



भारतीय प्रौद्योगिकीसंस्थानमद्रासचेन्ने 600 036  
**INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036**  
भंडार एवं क्रय अनुभाग  
**STORES & PURCHASE SECTION**  
Telephone : (044) 2257 8288/8285/8287  
email ID-[adstores@iitm.ac.in](mailto:adstores@iitm.ac.in)  
**IIT Madras GSTIN : 33AAAAI3615G1Z6**



**G. Chitrapavai**  
**Deputy Registrar (Stores & Purchase)**

**Dated : 17.12.2018**

**Tender No. IITM/SPS /RC/UPS-Battery/2018-19/SPL**

Dear Sirs,

On behalf of the Indian Institute of Technology Madras, Tenders are invited for the purchase of

**“SMF Battery for UPS under Buy-Back scheme on Rate Contract basis”**

Confirming to the specifications enclosed.

Tender Documents may be downloaded from Central Public Procurement Portal <https://etenders.gov.in/e procure/app> Aspiring Bidders who have not enrolled / registered in eprocurement should enroll / register before participating through the website <https://etenders.gov.in/e procure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at “**Help for contractors**”. [Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this eProcurement Portal”].

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type ‘IIT’. Thereafter, Click on “GO” button to view all IIT Madras tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <https://etenders.gov.in/e procure/app> as per the schedule attached.

**No manual bid will be accepted.** The quotation for financial bid should be submitted in the E-procurement portal.

1	<b>Start date for Tender Submission</b>	:	<b>17-12-2018 after 06:00 pm</b>
	<b>Last Date &amp; Time for submission of tender</b>	:	<b>08-01-2019 before 2.30 pm</b>
	<b>Date &amp; Time of opening of Tender</b>	:	<b>09-01-2019 at 3.30 pm</b>
A	<b>Instructions for online bid submission</b>	:	<b>REGISTRATION</b> i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal <a href="https://etenders.gov.in/e procure/app">URL:https://etenders.gov.in/e procure/app</a> by clicking on “Online Bidder Enrollment”. Enrolment on the CPP Portal is free of charge. ii. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts. iii. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal. iv. Upon enrolment, the bidders will be required to register their valid

		<p>Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.)</p> <p>v. <a href="https://etenders.gov.in/e procure/app?component=%24DirectLink&amp;page=DSCInfo&amp;service=direct&amp;session=T">https://etenders.gov.in/e procure/app?component=%24DirectLink&amp;page=DSCInfo&amp;service=direct&amp;session=T</a> with their profile.</p> <p>vi. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.</p> <p>vii. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.</p>
<b>Guidelines, Terms and Conditions of Tender</b>		
<b>B</b>	<b>Searching for tender documents</b>	<p>i. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.</p> <p>ii. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “<b>My Tender</b>” folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.</p> <p>iii. The bidder should make a note of the <b>unique Tender ID</b> assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.</p>
<b>C</b>	<b>Preparation of bids</b>	<p>i. Bidder should take into account any corrigendum published on the tender document before submitting their bids.</p> <p>ii. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.</p> <p>iii. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option.</p> <p>iv. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “<b>My Documents</b>” area available to them to upload such documents. These documents may be directly submitted from the “<b>My Documents</b>” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.</p>
<b>D</b>	<b>Submission of bids</b>	<p>i. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues.</p> <p>ii. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.</p>

