

THE JAIPUR CENTRAL CO-OPERATIVE BANK LTD.

F-1 , NURSERY CIRCLE , VAISHALI NAGAR , JAIPUR - 302021

WEBSITE: www.ccbjaipur.com EMAIL ID : dccb.jaipur@rajasthan.gov.in PHONE : 0141-2358662



TENDER NOTICE FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT

OF

UPS SYSTEMS

TENDER REFERENCE NO. : JCCB/Ope/AMC/2023-24/66885 DT: 21/12/2023

MODE OF BID SUBMISSION : OFFLINE

BID SUBMISSION START DATE : 22/12/2023

BID SUBMISSION LAST DATE & TIME : 05/01/2024 till 3.00 PM

BID SUBMISSION PLACE : HEAD OFFICE (F-1 , NURSERY CIRCLE , VAISHALI NAGAR , JAIPUR – 302021)

TECHNICAL BID OPENING DATE PLACE & TIME : HEAD OFFICE , 04/01/2024, 4.00 PM

Authorized officer to contact regarding procurement proceedings :

1. Mr. K.C. Yadav, Chief manager(operations),Head office, bank - 8003699077
2. Mrs. Surbhi Joshi, Computer Programmer, Head Office, bank - 7230044400

Appellate officer in concern with procurement proceedings:
Managing Director, Bank

Tender Notice for Comprehensive Annual Maintenance Contract of UPS Systems

NOTICE INVITING BID (NIB)

Reference No. JCCB/Ope/AMC/2023-24/66885

Dated- 21/12/2023

Name and Address of procuring entity	The Jaipur Central Cooperative Bank Ltd. F-1, Nursery Circle, Vaishali Nagar, Jaipur-302021
Name and address of Procurement Officer	Managing Director The Jaipur Central Cooperative Bank Ltd. F-1, Nursery Circle, Vaishali Nagar, Jaipur-302021
Subject matter of procurement	Comprehensive Annual Maintenance Contract of UPS Systems
Bid procedure	Single Stage Two Part Open competitive Bidding: Technical Bid & Financial Bid
Bid evaluation criteria (Selection method)	Technically Qualified bidder shall be selected on Lowest Cost Based Selection (LCBS) i.e. L1 bidder.
Website for downloading Bid Document, Corrigendum's Addendums etc.	https://www.ccbjaipur.com/ , https://sppp.rajasthan.gov.in/ ,
Estimated Procurement Cost	Rs.1.88 Lakh(inclusive of GST)
Bid Fee	Bid Security/Bid Document Fee may be paid through Demand Draft/Pay Order/NEFT/RTGS Bid Security - Rs. 4,000 DD/PO in favour of The Jaipur Central Co-operative Bank Ltd. payable at Jaipur Bid Document Fee – Rs.250 DD/PO in favour of The Jaipur Central Co-operative Bank Ltd. payable at Jaipur <u>The RTGS/NEFT account details of the bank is as under:-</u> Account Name: The Jaipur Central Co-operative Bank Ltd. Account No. : 91242220999 Branch: Head Office IFSC Code: RSCB0022099 Scanned copy of the demand draft or RTGS/NEFT UTR receipt has to be submitted along with the technical bid.
Bid Validity	90 days from bid submission deadline

TENDER NOTICE

Subject : Comprehensive Annual Maintenance Contract for UPS Systems

Office of THE JAIPUR CENTRAL COOPERATIVE BANK, JAIPUR herewith invites BIDs from registered vendors/companies/firms who are competent and experienced with sound technical and financial capabilities for taking up the work of comprehensive Annual Maintenance Contract for UPS Systems.

The BID tender document and details may be downloaded from our website www.cbjapur.com or from SPPP portal (www.sppp.rajasthan.gov.in) or obtained the same from our office at the address given on first page during the normal office hours.

Two sealed separate envelop for Technical and Financial bid should be put in one envelop with Technical Bid super subscribing "Technical BID for comprehensive Annual Maintenance Contract for UPS Systems" and Financial Bid super subscribing "Financial BID for comprehensive Annual Maintenance Contract for UPS Systems" shall be submitted at the given address before 3:00 P.M on 05/01/2024 with covering envelope addressed to : Managing Director, The Jaipur central cooperative bank ltd., F-1, Nursery Circle , Vaishali Nagar, Jaipur – 302021.

