

NO.F.VI-6(4)-TAX/2006(P-I)/ 2439

GOVERNMENT OF TRIPURA

OFFICE OF THE COMMISSIONER OF TAXES & EXCISE
PANDIT NEHRU COMPLEX, GURKHABASTI, AGARTALA

Dated, Agartala, the 4 / 03 /2017.

NOTICE INVITING TENDER

Sealed tenders in plain paper are hereby invited from the bonafied vendors for supply of 60(sixty) numbers of UPS (650 VA) for the Taxes & Excise Organisation, Tripura.

The tenders will be received up to **15.00 hours of 22nd March, 2017** in the Tender Box at Receipt & Dispatch Section of the office of the Commissioner of Taxes & Excise, P.N. Complex, Gurkhabasti, Agartala by speed post or registered post only. Details of specification and terms & conditions of the aforesaid tender are available in the Store Section of this office and in our website **www.tripurataxes.nic.in**. Interested Tenderers are requested to visit the website or contact the Store Section of this office.


04/03/17

(Dr. D. Kilikdar, TCS)

Deputy Commissioner of Taxes
Government of Tripura.

TAXES & EXCISE ORGANISATION

(Finance Department, Government of Tripura)

TENDER NOTICE NO :

NO.F.VI-6(4)-TAX/06(P-I)

**Tender for Supply of UPS for Taxes & Excise
Organization.**

Pandit Nehru Complex, Gurkhabasti,
Agartala, Pin-799006

TENDER NOTICE NO. : NO.F.VI-6(4)-TAX/2006(P-I)
PUBLICATION DATE : 05/03/2017& 06/03/2017
DATE OF SUBMISSION OF TENDER : LATEST BY 22/03/2017 , 3:00 pm
DATE OF TIME OPENING : 22/03/2017 at 3.30 p.m.
NAME AND ADDRESS OF TENDERER : Commissioner of Taxes,
INVITING AUTHORITY Taxes & Excise Organisation
Pandit Nehru Complex, Gurkhabasti, Agartala,
Tripura(west, PIN - 799006
TELEPHONE NUMBER, FAX AND : 0381-2325984(TELE)
: 0381-2325554 (FAX)
E-MAIL ADDRESS OF THE TENDERER : commtax_tripura@yahoo.com

EARNEST MONEY DETAILS:

1. Rs.10,000/- by demand draft in favour of Commissioner of Taxes, P.N. Complex, Gurkhabasti, Agartala payable at Agartala.

INSTRUCTIONS TO BIDDERS:

- 1 DETAILED SPECIFICATIONS OF ITEMS AS PER ANNEXURE(S).
- 2 DETAILED COMPLIANCE STATEMENT (TECHNICAL & COMMERCIAL) AS PER ANNEXURE(S).
- 3 GENERAL TERMS & CONDITIONS AS PER ANNEXURE(S).
- 4 THIS IS A TWO PART TENDER. BOTH TECHNICAL & COMMERCIAL BID ENVELOPES SHOULD BE ENCLOSED AND SEALED IN SEPARATE ENVELOPES SUBSCRIBING THE TENDER NO AND DUE DATE.
- 5 THE TENDERS DULY COMPLETED, SIGNED, STAMPED AND SEALED IN ONE ENVELOPES ARE TO BE SUBMITTED TO:

**Commissioner of Taxes.
Taxes & Excise Organisation
P.N. Complex, Gurkhabasti, Agartala, Tripura
PIN - 799006**

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SECTION – I

1. Definitions

In this document, the following terms shall have following respective meanings:-

- 1.1 "Authorized Representative" shall mean any person authorized by either of the parties.
- 1.2 "Bidder" means the company providing the services/Items under Agreement.
- 1.3 The word Bidder when used in the pre award period shall be synonymous with Bidder, and when used after award of the Contract shall mean the successful Bidder with whom Government of Tripura signs the agreement for rendering of services..
- 1.4 "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value or influence the action of an official in the process of Contract execution.
- 1.5 "Default Notice" shall mean the written notice of Default of the Agreement issued by one Party to the other in terms hereof.
- 1.6 "Final Acceptance Test (FAT)" means the acceptance of item by the purchaser.
- 1.7 "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the Government of Tripura of the benefits of free and open competition.
- 1.8 "Good Industry Practice" shall mean the exercise of that degree of skill, diligence and prudence which would reasonably and ordinarily be expected from a reasonably skilled and experienced Bidder engaged in the same type of undertaking under the same or similar circumstances.
- 1.9 "LOI" means issuing of Letter of Intent which shall constitute the intention of the purchaser to place the Purchase Order with the successful bidder.
- 1.10 "T & E Org." shall stand for Taxes & Excise Organisation.