		<ul style="list-style-type: none"> <li>iii. Bidder has to select the payment option as “Off-line” to pay the EMD as applicable. The original EMD DD has to reach IIT Madras on or before the closure date and time of the tender. If the DD is not received before the closure date and time the tender will be summarily rejected. <b>The EMD document submitted physically to IIT Madras and the scanned copies furnished at the time of online bid submission online should be the same otherwise the tender will be summarily rejected.</b></li> <li>iv. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as name of the bidder). If the BOQ file is found to be modified by the bidder, the bid will be rejected.</li> <li>v. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.</li> <li>vi. The <b>Tender Inviting Authority (TIA)</b> will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.</li> <li>vii. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.</li> <li>viii. Upon the successful and timely submission of bids, the portal will give a successful bid submission message &amp; a bid summary will be displayed with the bid no. and the date &amp; time of submission of the bid with all other relevant details.</li> <li>ix. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.</li> </ul>
<b>E</b>	<b>Assistance to bidders</b>	<ul style="list-style-type: none"> <li>i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.</li> <li>ii. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4200462, 0120-4001002, 0120-4001005]</li> </ul>
<b>F</b>	<b>General Instructions to the Bidders</b>	<ul style="list-style-type: none"> <li>i. The tenders will be received online through portal <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.</li> <li>ii. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a></li> <li>iii. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a> under the “Information about DSC”.</li> </ul>
<b>G</b>	<b>Opening of the tender</b>	<p>The online bid will be opened by a committee duly constituted for this purpose. Online bids (complete in all respect) received along with scanned copy of EMD (if any) will be opened. Bid received without EMD (if present) will be rejected straight way. The technical bid will be opened online first and it will be examined by a technical committee (as per the eligibility criteria, specification and requirement) and testing of the samples submitted. The financial offer/bid will be opened only for the offer/bid which technically meets all requirements</p>

		as per the specification.
<b>H</b>	<b>Earnest Money Deposit (EMD)</b>	<p>:</p> <ul style="list-style-type: none"> <li>i. <b>EMD for Rs. 10,000/- has to be paid by means of DD only. The scanned copy of DD to be uploaded in the online portal and the original DD should reach us on or before the due date and time of the tender.</b></li> <li>ii. <b>The original EMD DD should be sent either by REGISTERED POST ACKNOWLEDGEMENT DUE OR THROUGH MESSENGER. If the original EMD DD is sent through Messenger, the same has to be dropped in the TENDER BOX marked Stores &amp; Purchase kept for this purpose in the REGISTRAR'S OFFICE (1<sup>st</sup> Floor of Administrative Building) on or before due date 08-01-2019 before 02.30 p.m.</b></li> <li>iii. If it is by post (Registered Post or Speed post only) the same should reach <b>on or before due date 08-01-2019 before 02.30 p.m.</b> otherwise it will be summarily rejected even if the scanned copy of the DD is enclosed in e-bid.</li> <li>iv. Demand Draft may be drawn in favour of <b>"The Registrar, IIT Madras"</b> payable at Chennai.  The original EMD should be sent to: <b>The Registrar INDIAN INSTITUTE OF TECHNOLOGY MADRAS CHENNAI- 600 036</b></li> <li>v. <b>Non submission of original EMD DD on or before the due date and time will result in rejection of the e-bid even if the proof of the DD attached in the e-bids submitted by the vendor.</b></li> <li>vi. The EMD will be returned to unsuccessful tenderer only after the tenders are finalized. In case of successful tenderer, it will be retained till the installation and completion of warranty period.</li> </ul>
<b>I</b>	<b>Marking on Price Bid</b>	<p>:</p> <ul style="list-style-type: none"> <li>i. Price bid should be submitted in the prescribed proforma as per BOQ in pdf format through e-tender only. <b>No manual submission of bid is entertained.</b></li> <li>ii. Price bid should indicate item-wise price for all the items mentioned in the technical bid.</li> </ul>
<b>2</b>	<b>Preparation of Tender:</b>	
	<p>a) You should quote your product as per our specification requirements by mentioning our requirements and your offer side by side and the rate should be in total as per our requirements. We will not make any calculation if you have mentioned the rates of items separately.</p> <p>b) The offer/bid should be submitted through online only in one bid system i.e. Price Bid only.</p>	
<b>3</b>	<b>Signing of Tender:</b>	
	<p>The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and terms and conditions enclosed herewith. <b>Each page of the bid required to be signed and bears the official seal of the tenderers.</b></p> <p>If the application is made by a firm in partnership, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.</p> <p>If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of association duly attested by a Public notary.</p>	