- *The tenderers are requested to carefully study whole tender document with all the terms and conditions and scope of work mentioned in the tender document before quoting their rates.*
- *Firm officials may remain present in the office at the time of opening of BID document.*
- *The BID must be strictly in accordance with the terms and conditions with specifications as laid out in the tender.*

Arithmetical errors will be rectified on following basis. 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 shall prevail, and the total price shall be corrected.

SCOPE OF WORK

Work covered in this BID document shall generally be as detailed herein below. However, bidder shall be responsible to complete the work in all respects and in doing so provide/supply all facilities which may not be covered explicitly herein below but nevertheless are required to complete the work envisaged with the exception of only such items as have been specifically excluded from bidder's scope.

The list is illustrative and not exhaustive, and the Bidder will arrange for spares and accessories and rectify/replace the same.

The bidder should be conversant with the handling of repair and maintenance of all type of UPSs. The services comprise of preventive and corrective maintenance and also includes carrying out necessary repairs and fittings free of cost, replacement of all parts including plastic parts except batteries.

Once in each quarter, the Bidder/Vendor will perform preventive maintenance of all UPS which will cover-

- i. cleaning of all equipment externally using soft cloth, carbon tetra chloride. Material is to be provided by successful vendor at no extra cost.
- ii. internal cleaning of the equipment (only which are under CAMC) using vacuum cleaner
- iii. Check input & output cables are in proper order
- iv. Input and output voltage between Phase, Neutral and earth

In case of replacement of parts, the old/defective parts required to be replaced with genuine original spare parts. The removed part shall become the property of the Bidder/Vendor.

All maintenance/repairs shall be attended by the Bidder/Vendor or authorized personnel only. Engineer should be available at district level to serve our branches in fast manner.

Representative of the Bidder/Vendor shall visit the concerned Head office at least once in each quarter to discuss the problems and their immediate rectification.

The UPS Systems shall continue to remain covered under AMC agreement during transit as well as at the new location, when moved for maintenance or for any other purpose.

Any change in branch address or any new branch of bank is opened shall continue to remain covered under AMC agreement.

The Engineers provided should be conversant in taking up problems with the UPS.

Comprehensive Annual Maintenance Contract for UPS installed in **The Jaipur Central Cooperative Bank Ltd. and its branches** operational in Jaipur district having its head office situated at **F-1, Nursery Circle, Vaishali Nagar, Jaipur – 302021.**

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Branches of the bank are as follows :

S.no	BRANCH	S.no	BRANCH	S.no	BRANCH
1	KISHANPOLE	10	CHOMU	19	JALSU
2	BASSI	11	SHAH PURA	20	KOTKHAWDA
3	CHAKSU	12	VIRAT NAGAR	21	TUNGA
4	PHAGI	13	PAOTA	22	COLLECTORATE
5	SANGANER	14	KOTPUTLI	23	HARMARA
6	BAGRU	15	JAMWA RAMGARH	24	TONK PHATAK
7	DUDU	16	JHOTWARA	25	HEAD OFFICE
8	SAMBHAR	17	VAISHALI NAGAR		
9	RENWAL	18	GOVIND GARH		

AMC shall include the repair / replacement of defective parts with the original parts of equivalent or higher specification and details of replacement should be provided to the competent authority. The UPS are normally required to be repaired in the premises of head office / branch office only. In exceptional cases when the UPS cannot be repaired in the office premises and required to be taken to the workshop, this department will not make any payment towards cartage and the expense for the to and fro. Transportation of the UPS will be borne by the firm concerned. A standby arrangement is also mandatory in such cases.

The equipment being taken to the workshop for repair would be at bidder/firm own risk and expenses. Any damage or loss caused to the equipment or their part due to negligence, mishandling shall be made good by the bidder/firm. In this case, the bidder/firm should make necessary inward and outward entries duly signed by the officer-in-charge.