2. Invitation for Bids

2.1 Taxes & Excise Organisation, Pandit Nehru Complex, Gurkhabasti, Agartala is looking for vendors for supply and installation of following items:

Equipment	Configuration	Quantity
UPS (650 VA)	As per annexure-I	60 nos.

2.2 Bidders are advised to study all commercial aspects, instructions, forms terms and specifications carefully 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.

2.3 Sealed offers prepared in accordance with the procedure enumerated in Section II should be submitted to the Commissioner of Taxes, Taxes & Excise Organisation, Pandit Nehru Complex, Gurkhabasti, Agartala.

2.4 The tender should indicate specifically Price including all Taxes as applicable. No additional information will be entertained after due date. **However, any change in Government Taxes will be paid / deducted by T & E Org as per rules.** The T & E Org. may reject tenders if they do not carry such information separately and specifically quantitatively.

2.5 Respective Bidder should have local presence/representative at Tripura state.

2.6 The bids should indicate that the rates are for T & E Org., Tripura.

2.7 Eligible vendor/manufacturers have to submit their bid for all the items.

2.8 The tender should be submitted in two cover system i.e. **a** and **b**. There should be proper indication of the contents on each envelope as indicated in **Section II**.

2.9 The draft for earnest money must be in a separate sealed envelope indicating EMD, the amount, tender Notice number and due date should be enclosed with the bid.

2.10 The tender should clearly indicate the delivery period and validity period of the tender.

2.11 The tender should clearly indicate the availability of onsite after sale service and or maintains facilities for the duration of **three years** for items quoted.

2.12 The bidders are required to quote for each item separately. Prices must be quoted in Indian currency only (INR).

2.13 The tender should be submitted along with refundable EMD of Rs.20,000/- (Rupees Twenty Thousand) in the shape of Demand Draft valid for a period of 6 months in favour of the **Commissioner of Taxes, Taxes & Excise Organisation** payable at Agartala. Tenders which are not accompanied by earnest money or incomplete in any respect will be rejected out rightly.

2.14 EMD of Successful bidder would be converted to performance security deposit for a period of 3 year.

2.15 The bidder should be Original Manufacturer or authorised dealer of the equipment and the Tender must be submitted along with the copies of following :

- Manufactures license or authority from the manufacturer

- 2.16 T & E Org. reserves the right to reject any or all tenders without assigning any reason whatsoever.
- 2.17 The tenders will be opened on the date and the time indicated in the presence of bidders. If the date of opening is declared to be a holiday, the tenders will be opened on the next working day.
- 2.18 No advance payment or payment against performa invoice will be made. Payment will be made after receipt, inspection, installation and testing and final acceptance of the item(s).
- 2.19 Any damaged or unapproved goods shall be returned at the Bidders risk and cost and the incidental expenditure thereupon shall be recovered from the concerned party.
- 2.20 Printed conditions of the firm sent along with the quotation, if any, shall not be binding on us.
- 2.21 Packing list must be put in all packages.
- 2.22 On acceptance of tender, the date of delivery should be strictly adhered to otherwise, the T & E Org. reserves the right not to accept the delivery in full or in part. The T & E Org. specifically and in case the order is not executed within the stipulated period, T & E Org. will be at liberty to make purchase through other sources, and to forfeit the earnest money of the Bidder.
- 2.23 Payment of bill will be made through the crossed account payee cheque drawn in favour of bidder or through eRTGS on submission of Invoice and acceptance from the authorised person of T & E Org..
- 2.24 Payment will be done by the T & E Org., Tripura after successful installation of the items at respective colleges.
- 2.25 Schedule for Invitation to Tender
- a) Address at which the tender is to be submitted:
**Commissioner of Taxes,
Taxes & Excise Organisation
Pandit Nehru Complex, Gurkhabasti, Agartala, PIN - 799006**
 - b) Latest time and date for receipt of Tender: 22/03/2017 at 3.00 p.m.
 - c) Place, Time and Date of opening of Technical bids:
Place : Chamber of Deputy Commissioner of Taxes
Taxes & Excise Organisation
Pandit Nehru Complex, Gurkhabasti, Agartala.
Time & Date : 22/03/2017 at 3.30 p.m
 - d) Date till which the tender is valid: 180 days from the opening of technical bid.
 - e) Place and time of opening of commercial bid will be communicated to bidder through FAX / e-Mail/ post.
Supply, Installation of all the equipment will be within 45 Days after the allotment of work order from the T & E Org., Tripura.
 - f) T & E Org. shall not be responsible for any postal delay about non-receipt/non-delivery of the documents.

