



III Floor, Norka Centre, Thycaud
Thiruvananthapuram

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TENDER DOCUMENT

Sub: Supply and installation of 5KVA UPS, Tubular Batteries and Desktops-reg.

Sealed tenders are invited from reputed manufacturers/authorised dealers for the supply of 5KVA UPS, Batteries and Desktops as per specifications noted in the table below to NORKA ROOTS, 03rd Floor, NORKA CENTRE, Thycaud, Thiruvananthapuram. The tender document form duly completed in all respect in accordance with the instructions mentioned here-under should reach this office on or before 19/05/2018 at 3.00pm. The tenders shall be opened on the same day at 3.30pm in the presence of the bidders or their authorized representatives who may like to be present at their own expenses. In case date of opening of tender happens to be a closed holiday, the tender will be opened on next working day at the stipulated timing.

Important Instruction:-

The Tenderers are advised to go through the tender documents, terms & conditions thoroughly and must sign all the pages as a token of their acceptance. The Tenders duly completed in all respect must be submitted along with all relevant terms and conditions, failing which the tenders are liable to be rejected. Parties or companies with a minimum experience in similar work in government / reputed bodies for a period of 3 years or more will be preferred.

Scope of Work

i) Supply and installation of 5KVA UPS, Tubular Batteries & Desktops as noted in the following table

- | | |
|--|-------------------------|
| i. Last Date and Time for receipt of Tenders | : 19/05/2018 upto 03pm |
| ii. Date of opening of the Tender | : 19/05/2018 at 03.30pm |

Technical Specification (Hardware)

Item No	Item Name and Specification	Quantity
1.	<p><u>5KVA Online UPS [Make: Hykon / APC / V-GUARD / Supra / Emerson / Power-One]</u></p> <p>Single Phase Input, Single Phase Output, True Online Double/Tripplle Conversion Technology, Active PFC Compatible, Pure Sinewave UPS with Isolation Transformer Warranty : Minimum 3 Year</p>	1
2.	<p>100AH, 12Volt Tubular batteries with battery Stand [Make: Exide / Hykon / Supra / Hi-Power / Southern Tubular]</p> <p><i>[10 batteries for the 5KVA UPS (Item No: 1) and 4 for replacing old batteries of another UPS on buyback arrangement]</i></p>	14
3.	<p><u>Desktops: (Branded) [Acer/HP/Lenovo/Dell]:</u> Processor: Intel/AMD x64 quad core processor having either of</p> <ul style="list-style-type: none"> ➤ SYSMARK 2014 Overall Score of 1350 or above, tested with 8GB RAM ➤ PC Mark 8 Work Accelerated Score of 4350 or higher, tested with 8GB RAM. <p>Chipset: Compatible, Motherboard: OEM Motherboard, Bus Architecture: 2 PCI (PCI/ PCI Express) or more, Memory: 8GB DDR4-2300 RAM (or above) with 16 GB Expandability with minimum 2 DIMM slots. , Hard Disk Drive: 1.0TB 7200 rpm or higher., Monitor: 47 cm (18.5 inch) or larger TFT/LED Digital Colour Monitor TCO-05 certified. same make as PC , Keyboard: PS/2 or USB Min 104 keys, Keyboard same make as PC. , Mouse: PS/2 or USB 2 button Optical Scroll mouse with Mouse pad, same make as PC. , Bays: 2 Nos. or above. , Ports: 6 USB Ports (with at least 2 in front), at least two USB 3.0 ports 1 Serial audio ports for microphone and headphone in front., ODD: Min 8x or better DVD Writer, Audio: Integrated audio controller, Audio ports both in front and back, Networking facility: 10/100/1000 Mbps on board integrated Network Port with remote booting facility remote system installation, remote wake up., Power Management: Screen Blanking, Hard Disk and System Idle Mode in Power On, Set up Password, Power supply SMPS Surge protected, Accessories: With required connecting cables and driver media and required accessories, Certifications : For Monitor: TCO-5 certification compliance, For OEM: ISO 9001-2008, RoHS, EPEAT Silver / Energy Star 5.2 certifications or any other similar rating or certification that aims at green brand PC, Warranty: 5 year comprehensive on-site warranty including Monitor, Operating System: Windows 8.1/10 Prof /Ubuntu.</p> <p>Bidder should be an OEM or authorised distributor for the OEM (proof should be enclosed). The system offered should have Windows 10 / RHEL certification.</p>	6