4	<p><b>Period for which the offer will remain open:</b></p> <p>i. Firms tendering should note the period for which it is desired that their offers should remain open for acceptance. If the firms are unable to keep their offers open for the specified period they should specifically state the period for which their offers are being provided, however, the day up to which the offer is to remain open being declared closed holiday for the Indian Institute of Technology Madras, the offer shall remain open for acceptance till the next working day.</p> <p>ii. Quotations qualified by such vague and indefinite expressions such as 'subject to immediate acceptance', 'subject to prior sale' will not be considered.</p> <p>ii. The Tender shall remain open for acceptance/validity till: <b>60 days from the date of opening of the tender</b></p>
5	<p><b>Prices:</b></p> <p>i. <b>The prices quoted by the Tenderer for base price should be exclusive of TAX and inclusive of the other statutory levies like packing, delivery charges etc</b> (and should be clearly stated to be so) which will be paid by the Purchaser/if legally leviable at the rate ruling on the date of supply as specified in the Acceptance of Tender. The % of tax should mention separately accordingly in the mentioned format. <b>If the exclusive price is not given, we will treat your offered rate as inclusive rate and comparison be made with others.</b> If at the time of comparison of your offer without taxes etc. is happen to be lowest, you must bound to supply as per the offered rate, i.e. without taxes, etc. Hence, you are requested to be careful while quoting for tender. No price revision will be allowed during the rate contract period. You must give an undertaking to the effect that, in case of downward price movement during the Rate Contract period, the firm shall pass on the advantage to IIT Madras. Your quotation will be summarily rejected, if such undertaking does not accompany the quotation. For bulk orders, <b>the % of discount</b> offered may also be indicated in the following slabs.</p> <p>ii. <b>The buy-back value for the above mentioned batteries may be indicated separately mentioning the rating of battery and make.</b></p> <p>iii. No price revision will be allowed during the rate contract period. You must give an undertaking to the effect that, in case of downward price movement during the Rate Contract period, the firm shall pass on the advantage to IIT Madras. Your quotation will be summarily rejected, if such undertaking does not accompany the quotation</p> <p>iv. Discount, if any, should be indicated prominently. For bulk orders, the % of discount offered may also be indicated in the following slabs.</p> <p style="padding-left: 40px;">(i) 2 to 10 Nos.    (ii) 11 to 25 Nos.                      (iii) 25 Nos. and above.</p> <p>For bulk orders exceeding 25 Nos., we have the liberty to negotiate with you for further reduction in the prices offered. If you do not quote, it will be presumed that you are not open for BULK ORDER. Within these categories, you may quote for sub-slabs also.</p> <p>v. <b>IIT Madras is eligible to avail Concessional CGST and IGST with the tax of 5% (Notification No. 45/2017 and 47/2017 dated 14.11.2017 issued by Department of Revenue, Ministry Of Finance) for procurement of equipment and consumables for Research purpose.</b></p> <p>vi. <b>More than one vendor may be empaneled under rate contract and the vendors may be asked to match the L1 price.</b></p>
6	<p>Withdrawal of a Brand quoted in the Rate Contract is acceptable ONLY IF accompanied by a certificate from the manufacturer to that effect. Correspondence in this connection must be addressed to Deputy Registrar (Stores &amp; Purchase).</p>
7	<p><b>No Advance Payment will be made for Indigenous purchase.</b> Payment will be made only after supply on satisfactory installation.</p>
8	<p><b>Terms and conditions :</b> Failure to comply with any of the instructions stated in this document or offering unsatisfactory explanations for non compliance will likely to lead to rejection of offers.</p>
9	<p>You are requested to submit the sample for testing, if called for</p>
10	<p><b>Communication of Acceptance:</b> Acceptance by the Purchaser will be communicated by Post, if required, and the Company's acceptance communicated to us formally in writing.</p>
11	<p><b>Warranty: Warranty should be in clear terms. Indicate price change (if any) for extra year warranty.</b></p>

