

To: _____

Subject: **Invitation of Tender for UPS**

Dear Sir,

We invite you to quote for supply of the item as detailed in Annex-A & B enclosed. Offers must be submitted on company's letterhead with complete specifications of offered equipment/item and undertaking given at the end of Annex-A & B along with format for bid (Annex-C) to be duly filled.

The terms and conditions of this tender are as under:-

1. The bids comprise a single package containing **two separate sealed envelopes** are required to be delivered at IST-Islamabad latest by **11:30** hours on **19-Jun-2020**. Tenders will be opened on same date at **12:00** hours in the presence of bidders who desire to attend. Each envelope shall contain separately the financial proposal and the technical proposal. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened. The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.
2. Sealed tenders addressed to the Deputy Director (Procurement), Institute of Space Technology, Near Rawat Toll Plaza, Islamabad Highway, Islamabad may be dropped in the tender box or mailed through courier, registered post; but it must be ensured that the same reaches our office well in time as late offers will not be considered. The envelopes should be marked clearly with the following information.

Tender No : LIT/IST Div/1920/32
Due Date : 19-Jun-2020
Tender For : Procurement of UPS

3. **Rates:** The bidder should quote their rates for:-
 - i. Free Delivery at IST inclusive of all Govt. taxes. Details of such taxes to be provided.
 - ii. The bidder should indicate their NTN NO. & Sales Tax registration number.
 - iii. Items must be quoted as per user requirements/sample available at IST - Store. Before submitting any offer, bidder must consult the concerned user regarding any query/specifications or checking of sample. No change in the offer will be accepted later on.
 - iv. Offer shall be made as per our demanded specs or equivalent.



4. **BID SECURITY:** Technical offer must be accompanied with **02%** of total bid value in the form of pay order/ call deposit/ Demand draft in favor of IST-Islamabad. No offer will be entertained without bid security. The bid security will finally be adjusted/ refunded on completion of the contract. At any stage if the purchaser feels that the bidder has provided wrong information or the samples are not provided as per the specifications mentioned in their offer, the bid security will be forfeited.
5. **IST FTN #:** 9010613-0.
6. **Delivery:** Item may be delivered within **60 days** after issuance of Purchase Order. Delivery of the ordered item at the **Purchaser's** premises will be **Supplier's** responsibility.
7. **Validity:** The offer shall remain valid for our acceptance for **120 Days** from the date of opening of tender. Offers with validity less than 90 days will be liable for rejection.
8. **Inspection:** The inspection shall be carried out at IST by IST inspection committee and the inspection report (findings) shall be binding on you.
9. **Taxes:**
 - i. GST/CED will be paid by the **PURCHASER** to the **SUPPLIER'S** on production of a separately numbered 'Tax Invoice' showing the amount of sales tax and other details under section 23 of Sales Tax Act-1990.
 - ii. As per in vogue GST SRO, 20% of the 17% GST amount will be retained by the Purchaser and later on submitted in the CBR/Government Treasury, where as 80% of the 17% GST will be paid to the Supplier for onward deposition in CBR/Government Treasury. However, GST rate is subject to change as and when notified by Government.
 - iii. Income tax will be deducted as per rule.
 - iv. Any change in taxes levied by Govt. after opening of bids will be on account of bidder. No change in offer will be accepted later on.
10. **Payment:** All payments will be made through crossed cheque in favor of the **SUPPLIER** in Pak Rupees. The payment mode will be "100 % Payment after Delivery" and after satisfactory performance in every aspect and inspection. Advance payment is subject to provision of equal amount of Bank Guarantee valid for 60 days from date of delivery.
Note: Any representation for the delay of payment will not be accepted, until complete required documents have not been received. (Countdown starts when Store receives complete documents).
11. **Late Offers:** The quotations received late (after opening the tender) will not be considered. Cutting/ over writing are not allowed, unless/ until authenticated under proper signature of the authorized person.
12. **Supplier should be Authorized Reseller of OEM.**
13. Supplier shall ensure to supply the stores of high quality and give warranty of its satisfactory function, good workmen-ship and as per required



specifications. Supplier will be required to provide at least **03 Years Warranty / Guarantee** as required for the supplied stores.

