bids up to 14:00 hours of 09-08-2013 in the tender box.

Interested company/ authorised dealer may collect the Tender Papers from the undersigned.

Cost of Tender Document:- Rs. 100/- (one hundred) (Non refundable) to be deposited in the form of demand draft pledged in favour of **Pay and Account Officer, UIDAI, New Delhi**

Important dates:

Date of Tender: - 29-07-2013

Date from which the tender papers will be available: - 30-07-2013

Last date of submission of complete tender: - 09-08-2013 (14-00 hours)

Date of opening the Tender: - 09-08-2013 (14-30 hours)

(N Pegu)
Deputy Director

No. UIDAI-R O Guwahati/ Network Con/27/2012/
 Government of India
 Planning Commission
 Unique Identification Authority of India
 1st Floor, Block-V, HOUSEFED complex,
 Dispur Guwahati-781006

Dated: 29-07-2013

REQUEST FOR PROPOSAL FORMAT

(Particulars of the Buyer issuing the RFP)

Invitation of Bids for Supply and installation of 3 Nos. of Split Air Conditioners of 2 TON each Request for Proposal (RFP) dated 29 the July 2013.

1. Short Tenders in sealed cover are invited for supply of items listed above. Please super scribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.
2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -
 - a. Bids/queries to be addressed to: Sh. N Pegu,
Deputy Director
 - b. Postal address for sending the Bids: Unique Identification Authority
of India, Regional Office,
1st floor Block -V,
HOUSEFED Complex
Dispur Guwahati-781006
 - c. Name/designation of the contact person: Sh. N. Pegu ,
Deputy Director
 - d. Telephone numbers of the contact person: 0361 - 2265136
 - e. E-mail ids of contact person: pegunirmal@yahoo.co.in
 - f. Fax number: 0361 - 2265125
3. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

Part I

1. **Last date and time for submission of the Bids:** 09-08-2013 at 14:00 hours. The sealed Bids in **Annexure -A** should be submitted/dropped in the Tender Box by the due date and time. The responsibility to ensure this lies with the Bidder.
2. **Manner of depositing the Bids:** Sealed Bids should be dropped in the Tender box kept in this office. Late tenders will not be considered. Bids sent by FAX or e-mail will not be considered.
3. **Time and date for opening of Bids:** 09-08-2013 at 14:30 hrs (If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time.
4. **Location of the Tender Box:** UIDAI, RO Guwahati, 1st Floor, Block-V, HOUSEFED complex, Dispur, Guwahati-781006. Only those Bids that are found in the tender box will be opened.
5. **Place of opening of the Bids:** UIDAI, RO Guwahati, 1st Floor Block -V, HOUSEFED complex, Dispur, Guwahati-781006. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.
6. **Forwarding of Bids** – Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like TIN number, VAT/CST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.
7. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 3 (three) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to prospective bidders in their respective e mail address.
8. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security deposit.
9. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at his discretion, ask the bidder for clarification of his bid. The request for

Clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

10. Rejection of Bids: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

11. Validity of Bids: The Bids should remain valid till 90 days from the last date of submission of the Bids.

12. Earnest Money Deposit: – Bidders are required to submit Earnest Money Deposit (EMD) for an amount of Rs. 3,000/- along with their bids **pledged in favour of Pay & Accounts Officer, UIDAI, New Delhi**. The EMD may be submitted in the form of an Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC). The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.

13. Willing dealer/ supplier may also download the Tender Document from the UIDAI website. For the downloaded Tender Document the bidder is to deposit an amount of Rs. 100/- being the cost of tender document in the form of demand draft **drawn in favour of Pay and Accounts Officer UIDAI, New Delhi** in addition to the EMD at the time of submission of his complete Tender on schedule date and time of submission of Tender. The UIDAI, R O Guwahati will not be responsible for postal delay or delay in any form. Tender receipt/delivered after 14-00 hours of 09-08-2013 will not be opened and entertained.

14. The offer of work for supply and Installation of AC will be given to the successful lowest bidder. The bidder is to submit his acceptance within the specified period. The letter of Acceptance will result in a binding contract. Alternatively the purchaser may offer a Contract Agreement to be signed by the supplier before the work is started.

Part II – Essential Details of Items/Services required

1. Schedule of Requirements – List of items / services required is as follows:

Name/Type of item/services/description of stores Qty required

1. Supply and Installation of 3 Nos. Split Air Conditioning Units of 2 Ton Capacity of reputed brand.
2. Time based switchover function. At one point of time out of three only two ACs should function on rotation basis.

2. Technical Details:

- (a) The Air conditioner Units should be able to cater the total heat dissipation (BTU/Hrs) of 39,125 as per details given below :

		Power (Watts)		Weight (Kgs)		Heat Dissipation (BTU/Hrs.)	
	Qty.	Per Unit	Total	Per Unit	Total	Per Unit	Total
65 K Switch	1	6000	6000	122.47	122.47	23812	23812
ASA Firewall	1	770	770	28.2	28.2	5450	5450
ASR Router	1	1600	1600	44.77	44.77	5463	5463
IBM Servers	2	675	1350	24.9	49.8	2200	4400
ISP Equipments	2	1000	2000	-	-	-	-
			11720		245.24		39125

- (b) Indoor Units of Split ACs are required to be installed in the server room located at 1st Floor of the Block -V and the outdoor units are to be placed at the outside saza of the room in the same floor. Length of Copper pipe connection is normal and approximately 10 meters from the indoor units.

