



**Agricultural and Processed Food Products Export Development Authority**  
**Ministry of Commerce & Industry,**  
**3<sup>rd</sup> Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg,**  
**New Delhi-110016.**

**Website: <https://apeda.gov.in>**

CPP Portal Tender ID: 2019\_APEDA\_480836\_1

**1st October 2019**

**Terms of Reference (TOR) for Supply, installation, commissioning and  
Comprehensive AMC of UPS system at APEDA, New Delhi**

The Agricultural and Processed Food Products Export Development Authority (APEDA) invites sealed tenders for following activities:

- 1) For supply, installation and commissioning of 15 KVA Online UPS with 3 years onsite warranty. The specs of the UPS are mentioned in Annexure –A. The online UPS is to be installed at APEDA 4<sup>th</sup> floor, NCUI building, 3 Siri Institutional area, August Kranti marg, New Delhi 110016. The vendor has to submit the quotations with buyback offer of offline UPS mentioned in Annexure-III.
- 2) For civil work at 4<sup>th</sup> floor for installation & commissioning of separate UPS electrical line along with installation of electrical points in each cabin for each & every desktop computer. For this purpose, vendors are advised to do a pre-inspection of APEDA premises.
- 3) For AMC of online & offline UPS installed in APEDA, New Delhi premises at 3<sup>rd</sup> & 4<sup>th</sup> Floor:

<b>S.NO</b>	<b>ITEMS</b>	<b>Number of Units</b>
1	30 KVA ONLINE UPS (3 PHASE), make UNILINE and battery bank -32 nos (12V-65AH)	1
2	10 KVA ONLINE UPS make UNILINE (primary and secondary mode with switcher ) and battery bank - 30 nos (12V-26AH)	2
3	Offline UPS (1KVA) with Battery specs - 12V-7AH (02 battery)	2

The details of tender are as given below

Reference	APEDA/CI-2014-15-00003/
Date of Publishing	01/10/2019
Last Date and Time for receipts of offers	21/10/2019 upto 1:00 PM.
Address of Communication	Secretary (APEDA), APEDA, 3rd & 4th floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi. -110016
Email address	[ harpreet@apeda.gov.in ]
Contact Telephone Numbers	[011-26861502, 011-26513204 ]
Bids to be given to	Secretary (APEDA), APEDA, 3rd & 4th floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi. -110016

Technical Specifications, Terms and Conditions, the formats and pro-forma for submitting the bids are described in this document.

Secretary  
APEDA

**Terms and Conditions for Online and Offline UPS**

1. The terms of reference for Onsite Comprehensive Annual Maintenance Contract (including labour charges, original spare parts, transformers etc.) along with 3 Online UPS (30 KVA, 10 KVA & 10 KVA) and 2 offline UPS.
2. The vendor/agency should give an undertaking that it has not been black listed by any Government/Autonomous/PSU type organizations.
3. Joint bids and outsourcing or subletting of any nature / third party would not be acceptable.
4. Work Order for all UPS may be issued to one party/agency (lowest price quote L1 as a whole tender value).
5. The vendor/agency must have a good support technical team.
6. The UPS can be inspected by the interested tenderer on any working day between 10.00 hours to 1600 hours (except between 1300 to 1400 hours) by contacting the Executive Officer (IT), APEDA, New Delhi.
7. Accessories and spare parts of the Online UPS should be replaced with the original parts. The complaints must be registered directly to Vendor selected after bidding.
8. Downtime of the Uniline & other make online UPS should be only at the time of repairing or maintenance or firmware upgradation.
9. At the time of breakdown engineer should report APEDA, within maximum 4 hours.
10. The UPS should be attended by the firm's engineer within 12 hours from the time of lodging the complaint in case of a fault and if the UPS remains unattended for the complaints for 24 hrs after lodging the complaint and find the UPS remain non functional beyond 2 days, it will be counted as "Penalty days". The validity of contract period shall be extended by the total number of "Penalty days" during which time the contractor should continue to render the maintenance / operation service under the contract without any additional remuneration. In addition to each penalty day, the contractor shall be liable to pay a penalty fee Rs 1000/- per day and the same shall be deducted from the bill submitted by the contractor.
11. Consequential, damages, and losses arising out of any faulty maintenance / service / repair will be recovered from the contractor at the time of payment of bills.
12. In case of major fault in UPS contractor has to provide standby UPS of same specifications.