12	<p><b>Delivery Period:</b> Items should be delivered within one week from the date of P.O./Award of Contract (AOC). Please indicate the actual delivery period clearly. No further extension of time will be allowed.</p> <p><b>Non delivery of items</b> will lead to cancellation of Purchase Order without any notice. In addition, action may be taken for removing them from our mailing list.</p>
13	In terms of Rule 173 (iv) of General Financial Rules, 2017 the bidder shall be at liberty to question the bidding conditions, bidding process and/or rejection of its bid.
14	<p><b>Conditions of contract:</b></p> <p>Tenderer should quote on the basis of the conditions referred to in Para of the invitation to tender and tender papers. In case these terms and conditions are not acceptable to the tenderer, he should specifically state the deviation(s) there from in the body of the tender.</p>
15	<b>Transit Insurance:</b> The Purchaser will not pay separately for Transit Insurance.
16	<p><b>Tenderer shall submit along with his Tender:</b></p> <p>Name and full address of the Banker and their swift code and PAN No. and GSTIN number.</p>
17	<p><b>GUARANTEE:</b></p> <p>The tenderer has to declare that the goods sold to the buyer under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications. Tenderer should indicate the period for which the said goods/articles would continue to conform to the specifications.</p>
18	<p><b>Jurisdiction:</b></p> <p>All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued.</p>
19	<p><b>Force Majeure:</b> The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <ul style="list-style-type: none"> <li>For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight Embargoes.</li> <li>If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by The Force Majeure event.</li> </ul>
20	<b>Risk Purchase Clause:</b> In event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from the other source on the total risk of the supplier under risk purchase clause.
21	<p><b>Right of Acceptance:</b></p> <p>IIT MADRAS reserves the right to reject the whole or any part of the Tender without assigning any reason or to accept them in part or full.</p>
22	<p><b>VENDOR ELIGIBILITY CRITERIA AND TECHNICAL SPECIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>Dealers must submit an authorized dealership certificate from the manufacturer along with price bid for each brand quoted by them, otherwise the quotation will be summarily rejected.</li> <li>The UPS Batteries must function as per the specifications at room temperature without Air-Conditioners.</li> <li><b>The following battery make only will be considered for the rate contract: Global Yuasa, Yuasa, Panasonic, Rocket, Hitachi, Exide &amp; Amar Raja / Quanta.</b></li> <li><b>Warranty:</b> 3 years for Battery.</li> <li>The vendor should take the old/used battery on buyback basis.</li> </ul>

Yours Faithfully

-sd/-  
Deputy Registrar  
(Stores & Purchase Section)

## **ACKNOWLEDGEMENT**

It is hereby acknowledged that I/We have gone through all the points listed under “Specification, Guidelines, Terms and Conditions” of tender document. I/We totally understand the terms and conditions and agree to abide by the same.

**SIGNATURE OF TENDERER ALONG WITH  
SEAL OF THE COMPANY WITH DATE**

## Price Bid Submission Format

<b>Battery Make</b>	<b>Global Yuasa, Yuasa, Panasonic, Rocket, Hitachi, Exide &amp; Amar Raja / Quanta</b>
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Sl. No.	BATTERY	BASE PRICE PER UNIT	BUY BACK	WARRANTY	BATTERY MAKE OFFERED
1.	12 V, 7 AH			3 years	
2.	12 V, 12 AH			3 years	
3.	12 V, 15 AH			3 years	
4.	12 V, 17 AH			3 years	
5.	12 V, 18 AH			3 years	
6.	12 V, 24 AH			3 years	
7.	12 V, 26 AH			3 years	
8.	12 V, 28 AH			3 years	
9.	12 V, 40 AH			3 years	
10.	12 V, 42 AH			3 years	
11.	12 V, 65 AH			3 years	
12.	12 V, 75 AH			3 years	
13.	12 V, 100 AH			3 years	
14.	12 V, 120 AH			3 years	
15.	12 V, 150 AH			3 years	
16.	12 V, 200 AH			3 years	

**% of Discount offered for the following slabs:**

- 02 – 10 Nos : \_\_\_ %
- 11 – 25 Nos : \_\_\_ %
- 25 Nos. & Above : \_\_\_ %

**Pls mention the normal applicable tax rate for the battery \_\_\_\_\_%**

**Note:** IIT Madras is eligible for concessional GST @ 5% on IGST and @ 2.5% for CGST and SGST for procurement of Equipments and Consumables for research purpose. At the time of Invoicing, please state the concessional GST accordingly. During the supply of item, a certificate to this effect will be issued to your firm.

**SIGNATURE OF TENDERER ALONG WITH  
SEAL OF THE COMPANY WITH DATE.**