3. **Delivery Period** – Completion period for supply and installation of ACs would be 30 days from the effective date of supply order. Please note that the supply order can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of stipulated delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.

4. **Consignee details** – D Kakoti, Section Office, UIDAI, RO Guwahati 1st floor, Block- V, HOUSEFED complex, Dispur Guwhati-781006

Part III – Standard Conditions of RFP

General

1. If Bidder desires to ask for excise duty or Sales Tax / VAT extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.
2. If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entreated after the opening of tenders.
3. If a Bidder chooses to quote a price inclusive of any duty/tax and does not confirm inclusive of such duty/tax so included is firm and final, he should clearly indicate the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.

Part IV - Special Conditions of RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the supply order concluded with the successful Bidder as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. Performance Guarantee:

- A) The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business for a sum equal to 05% of the total value within 30 days of receipt of the confirmed order. **Performance Bank Guarantee** should be valid up to 60 days beyond the date of warranty.
- B) 100% payment on delivery and acceptance by the user.
- C) **Advance Payments:** No advance payment(s) will be made.
- D) **Paying Authority:** PAO, UIDAI, RO Guwahati 1st Floor, Block- V, HOUSEFED complex, Dispur Guwhati-781006
- E) The payment of bills will be made on submission of the following documents by the Seller to the Paying Authority along with the bill.
 - i. Ink-signed copy of Commercial invoice / Seller's bill.
 - ii. Copy of Supply Order
 - iii. Inspection note.
 - iv. Guarantee / Warranty certificate.
 - v. Performance Bank guarantee / Indemnity bond where applicable.
 - vi. Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order/contract).
 - vii. Any other document / certificate that may be provided for in the Supply Order / Contract.
 - Viii. User Acceptance.

i) Risk & Expense clause –

1. Should the stores or any installment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores or any installment thereof, the Buyer shall after granting the Seller 45 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

2. Should the stores or any installment thereof not perform in accordance with the specifications / parameters provided by the SELLER during the check proof tests to be done in the BUYER's place, the BUYER shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

3. In case of a material breach that was not remedied within 45 days, the BUYER shall, having given the right of first refusal to the SELLER be at liberty to purchase, manufacture, or procure from any other source as he thinks fit, other stores of the same or similar description to make good:-

a. Such default.

b. In the event of the contract being wholly determined the balance of the stores remaining to be delivered there under.

4. Any excess of the purchase price, cost of manufacturer, or value of any stores procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SELLER. Such recoveries shall not exceed 5% of the value of the contract."

(i) **Earliest Acceptable Year of Manufacture:** 2012-13 Quality / Life certificate will need to be enclosed with the Bill.

(ii) **Inspection Authority:** The Inspection will be carried out by UIDAI, RO Guwahati 1st Floor, Block -V, HOUSEFED complex, Dispur Guwhati-781006.

Part V – Evaluation Criteria & Price Bid issues

1. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:

a. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.

b. The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder. The consideration of taxes and duties in evaluation process will be as follows:

c. All taxes and duties (including those for which exemption certificates are issued) quoted by the Bidders will be considered. The ultimate cost to the Buyer would be the deciding factor for ranking of Bids.

d. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

e. The Lowest Acceptable Bid will be considered further for placement of contract / Supply and installation order after complete clarification and price negotiations as decided by the Buyer.

Annexure-I

Techno Commercial bid

(A) Technical Bid

Sl No	Requirement	Agreed/ Submitted
1	Bids should be forwarded by Bidders under their original letter pad inter alia furnishing details like TIN number, VAT/CST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office, telephone Nos.	
2	EMD The EMD for an amount of Rs. 3,000/- pledged in favour of Pay & Accounts Officer, UIDAI, New Delhi may be submitted in the form of an Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract without any interest whatsoever.	
3	The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them and the contract will be awarded. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC).	
4	The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender	
5	<u>Performance Guarantee:-</u> The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business for a sum equal to 05% of the contract value within 7 (seven) days of receipt of the work order. Performance Bank Guarantee should be valid up to 60 days beyond the date of warranty.	
6	Canvassing by the Bidder in any form, unsolicited letter and post- tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected	
7	The Bids should remain valid till 90 days from the last date of submission of the Bids	
8	Completion period for supply and installation of ACs would be 30 days from the effective date of supply order. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery* period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.	

(B) PRICE BID

Sl No	Specification and goods required	Make and Model	Amount in Rs.... (per Unit) (both in figure and words)
1	Split Air Conditioning Units of <u>2 Ton</u> Capacity of reputed brand.		
2	Time based switchover function unit. (At one point of time out of 3 AC, only two ACs should function in rotation basis).		
3	Other accessories like clamp/ angle etc for installation of the outdoor unit.		
4	Cost of extra copper pipe		(Rate per meter)
5	VAT/ taxes as applicable		
6	Installation Charges (if any)		

Signature of the bidder
Name:

Seal

Note :-

- (i) Indoor Units of Split ACs are required to be installed in the server room located at 1st Floor of the Block -V and the outdoor units are to be placed at the outside saja of the room in the same floor. Length of Copper pipe connection is normal and approximately 10 meters from the indoor units.
- (ii) Supplier/ bidders may inspect the proposed place of installation of the AC Unit and availability/ adequacy of the size of saja for installation of outdoor unit of the AC at their own interest before submission of the bid.