13. Vendor/agency should quote the rates for the onsite comprehensive maintenance (including labour charges and original spare parts) of the all types of UPS.
14. No Travelling or miscellaneous charges will be paid by the APEDA for any visit of engineer.
15. No courier or transportation charges for spare parts delivery/pick up will be paid.
16. The payment will be made only after successful completion of each quarter and on presentation of bills in duplicate copy by the vendor/agency.
17. No advance payment on any account will be made for AMC period.
18. The decision of the APEDA shall be final and binding upon in the event of any dispute arising out of the terms of the contract.
19. In the event of assigned services/work being carried out by the vendor not found satisfactory by the APEDA, the contract shall be liable to be terminated and the APEDA shall have discretion to get the remaining work carried out from any other vendor besides forfeiting performance security etc.
20. No alteration made to the tender conditions will be acceptable.
21. APEDA reserves the right of rejecting all or any of the tenders by not mentioning any reason thereof.
22. The charges for online and offline UPS maintenance and its operation should be quoted as per Annexure-III.

**Period of Contract:**

The period of contract shall initially be for one year from the date of commencement of the contract. It may be extended maximum upto three years on the basis of performance of the service provider. However, APEDA reserves right to review the performance of the service provider, and also to terminate the contract at any point of time during the currency of contract in case the performance and the service rendered by the contracted firm is found to be unsatisfactory.

**Bid Submission:**

The bid to be submitted by the Bidder shall consist of 2 (two) parts :-

Part - I :- “Technical Bid” (1st Envelope) shall contain:-

- i) All the supporting documents as per the Eligibility criteria Annexure –II

Part – II :- “Financial Bid “ (2nd Envelope) shall contain:-

- i) Financial proposal as per the format Annexure-III

The bidder shall seal the two envelopes (both technical & financial bids in two separate envelopes) and put in one outer cover super scribed with “Tender for Supply, installation, commissioning and Comprehensive AMC of Online UPS system at APEDA, New Delhi ” and submit it within the timeline the bid submission.

**Vendor Selection:**

Bids shall be opened by a committee constituted by competent authority of APEDA.

No bidder shall be called during opening of the bids.

APEDA reserves the right of rejecting all or any of the tenders by not mentioning any reason thereof.

**Vendor shall be selected on the basis of L1 in activity a) & b) combined :**

- a. For supply, installation and commissioning of 15 KVA Online UPS. Considering the buyback offer price, the final price for supply of 15 KVA supply, installation and commissioning would be calculated after deducting the buyback price.
- b. For civil work at 4<sup>th</sup> floor for installation & commissioning of separate UPS electrical line along with installation of electrical points in each cabin for each & every desktop computer. Rate should be minimum.

**Vendor shall be selected on the basis of L1 for AMC separately:**

- c. For AMC of online & offline UPS installed in APEDA, New Delhi premises at 3<sup>rd</sup> & 4<sup>th</sup> Floor as per list mentioned at Page no 1.

**Eligibility Criteria**

The service provider has to submit technical bid along with the following documents:

<b>S. No.</b>	<b>Eligibility Parameter</b>	<b>Supporting documents attached Yes / No</b>
1	3 years of experience in online and offline UPS service support.  *attach work order copies of last 3 years (at least 3 work order)	
2	Minimum turnover of Rs 10.00 lacs (in 3 years) from AMC services only.  * CA certified copy for the last 3 years.	
3	At least 2 government / public sector companies in the client list.  *Work order of Govt./PSU in last 3 years.	
4	Copy of ToR duly signed by the authorized signatory with stamp of the name and designation on each page.	
5.	Undertaking of not being blacklist by any Government/Autonomous/PSU type organizations.	

**FINANCIAL PROPOSAL**

The service provider has to submit commercial bid in the following format:-

S.NO	ITEMS	Period	Number of Units	charges per unit in INR (Without Tax)	Total price in INR (Without Tax)
<b>AMC of UPS</b>					
1	30 KVA ONLINE UPS (3 PHASE), make UNILINE and battery bank -32 nos (12V-65AH)	1st Year 2nd Year 3rd Year	1	--- --- ---	--- --- ---
2	10 KVA ONLINE UPS make UNILINE (primary and secondary mode with switcher ) and battery bank -30 nos (12V-26AH)	1st Year 2nd Year 3rd Year	2	--- --- ---	--- --- ---
3	Offline UPS (1KVA) with Battery specs - 12V-7AH (02 battery)	1st Year 2nd Year 3rd Year	2		