The service engineer/technicians will be allowed to work on all working days. Renting or lending of any product are completely prohibited.

TERMS AND CONDITIONS:

- The contract period is for one year. Based on satisfactory services and if bank find it appropriate the contract may be extended as mutually acceptable to both the parties as per RTPP Act, 2012 and Rules, 2013.
- On expiry on contract, if mutual consent cannot be established for contract renewal then bidder have to provide AMC service on same rate till new contract or for next three months whichever is earlier.
- The rates quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period.
- The bidder must have GST Registration and Copy of the same should be enclosed failing which the tender will be technically rejected.
- The firm/company should be in existence for over 2 years as on 31.3.2023 with average turnover of 15 lakhs or more per annum during the last 2 years.
- Bidder must have branch office/ regional office/ Head Office in Jaipur. The bidder/tenderer is required to submit evidence/proofs in this regard.
- The Bidder/Vendor should not have been black listed at any point of time before participating in this bid by any Govt. body/ PSU/ Bank or any other institution. A self-declaration letter by the bidder should be submitted on company/ firm's letter head.
- It is the responsibility of the bidder to inspect the site/ all branches and Head Office before submission of BID documents to know the full implication of the contract.
- Maintenance shall be taken on "as is where is basis".
- All tools and testing instruments required for checking, testing and attending to routine maintenance and breakdowns shall be arranged by the bidder.
- Preventive as well as breakdown maintenance, both are covered under scope of work on AMC, which is comprehensive & corrective maintenance of UPS Systems.
- The maintenance work shall be performed with skilled personnel totally conversant with the equipment.
- The bidder/firm will provide his personnel with protective equipment and should ensure safety of his service Engineer/Technicians, engaged for the purpose of CAMC and during the process of work, if any accident occurs due to any cause, JCCB shall not be held responsible, and any claim or legal penalties arising out of it will be the responsibility of bidder/firm. The bidder/firm should make good any damages done during CAMC. Adequate care is to be taken while executing the work without causing any damage to JCCB premises and equipment.
- During Comprehensive AMC period all the materials required for satisfactory functioning of the system to be supplied by the Successful Tenderer.
- Maintenance register / Log books should be maintained by the firm and necessary entries should be recorded about the visiting of their engineer in connection with the maintenance activity. A Preventive Maintenance Report from the user would be submitted to IT Cell, Head Office, JCCB.
- In case of any technical snag it should be attended within 24 hours. If the firm fails to carry out repairs within 24 hours, to the satisfaction of the user, a penalty of Rs. 100/- (Rupees One hundred only) per day or part thereof will be charged for delay beyond the one day till such time items are repaired. A call sheet duly signed by user and should be submitted to

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the IT Cell, Head Office /Branch Manager of JCCB after successfully attending the call. Breakdown call should be attended on urgent basis.

- The payment towards maintenance charges will be released / paid on quarterly basis on satisfactory completion of assigned services. No advance payment in any case would be made. However, quarterly payment on pro-rata basis on satisfactorily rendering of service would be made.
- The replacement of any part of, whenever required, must be carried out by the vendor with genuine part of same specification and warranty. The firm shall maintain the equipment as per manufacturer's guidelines and shall use standard Original Equipment Manufacturer (OEM) components for replacement. Until and unless written orders of the Bank are conveyed, the original specification/characteristics/features shall not be changed. The components of the equipment will be the whole responsibility of the Bidders for procurement and replacement as and when required during the period of contract.
- The Bidder/tenderer must under-take to ensure that sufficient standby, spares etc. are kept in readiness to facilitate any temporary replacement.
- As it is comprehensive AMC, therefore it covers:
 - a. All labour charges, miscellaneous charges, required spares, wear and tear of components.
 - b. No DA/TA will be paid.
 - c. The bidder shall be responsible for any loss or damage caused to any of the machines owing to negligence on his part. The contract will be on comprehensive basis inclusive repairs and replacement of spare parts without extra payment.
 - d. Immediately on award of the contract, the bidder would give a report taking over all equipment. It shall be the responsibility of the firm/company to make all the equipment work satisfactorily throughout the contract period and also to hand over the systems to the Department in working conditions on the expiry of the contract. In case any damage on the systems of the department is found, compensation which would be determined by the Competent Authority will have to be paid by the firm.
- Late submission of tenders will not be accepted. Tenders by "Fax/E-mail" will not be accepted. Tenders may be submitted by Registered Post, by hand in person or by courier. However, any delay on this account shall not be accepted as reason for exception.
- Income Tax and other taxes as per rules will be deducted from the bill as applicable from time to time.
- JCCB reserves the right to reject any or all tenders without assigning any reasons whatsoever. And also reserves the right to terminate the contract at any time by giving one month notice without assigning any reason whatsoever.
- This bank / office reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds of such action. Bank also have right to amend/extend/ cancellation of bid process. This office reserves the right to postpone / and / or extend the date of receipt / opening of Bid or to withdraw the same without assigning any reason thereof.
- The evaluation and comparison of responsive bids shall be done on the prices in technical bid but excluding Taxes levies (GST).
- Incomplete bid documents/enclosures/supporting documents may lead to rejection of bid.