GUIDELINES TO THE CONTRACTOR

1. Price should be inclusive of all transportation costs, installation costs and taxes.
2. Tenderers may enclose all the literature of technical specs, customer list etc with the tender document.
3. The tenderers are advised to go through the complete tender documents, terms and conditions, schedule of quantity thoroughly and must sign in all the pages of documents for as token of going through them, failing which the tenders are liable to be rejected.
4. The tenderers are required to quote both in figures and in words without any cutting/over writing etc. In case of any discrepancy the lowest rate quoted shall be considered.
5. The successful firm shall be responsible for installation, commissioning and training etc. of the items quoted.
6. The tenders shall be valid for 90 days from the date of opening of tender.
7. The sealed Envelope containing the filled tender` must be superscribed with “Supply and installation of UPS, Batteries & Desktops”.
8. The Firm should be in the business of Supply and installation of the items quoted, at least for the last 3 years. Please furnish documents i.e. copy of orders in support of the same. Details of Past installation shall be produced.
9. Quoting the lowest rate alone does not entitle the agency for the award, the decision on rate reasonability fixed by Norka-Roots will be final and binding.
10. Chief Executive Officer, Norka-Roots reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
11. It is the responsibility of the agency to submit the tender within specified date and time and Norka-Roots is not bound to entertain the tender received late due to any reason.
12. Non-compliance of all or any of the conditions in the Tender document will result in rejection of tenders summarily.
13. All pages of tender form should be duly signed.
14. All hardware and software must be supplied with their original and complete printed documentation.
15. Four Desktops have to be supplied at NORKA ROOTS Head Office, NORKA CENTRE, Thiruvananthapuram and the balance two Desktops at NORKA ROOTS Certificate Authentication Centre, 2nd Floor, Zamorin Square, Link Road, Kozhikkode
16. Tenderer shall also quote AMC charges after mentioned warranty period

NORKA-ROOTS
(A Government of Kerala Undertaking)
3rd Floor, Norka Centre, Thycadu
Thiruvananthapuram – 695 014



TENDER

Containing General Conditions of Contract and Schedule for the supply of

.....

Name of Tenderer :

Address :

Signature of Tenderer :

Last date and time for the receipt of tender :

Date of opening of Tenders :

Form of Tender

Sir,

I/We hereby tender to supply, under the annexed general conditions of contract, the whole of the articles referred to and described in the attached specification and schedule, or any portion thereof, as may be decided by NORKA-ROOTS at the rates quoted.

The items will be delivered within the time and at the places specified in the schedule.

I/We am/are remitting/have separately remitted the required amount of ₹.....as earnest money.

Yours faithfully,

Signature:

Address:

Date:

To be scored off in cases where no Earnest Money Deposit is furnished.

GENERAL CONDITIONS

Sealed tenders are invited for supply of the materials as specified in the schedule attached.

1. The tenders should be addressed in the prescribed form to the officer mentioned below in a sealed cover with the tender number and name of the tender duly superscribed on the cover. The Tender Form can be obtained on payment and can also be downloaded from NORKA Roots website. The cost of tender form can be remitted through separate Demand Draft.

2. Duplicate copies of tender forms will also be issued at the rate specified below. The cost of tender forms once paid will not be refunded. Tenders which are not in the prescribed form are liable to be rejected. The rates quoted should be only in Indian currency.

3. Intending tenderers should send their tenders so as to reach the officer mentioned below, on due date and time (noted below). No tender received after the specified date and time will be accepted on any account. The rates will be considered firm for acceptance till the date mentioned below. Tenders not stipulating period of firmness and tenders with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.