Grand Total	Total price in INR (Without Tax)
1st Year	
2nd Year	
3rd year	

- Applicable taxes extra as per prevailing

>> **Price for 15 KVA online UPS as per specification mentioned in Annexure A:**

Item	Quantity	Price without Tax (in INR)	Price including all Taxes (in INR)
15 KVA online UPS system with battery bank	01		

<b>Buy Back offer for Offline UPS</b>				
Sr no	Item	Quantity	Price Per unit	Total Price
1	Offline UPS (500/600 VA) with Battery specs. 12V-7AH	28		
2	Offline UPS (1KVA) with Battery specs - 12V-7AH	1		

Financial quote for Civil work:

<b>Sr. no</b>	<b>Item description</b>	<b>Quantity</b>	<b>Rate per unit (without tax) in INR</b>
1	1.5/2.5/4 mm electrical wire of reputed brand as per ISI standard Preferable : Havells/Plaza/Polycab	As per actual in metre unit	
2	Universal power switch and socket set (Combo) which has 5 amp, 16 Amp both in socket ISI marked Preferable make: Havells/Polycab/Antek with 7 year warranty	As per actual in numbers	
3	Conduit pipe	As per actual in metre	
4	MCB 16 Amp	As per actual in numbers	
5	MCB 32 Amp	As per actual in numbers	
6	Installation charges including miscellaneous item such as clip,nails,tape etc.	-	

- The vendor has to quote per unit rate for the civil work. Payment shall be done as per the actual quantity used at time of final billing.
- Applicable taxes extra as per prevailing
- Report of electrical material to be used in installation of electrical points should be submitted with technical bid.



**Specifications of 15 KVA online UPS with Isolation transformer**

<b>GENERIC</b>	
Rating in KVA (KVA)	15.0 KVA
Technology	IGBT-PWM with inbuilt isolation transformer
Input Power	Three phase 300 V - 450V sinewave,50Hz
Output power	Single phase 230V +/-1% sinewave 50 Hz
Backup time (Minutes)	60
Minimum VAH (VAH)	24000
Warranty for UPS (Years)	3
Batteries shall supply with RACK	YES
Preferable Battery Make:	Amaron/Okaya/Exide/Quanta/Luminous
Warranty for battery (Years)	2
Type of Battery	SMF-VRLA conforming to JISC:8702(Pt.I,II&III)
Degree of Protection	IP21
Cabling 5 meters for input and out put	YES
Humidity	Upto 95% non-condensing
Operating temperature	0 deg C to 40 deg C
Installation and Commissioning	YES
<b>FUNCTIONAL</b>	
Voltage Regulation from no load to full load (%)	< / = 3%
20% Overload limit for minimum 10 minutes	Yes
Overall Efficiency (%)	> /=90%
Total Harmonic Distortion(THD) (%)	Maximum 3%
50% Overload limit for minimum 1 minutes	Yes
<b>PROTECTION</b>	
Protection for under voltage at battery terminal at 10.5V per 12 V battery.	Yes
Protection of Over voltage, Short Circuit & over load at UPS output terminal	Yes
<b>METERING AND INDICATIONS</b>	
Digital Metering in UPS for AC Input Voltage, Output AC Voltage,Current,Frequency,Battery Voltage and Current	Yes
Indicators for mains presence,Battery charging and discharging,Output Over Load, Low Battery Voltage	Yes

## General Requirements:

1. UPS shall be free from workmanship defects, sharp edges, nicks, scratches, burst, etc. All fasteners shall be fixed properly. The equipment shall be complete with all parts and all parts shall be functional.
2. UPS shall have switches for: Mains ON/OFF MCB, Battery ON/OFF MCB/Fuse, Inverter push button with reset
3. UPS shall have static and manual by pass facility
4. The charges should be quoted including supply, installation and commissioning of UPS system at APEDA 4th Floor, NCUI Building, 3 Siri Institutional area, August Kranti marg, New Delhi 110016. Buyback offer rate of each offline 500/600 VA UPS should be mentioned in the financial quotes as per Annexure-III
5. Connectivity of input from Mains and output upto MCB has to be provided by the vendor. Onsite inspection may be done before submission of bids.
6. As per Meity (Government of India) guidelines storage battery shall have valid BIS CRS certifications as applicable as on date
7. As per Meity (Government of India) guidelines UPS shall have valid BIS CRS certifications as applicable as on date

Following test reports from Govt. approved laboratories should be provided:

- AC input & output with frequency
- Voltage regulation
- Total Harmonic Distortion
- Insulation of cables & leakage of current
- Dry Heat, Damp Heat and Cold test
- Full Load Test
- Quality Assurance procedure with schematic diagram of the UPS