SECTION – II

3. Procedure for submission of bids

3.1 It is proposed to have a two cover system for this tender

- a. Technical Bid in one cover.
- b. Commercial bid in one cover.

3.2 Bid has to be submitted separately for each item.

3.3 Technical bid of the tender should be covered in a separate sealed cover super scribing the wordings “Technical Bid”.

3.4 Commercial bid of the tender should be covered in a separate sealed cover super scribing the wordings “Commercial Bid”.

3.5 Both the bids viz. Technical Bid and Commercial Bid prepared as above are to be kept in a single sealed cover super scribed with “Bid Document for Supply of UPS (650 VA) for Taxes & Excise Organization”

3.6 The cover 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 declared “late”.

3.7 Earnest Money paid by Demand Draft should be in a separate sealed envelope indicating the amount, tender Notice Number and due date and enclosed with the Bid.

4. Cost of Tender

The bidder shall bear all costs associated with the preparation and submission of its bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the client and client will in no case be responsible or liable for those costs, regardless of the conduct, or outcome of the Tendering Process.

5. Clarification of Tender Document

A prospective bidder requiring any clarification of the tender document may notify the client in writing at the clients mailing address indicated in Clause 2.25 of section I. The client will respond in writing to any request for clarification of the tender document, received not later than 07 working days prior to the last date for the receipt of the bids prescribed by the client. In case of any further clarification on any of the points in the tender, if required, a meeting can be held.

6. Technical Bid shall contain the following:

- a) EMD of Rs.20,000/- (Rupees twenty thousand) as Demand Draft in favour of the Commissioner of Taxes & Excise Organisation.
- b) Technical specification of item as per Section III of Annexure-I.
- c) Format for financial information as per Section III of Annexure-II.
- d) Format for Commercial Bid as per Section III of Annexure-III.
- e) Technical Bid Evaluation Sheet as per Section III of Annexure-IV.
- f) Bid Proposal Sheet at Annexure-A.

7. Final bid shall be submitted in the format mentioned in Section III of Annexure III.

8. Amendment of Tender Document

- 8.1 At any time prior to the last date for receipt of bids, the client may for any reason, whether at its own initiative or in response to a clarification request by the prospective bidder, modify the tender document by an amendment.
- 8.2 The amendment will be notified in writing or by FAX or by E-mail to all prospective Tenders who have received the tender document and will be binding on them.
- 8.3 In order to afford prospective bidder reasonable time in which to take the amendment into the account in preparing their bids, the Client may, at its discretion, extend the last date for the receipt of the Bids.

9. Language of Bids

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

10. Document Comprising the Bids

- 8.1 The Bids prepared by the bidders shall comprise of the following components:-
- a) Technical bid shall consist of the following:-
 - i) Technical bid furnished as per the format for technical (Section III).
 - ii) Technical literature for each product/service, covering full technical specifications.
 - b) Commercial bid consists of the following:-
 - i) Bid prices duly filled, signed and complete as per the format (section III)

11. Bid Evaluation Method

- a) T & E Org., Tripura will examine the bids to determine whether they are complete, whether any errors have been made, whether required EMD have been furnished, whether the documents have been properly signed, and whether the bids are in order.
- b) T & E Org., Tripura will first evaluate the Technical bid of the bidder and the financial bids of only technically qualified bidder will be evaluated.
- c) T & E Org., Tripura may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any bidder.
- d) Prior to the detail evaluation, T & E Org., Tripura will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these, a

substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. T & E Org., Tripura determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