4. Every tenderer should send along with his tender, an Earnest Money Deposit of Rs. 3,000/-. The amount may be paid by Demand Draft (crossed) on the local branch of State Bank of India drawn in favour of the Chief Executive Officer, NORKA-ROOTS, Thiruvananthapuram. The earnest money will be returned as soon as possible after the tenders are settled. No interest will be paid for the earnest money deposited.

5. If any tenderer withdraws from his tender before expiry of the period fixed for the rates firm for acceptance, the earnest money, if any, deposited by him will be forfeited to NORKA-ROOTS or such action taken against him as the company think fit.

6. Tenderers shall invariably specify in their tenders the delivery conditions including the time required for supply of articles tendered for.

7. (a) The tenderers shall clearly specify whether the articles offered bear Indian Standards Institution Certification Mark or not. In such cases, they shall produce copies of certification mark along with their tenders in support of it.

(b) Tenderers shall clearly specify whether the goods are offered from indigenous sources, from imported stocks in India or from foreign sources to be imported under a license. Chief Executive Officer, NORKA-ROOTS reserves the right to reject offers for import of goods if the Import Trade Control policy in force at the time of award of the contract prohibits or restricts such imports.

8. The final acceptance of the tenders rests entirely with the Chief Executive Officer, NORKA-ROOTS who does not bind himself to accept the lowest or any tender. The CEO reserves the right to reject any tender without assigning any reason, thereof.

9. All payments to the tenderers will be made by NORKA-ROOTS in due course by crossed cheque payable at Thiruvananthapuram.

10. The tenderers shall quote also the percentage of rebate (discount) offered by them in case the payment is made promptly within fifteen days / within one month of taking delivery of stores.

10. The successful tenderer shall execute an agreement for the due fulfillment of the contract within a period specified in the letter of acceptance. The tenderer shall have to pay all stamp duty, lawyer's charges and other expenses incidental to the execution of the agreement. Failure to execute the agreement within the period specified will entail the penalties set out in para 11 below.

11. In case the tenderer becomes insolvent or goes into liquidation, or made or proposes to make any assignment for the benefit of his creditors or proposes any composition with his creditors for settlement of his debts or carries on his business or the contract under inspection on behalf of his creditors or in case any receiving order or orders, for administration of his estate are made against him, or in case the tenderer shall commit any act of insolvency or in case in which under any clause or clauses of his contract the tenderer shall have rendered himself liable to damages amounting to the whole of his deposits, the contract shall thereupon, after notice given

by the Chief Executive Officer to the tenderer be determined and Company may complete the contract in such time and manner and by such persons as the Company shall think fit. But such determination of the contract shall be without any prejudice to any right or remedy of the NORKA-ROOTS against the tenderer or his sureties in respect of any breach of contract therefore committed by the tenderer. All expenses and damages caused to NORKA-ROOTS by any breach of contract by the tenderer shall be paid by the tenderer to NORKA-ROOTS and may be recovered from him under the provisions of the Revenue Recovery Act in force in the State.

12. Payments will be made only after verification and testing of items supplied. Bank charges incurred in connection with payment against documents through bank will be to the account of the tenderer.

13. The tenderer shall not assign or make over the contract or the benefits or burdens thereof to any other person or body corporate. The tenderer shall not underlet or sublet to any person or persons or body corporate the execution of the contract or any part thereof without the consent in writing of the Chief Executive Officer, NORKA-ROOTS who shall have absolute power to refuse such consent or to rescind such consent (if given) at anytime if he is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the tenderer or the sub tenderer upon such revision. Provided always that if such consent be given at any time, the tenderer shall not be relieved from any obligation, duty or responsibility under this contract.

14. (a) In case the tenderer fails to implement the system within the time provided for delivery of the same, or in case the tenderer commits any breach of any of the covenants, stipulations and agreements herein contained, and in his part to be observed and performed, then and in any such case, it shall be lawful for NORKA-ROOTS (if it shall think fit to do so) to arrange for Purchase of the said articles/to authorise other contractors and things from elsewhere or on behalf of NORKA-ROOTS by an order in writing under the hand of the Chief Executive Officer and put an end to this contract and in case NORKA-ROOTS shall have incurred, sustained or been put to any costs, damages or expenses by reason of such Purchase or by reason of this contract having been so put an end to or in case any difference in price, compensation, loss, costs, damages, expenses and other moneys as shall for the time being be payable by the tenderer aforesaid

(b) In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be instituted in the Court in Thiruvananthapuram district.