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- No Bid shall be rejected at the time of Bid opening except the Bids not accompanied with the proof of payment or instrument of the required price of bidding document fee, processing fee and Bid Security.
- The Financial Bid cover shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of technical Bids.
- Bank shall not be responsible for non-consideration of documents, if bidder does not mark the documents as annexures mentioned in the Tender document or submit incomplete documents.
- The bidder shall ensure to affix Page numbers on all the submitted documents.
- No joint venture or consortium of any kind is allowed to participate in bid. BID is not transferrable.
- In case of any dispute, the settlement will be made in the Courts of Jaipur.
- Even though the Bidders meet the minimum qualifying criteria, they are subject to be disqualified if they have:
 - Made misleading or false representations in the forms, Statements and attachments submitted in proof of the qualification requirements.
 - Or record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.
- The Bidder/Vendor shall be required to sign a Service Level Agreement as per Banks Standard Format incorporating various terms & conditions. The stamp duty of such agreement shall be borne by the bidder.
- The quantity mentioned in annexure II is only estimated quantity, which will be finalized by the successful vendor by visiting the branches
- On subsequent additions UPS which fall out of warranty shall be included in the contract at the rates quoted by the Bidder/Vendor as per Annexure II and payments shall be made on pro rata basis.
- At the termination of the contract, the vendor shall submit written reports from each branch that the UPS under the AMC are in working, usable and satisfactory condition before claiming of AMC amount.
- At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum.
- Any bidder, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the procuring entity.
- Provided that the Bid last submitted or the Bid as modified by the bidder shall be considered for evaluation.

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ANNEXURE – I TECHNICAL BID {to be filled by the bidder}

Reference No. JCCB/Ope/AMC/2023-24/66885

Dated- 21/12/2023

1	Name of firm	
2	Bid Document Fee	
3	Bid Security	
4	Establishment date of the firm	
5	Address of Firm. Whether office is situated in Jaipur? (proof should be enclosed)	(yes/no)
6	GST Registration number and Date of Registration	
7	PAN	
8	Balance sheet of last 2 Years (Attached)	(yes/no)
9	CA Certificate of details of the financial turnover in last 2 years. (CA Certificate should be enclosed)	a. 2021-2022 _____ b. 2022-2023 _____
10	Average turnover in last 2 years is above 15 lakhs?	(yes/no)
11	Contact person's details	
	a) Name	
	b) Telephone no. /Mobile No.	
	c) E-mail id	
12	Experience Certificates/ 3 satisfactory performance certificate(proof should be enclosed)	(yes/no)
13	ANNEXURE-III: BIDDER'S AUTHORIZATION CERTIFICATE(Attached if applicable)	(yes/no)
14	ANNEXURE-IV: Declaration by Bidder regarding qualification(Attached)	(yes/no)
15	ANNEXURE-V: CERTIFICATE OF CONFORMITY/ NO DEVIATION(Attached)	(yes/no)
16	ANNEXURE-VI: DECLARATION BY BIDDER(Attached)	(yes/no)
17	All Pages of Tender document sealed and signed?	(yes/no)
18	All the necessary enclosures and supporting documents mentioned in bid are submitted duly sealed and signed?	(yes/no)