- e) If a bid is not substantially responsive, it will be rejected by T & E Org., Tripura and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- f) T & E Org., Tripura reserves the right to accept any bid and to cancel/abort the bid process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder
- g) Arithmetical error will be rectified on the following basis. If there is a discrepancy between words and figures, the amount in words will prevail.
- h) Technical Evaluation: T & E Org., Tripura will examine the eligibility of the bidders as per the Bid specification. Bids of the BIDDER, not satisfying the eligibility criteria, shall be rejected. T & E Org., Tripura may ask for additional information from the bidders. On request from the T & E Org., Tripura, the bidder may have to produce additional information. The time limit, in which the bidders' have to submit additional information, shall be decided by T & E Org., Tripura and its decision shall be final in this regard. Bids of the Bidder failing to adhere to the specified time limit shall be rejected.
- i) Technical Evaluation Criteria (Refer to Annexure IV) : The bidder scoring a total point of 60 or more will be considered a technically qualified bidder which will then be considered for financial evaluation. The bids will be rejected if the technical score is below 60 points.
- j) Financial Evaluation: Financial bids of only technically qualified bidders shall be evaluated. The bids, found lacking in strict compliance to the commercial bid format shall be rejected straightaway. On opening the financial Bids, the Evaluation Committee shall read out the financial Bid to all the Bidders and note the same. All the financial Bids shall then be ranked according to the financial Bid in increasing order with the Bidder quoting the least amount ranked L1, Bidder quoting next higher figure as L2 and so on. In case there is any tie in financial Bids of one or more Bidder, the Bidder having the higher technical score will be given declared as needful. In case the technical scores are also equal, all the technically qualified Bidders shall be asked to resubmit the financial Bid. However, in this case, the revised financial Bids should be less than the lowest financial Bid quoted earlier by the technically qualified Bidders. L1 will be declared as Successful Bidder and his offer will be processed further.

12. Eligibility Criteria

- 12.1 The Agency should have Local Presence/representative in Tripura.
- 12.2 The Agency should be a financially sound having minimum average **annual turnover of Rs.35 Lakh** during last three financial years.
- 12.3 The Agency should have minimum **experience of three years** in supply of ICT equipment such as UPS.
- 12.4 Attach all documentary proof without which the bid shall be rejected.
- 12.5 The Agency should be registered and should possess necessary license from statutory bodies/organizations.
- 10.6 The Agency should possess necessary Service Tax & Income Tax registrations from the competent authority.

SECTION - III

ANNEXURE I-TECHNICAL SPECIFICATION OF ITEMS

1. UPS

Configuration		Compliance (YES/NO)
Capacity	650 VA	
Output	Output Power Capacity : 325 Watts / 650 VA Max Configurable Power: 325 Watts / 650 VA Nominal Output Voltage: 230V	
Input	Input Voltage Range: 180-270 VAC <u>Frequency</u> : 50Hz +/-3Hz	
Battery	<u>Battery Type</u> : Maintenance-free sealed Lead-Acid battery with suspended electrolyte : leak proof <u>Typical Recharge Time</u> : 4 hrs upto 90% capacity	
Output connections	3 Nos. India 3pin 5/6 Amp socket (all with battery backup)	
Input Connection :	India 5/6 Amp power cord.	
Manufacturer Credentials.	Manufacturer should be ISO 9001 certified.	
Warranty	3 years comprehensive on site replacement warranty including 2 years on battery.	