15. Any sum of money due and payable to the tenderer under this contract may be appropriated by NORKA-ROOTS or any other Person authorized by NORKA-ROOTS and set off against any claim of the NORKA-ROOTS for payment of a sum of money arising out of or under any other contract made by the Tenderer with the NORKA-ROOTS or any other person authorized by NORKA-ROOTS. Any sum of money due and payable to the successful tenderer or contractor from NORKA-ROOTS shall be adjusted against any sum of money due to NORKA-ROOTS from him under any other contracts.

16. Every notice hereby required or authorized to be given may be either given to the tenderer personally or left at his residence or last known place of abode or business, or may be handed over to his agent Personally or may be addressed to the tenderer by post at his usual or last known place of abode or business and if so addressed and posted, shall be deemed to have been served on the Tenderer on the date on which, in the ordinary course of post a letter so addressed and posted would reach his place of abode or business.

17. Any attempt on the part of the tenderer, or their agents to influence the contract in their favour by personal canvassing with the officers concerned will disqualify the tenderers.

18. Tenderers should be prepared to accept orders subject to the penalty clause for forfeiture of security in the event of default in supplies or failure to supply within the stipulated period.

22. Telegraphic quotations will not be considered unless they give details of prices and are immediately followed by confirmation with full relevant details posted before the due date of the tender.

23. The prices quoted should be inclusive of all taxes, duties, cesses, etc., which are or may become payable by the tenderer under existing or future laws or rules of the country of origin supply or delivery during the course of execution of the contract.

24. Final payments will be made only on production by tenderers the tax clearance certificate relating to Agricultural Income Tax, Sales Tax and Income Tax.

25. Special conditions, if any, of the tenderers attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.

26. In the event of any question or dispute arising under these conditions or any special conditions of this contract or in connection with this contract the same shall be referred to the Board of Directors of the Norka-Roots and the decision shall be final.

27. The tenderer should send along with his tender an agreement executed and signed in Kerala Stamp paper worth Rs. 200/-. A specimen form of agreement is given as annexure to the tender. Tender without the agreement in stamped paper will be rejected out-rightly.

28. If during the warranty period, the equipment has a hardware failure on four or more occasions in a quarter, it shall be replaced by equivalent new equipment by the bidder at no cost to Norka-Roots.

Tender No.244/IT/2017/ROOTS

Dated: 30/04/2018

Tender No. : No.244/IT/2017/ROOTS
Superscription : Supply and installation of 5KVA UPS, Batteries and Desktops
Due date and time for receipt of tender :
Date and time for opening of tender :
Date upto which the rates are to be firm :
Price of tender form(by cash / separate DD, if downloaded) : ₹400/-
Price of duplicate copy : ₹200/-
Address of officer from whom tender forms are to be obtained and to whom tenders are to be sent : Chief Executive Officer
Norka Center, Thycadu,
Thiruvananthapuram-14
Name of Office : NORKA-ROOTS
Name and designation of Purchasing Officer : Chief Executive Officer
Station and date : Thiruvananthapuram, 30/04/2018

Technical Bid Form

Item No	Item Name and Specification	Quantity	Unit Price	Total Price	AMC charges after warranty in Rs	Remarks
1.	<u>5KVA Online UPS [Make: Hykon / APC / V-GUARD / Supra / Emerson / Power-One]</u> Single Phase Input, Single Phase Output, True Online Double/Trippl Conversion Technology, Active PFC Compatible, Pure Sinewave UPS with Isolation Transformer Warranty : Minimum 3 Year	1				
2.	12Volt, 100AH Tubular batteries with battery Stand [Make: Exide / Hykon / Supra / Hi-Power / Southern Tubular] <i>(10 batteries for the new UPS[item 1] and 4 batteries for replacing old batteries of another UPS on buyback arrangements)</i>	14				
3.	Buyback price for old 12Volt Tubular batteries [Hi-Power]	4				
4.	<u>Desktops: (Branded) [Acer/HP/Lenovo/Dell]:</u> Processor: Intel/AMD x64 quad core processor having either of ➤ SYSMARK 2014 Overall Score of 1350 or above, tested with 8GB RAM ➤ PC Mark 8 Work Accelerated Score of	6				