Date:

Seal & Sign of the Bidder/Vendor

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ANNEXURE – II (FINANCIAL BID) {to be filled by the bidder}

Reference No. JCCB/Ope/AMC/2023-24/66885

Dated- 21/12/2023

S.NO	HARDWARE ITEM	MAKE/ MODEL	Number of Units*	Rate per unit	Total Amount (incl. of GST)
1	UPS – Solar 3 KVA	APC / Alfa PCU	13		
2	UPS – Electric 5 KVA	Numeric	2		
3	UPS – Electric 3 KVA	Numeric/ Power+	13		
4	UPS – Electric 2 KVA	Hitachi/ Numeric	8		
5	UPS – Electric 1 KVA	Keptron	1		
	NET TOTAL AMOUNT (TCO), which shall be base figure for evaluating Bidder as L1	XXXXXXXXXXXXXXXXXX	XXXXXX	XXXXXXXXXX	

The above quotation/prices are inclusive of all Taxes. We confirm that the prices quoted above will be valid for contract period.

*Number of Units is indicative. It may increase or decrease.

Date:

Seal & Sign of the Bidder/Vendor

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ANNEXURE-III: BIDDER'S AUTHORIZATION CERTIFICATE {to be filled by the bidder}

To,

{Procuring entity},

_____,

_____.

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with NIB reference No. _____ dated _____. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: - Verified Signature:

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

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ANNEXURE-IV: Declaration by Bidder regarding qualification {to be filled by the bidder}

To,

{Procuring entity}, _____,

In relation to my/our Bid submitted to for procurement of.....in response to their Notice Inviting Bids NoDated I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my / our affairs administered by a court or a judicial officer, not have my/ our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officer not have, been convicted of any criminal offence related to my/our professional conduct or the making for false statements of misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings ;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by JCCB, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Date:

Signature of bidder

Place:

Name :

Designation:

Address:

ANNEXURE-V: CERTIFICATE OF CONFORMITY/ NO DEVIATION {to be filled by the bidder}

To,

{Procuring entity},

CERTIFICATE

This is to certify that, the specifications which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum technical specifications of the bidding document and that there are no deviations of any kind from the requirement specifications.

Also, I/ we have thoroughly read the bidding document and by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations and assumptions.

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the end-to-end implementation and execution of the project, to meet the desired Standards set out in the bidding Document.

Thanking you,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

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ANNEXURE-VI: DECLARATION BY BIDDER {to signed by selected bidder}

I/ We declare that I am/we are OEM/ Authorized Dealer for which I/ We have quoted.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the bid, if any, to the extent accepted may be cancelled.

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

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CHECKLIST – Mandatory Documents for Submission

S. No.	Document type	Document format	Attached (Yes/No)	Page No.
1.	1. Bidding document Fee (Bid Fee) 2. Bid Security.	Bid Fee - Rs. 250/- Bid Security Rs. 4,000/-		
2.	Balance sheet of last 2 Years	Balance Sheet 2021-2022 2022-2023		
3.	Branch Office/ Head Office/ Regional Office Address proof situated at Jaipur.	Declaration/ Proof		
4	PAN Card	PAN Card Copy		
5	GST Registration Certificate	GST Registration Certificate Copy		
6	Last 2 Years Turnover Certificate	CA Certificate 2021-2022 2022-2023		
7	Experience Certificates/ 3 satisfactory performance certificate	satisfactory performance certificate of similar work with minimum 3 Government Department/ Public Sector Undertaking/ Banks		
8	Bidder's Authorization Certificate	Annexure III (If applicable)		
9	Declaration by Bidders regarding Qualification	Annexure IV		
10	Certificate of Conformity/ No Deviation	Annexure V		
11	Declaration by Bidders	Annexure VI		
13	Financial Bid	Annexure II		