ANNEXURE II- FORMAT FOR FINANCIAL INFORMATION

Tender Notice No. NO.F.VI-6(4)-TAX/06(P-I)

Name of the Project: Tender for Supply of UPS for Taxes & Excise Organization

Name of the vendor	Turn Over (Rs in lakhs)			
	FY13-14	FY 14-15	FY 15-16	Average of (FY13-14,FY14-15 & FY15-16)

ANNEXURE III- COMMERCIAL BID

Sl. No	Items	Quantity	Unit	Basic Unit Price (INR)	Applicable Taxes	Unit Price including Taxes	Total (in INR)
A	B	C	D	E	F	G	H = C*G
1	UPS (650 VA)	60	Nos.				
Total in INR (In numeric)							
Total in INR (in words)							

ANNEXURE IV- TECHNICAL BID EVALUATION SHEET

Sl. No.	Criteria	Maximum Points	Points Scored
1	Organizational Capability		
a.	Average Annual Turnover for last three FY.(FY13-14,FY14-15 & FY15-16) Average Annual Turnover => Rs.35 lacs to <= Rs.50 lacs = 12 marks. Average Annual Turnover > Rs.50 lacs to < Rs.75 lacs= 16 marks Average Annual Turnover => Rs.75 lac = 20 marks	20	
b.	Presence of Service Center of the product	20	
c.	Years of Experience in Supply and Installation of similar equipment: (=>10 years =20 marks, >5 years to <10 years =16, => 3 years to 5 years =12)	20	
2	Suitability of the technical proposal		
	Percentage of Technical Specification satisfied (Best Specification will get highest marks. Technical Bid Evaluation Committee will decide suitability of the product and provide the marks)		
a.	Technical specifications of the equipment in Annexure-I	30	
b.	Delivery Period (45-30=6, 29-15=8, <15=10)	10	
	Total	100	

NOTE : Please submit all documentary evidence in support of above evaluation criteria

SECTION – IV GENERAL TERMS AND CONDITIONS

1. The Vendor is required to attach a proper and latest authorization letter from the Original Manufacturer on their letterhead indicating the Tender / Enquiry Ref. number and date. Authorization letter should also include commitment from the Original Manufacturer that they will stand by the Vendor to provide services during the entire warranty period. Without proper authorization letter, the offer will be REJECTED.
2. This is a two part bid. Technical & Commercial bid should be submitted separately in two separate covers.
3. The supplier is required to install the items to the satisfaction of buyer at respective locations.
4. The vendor is required to clearly mention the make/type/model of the item. The vendor is also required to attach original manufacturer's data sheet / Leaflets / Catalogues; otherwise the quotation is liable to be rejected.
5. The company should adhere with all seriousness to the time schedule provided by the T & E Org.
6. There is no provision for making advance payment to the Company as per T & E Org. rules. However, the bill should be submitted by the vendor after successful instillation and will be considered for payment within reasonable period.
7. The supplier is required to supply all relevant user manuals / documentation, power cables , connectors and required accessories along with the equipment.
8. All the equipment mentioned should be UL/RoCH/BEE Star Certified/CSA/FCC compliance where applicable.
9. The Rates are to be quoted as indicated in the attached format inclusive of Taxes and custom duty applicable for the purchasers who possess the Custom Duty Exemption Certificate. Prices should be firm and fixed.
10. Validity of Proposal for supply of the items should be at least for 180 Days months.
11. The vendor should provide and attach the following details along with its quotations: Quantity of Similar items Sold in Last three Years, List of reputed Customers dealt with them. Latest copy of Income Tax Return Form PAN /TAN Copy of the Registration Form.
12. Warranty : The equipment offered should be guaranteed / warranted for a period of three years from the date of acceptance of the items for any manufacturing defect.

ANNEXURE-A-BID PROPOSAL SHEET

Bidder's Proposal Reference No & Date :

Bidder's Name & Address :

Person to be Contacted :

Designation

Telephone No:

Fax No:

Email :

To <>

Subject :- Tender for Supply of UPS for Taxes & Excise Organization.

Sir,

- 1 We, the undersigned Bidders, having read and examined in detail general terms and conditions, the specifications and all the bidding documents in respect of supply of UPS for Taxes & Excise Organization as per specified in **SECTION III** in the bidding document.
- 2 All price mentioned in our proposal are in accordance with the terms as specified in the 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.
- 3 We do hereby confirm that the bid prices are **inclusive of all taxes**, wherever applicable.
- 4 We declare that all the services shall be performed strictly in accordance with the fine-tuned technical specifications. No Technical deviation will be acceptable and any technical deviation is liable to rejection of tender.
- 5 We hereby declare that our proposal is made in good faith and the information contained in this proposal is true and correct to the best of our knowledge & belief.
- 6 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 Seal

Name
Designation