	<p>4350 or higher, tested with 8GB RAM.</p> <p>Chipset: Compatible, Motherboard: OEM Motherboard, Bus Architecture: 2 PCI (PCI/ PCI Express) or more, Memory: 8GB DDR4-2300 RAM (or above) with 16 GB Expandability with minimum 2 DIMM slots. , Hard Disk Drive: 1.0TB 7200 rpm or higher., Monitor: 47 cm (18.5 inch)or larger TFT/LED Digital Colour Monitor TCO-05 certified. same make as PC , Keyboard: PS/2 or USB Min 104 keys, Keyboard same make as PC. , Mouse: PS/2 or USB 2 button Optical Scroll mouse with Mouse pad, same make as PC. , Bays: 2 Nos. or above. , Ports: 6 USB Ports (with at least 2 in front), at least two USB 3.0 ports 1 Serial audio ports for microphone and headphone in front., ODD: Min 8x or better DVD Writer, Audio: Integrated audio controller, Audio ports both in front and back, Networking facility: 10/100/1000 Mbps on board integrated Network Port with remote booting facility remote system installation, remote wake up., Power Management: Screen Blanking, Hard Disk and System Idle Mode in Power On, Set up Password, Power supply SMPS Surge protected, Accessories: With required connecting cables and driver media and required accessories, Certifications : For Monitor: TCO-5 certification compliance, For OEM: ISO 9001-2008, RoHS, EPEAT Silver / Energy Star 5.2 certifications or any other similar rating or certification that aims at green brand PC, Warranty: 5 year comprehensive on-site warranty including Monitor, Operating System: Windows 8.1/10 Prof /Ubuntu. Bidder should be an OEM or authorised distributor for the OEM (proof should be enclosed). The system offered should have Windows 10 / RHEL certification.</p>					
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ANNEXURE

Agreement

Articles of agreement executed on this the day of Two thousand and..... between the Chief Executive Officer, NORKA-ROOTS (hereinafter referred to as the Company) of the one part and Shri.(H E name and address of the tenderer) (herein after referred to as 'the bounden') of the other part.

WHEREAS in response of the Notification Nodated the bounden has submitted to the NORKA-ROOTS a tender for the specified therein subject to the terms and conditions contained in the said tender;

WHEREAS the bounden has also deposited with the Company a sum of Rsas earnest money for execution of an agreement undertaking the due fulfillment of the contract in case his tender is accepted by the Company.

NOW THESE PRESENTS WITNESS and it is hereby mutually agreed as follows:

- 1. In case the tender submitted by the bounden is accepted by the Company and the contract for is awarded to the bounden, the bounden shall withindays of acceptance of his tender, execute an agreement with the Company incorporating all the terms and conditions under which the Company accepts his tender.
2. In case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, the Company shall have power and authority to recover from the bounden any loss or damage caused to the Company by such breach as may be determined by the Company by appropriating the earnest money deposited by the bounden and if the earnest money is found to be inadequate the deficit amount may be recovered from the bounden and his properties movable and immovable in the manner hereinafter contained.
3. All sums found due to the Company under or by virtue of this agreement shall be recoverable from the bounden and his properties, movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though such sums are arrears of land revenue and in such other manner as Company may deem fit.

In witnesses where of Shri(HE name and designation) for and on behalf of the NORKA-ROOTS, and Shri the bounden have hereunto set their hands the day and year shown against their respective signatures.

Signed by Shri (date)

In the presence of witness

- 1.
2.

Signed by Shri (date)

In the presence of witness

- 1.
2.