14. **Performance Bond**: IST may ask to provide Performance Bank Guarantee equivalent to 10% of total order value. The Performance Bond shall be valid till the Guarantee / Warranty period of particular supply.
15. Publication/Literature/Catalogue in Hard Copies/CDs will be provided along with offer.
16. IST reserves the right to increase / decrease the quantity as per requirements.
17. Supplier shall ensure to supply the stores of high quality and give warranty of its satisfactory function, good workmen-ship and as per required specifications. Supplier will be required to provide at least three years warranty of computers and one year warranty for laptop.
18. Bids will be evaluated in a manner that the item will bring “value for money” to the organization. Offers with lower specifications than demanded specs will be liable for rejection.
19. If IST deemed necessary, the lowest bidder may be asked to provide sample before awarding of any contract/ order. In case the sample of lowest bidder is rejected, sample from other bidders will be called and contract will be awarded to technically qualified lowest bidder.
20. IST may ask the lowest bidder for any clarification/providing of documents for satisfactory evaluation of offer.
21. Those firms are not eligible to participate in the tender whose deliveries of stores are pending/ delayed for the five months or more or their previous performance is not satisfactory, against any IST purchase order. If participated in tender their offer may be accepted/ rejected based on previous performance.
22. Conditional bids may be liable for rejection. Offers with incomplete documentation will be rejected.
23. A being lowest in financial bid does not mean that the contract/ purchase order will be awarded. Following factors may also be taken into account before award of purchase order.
 - i. Previous performance of supplier against any IST order.
 - ii. Reliability.
 - iii. Technical/ Financial capabilities.
 - iv. Acceptance of terms & conditions of tender.
24. IST may ask the lowest bidder to provide a “Certificate” that firm has never been black listed which will be submitted on stamp paper of valuing Rs. 20/-
25. Both technical and financial offers must be submitted in two separate sealed envelopes. Each envelope should contain the documents as under:

<u>Technical offer:</u>	<u>Financial offer:</u>
<ul style="list-style-type: none"> i. Technical quotation on letter head without prices. ii. Format of bid as per Annexure-C (attached). iii. Complete technical catalogues/ CDs/ brochures etc. iv. Previous performance certificate v. 02 % bid security (Photocopy with values hidden). 	<ul style="list-style-type: none"> i. Quotation on letter head with prices. ii. Original 2% Bid Bond (in separate envelop attached with financial offer)

27. **Failure & Termination:** Incase the supplier / contractor failed to deliver the stores within specified delivery period, IST shall have the following options:-

- i. To recover liquidated damages @ 2% of total purchase order value per month or part thereof will be imposed. The maximum limit of liquidated damages will not exceed 10% of contract value. Such damages shall be recovered from the bills, bid security and or by withholding any amount due to be paid against this or any other purchase order.
- ii. To purchase from elsewhere, without notice to you but at your risk and cost, the stores not delivered within the stipulated period and to recover excess value so paid by us from your bills or from your security and or to cancel the contract at your risk and cost.

28. **Blacklisting:** If the supplier failed to execute order as per laid down terms and conditions in the tender/order or the performance is not satisfactory or are found to be indulging in corrupt or fraudulent practices, the action for blacklisting of firm/ supplier/ contractor will be taken as per PPRA rule 19. In case of any dispute, the case will be referred to Vice Chancellor (IST), whose decision will be final.

29. IST reserves the rights to accept or reject any or all tenders as a whole or in part as per PPRA Rule 33 (1). The decision in this regard will be firm final and binding on all bidders.

(Salman Qasim)
 Deputy Director (Procurement)
 Institute of Space Technology, Islamabad

Technical Offer

Annexure – A

LIT/IST Div/1920/32

Date: 4-Jun-20

Due On: 19-Jun-20

S/No	Description	Qty NO	Yes	No	Alternative Offer
1	UPS 1) APC SMART-UPS ON-LINE 10 KVA PART # SRT10KRMXLI OR EQUIVALENT 2) POWER RATING: 10000 VA/10000 W 3) NOMINAL OUTPUT VOLTAGE: 230 V (220 V 240 V USER SELECTABLE) 4) OUTPUT FREQUENCY 50/60 HZ \pm 3 HZ (AUTO SENSE) 50/60 HZ \pm 0.1 HZ (USER SELECTABLE) 5) TOPOLOGY: DOUBLE-CONVERSION ONLINE 6) ONLINE EFFICIENCY AT FULL LOAD (TYPICAL):94% 7) GREEN MODE EFFICIENCY AT FULL LOAD (TYPICAL):98% 8) OUTPUT CONNECTIONS: (6) IEC 320 C13 (4) IEC 320 C19 HW 3-WIRE (L+N+G) 9) INPUT VOLTAGE: 230 V (220 V 240 V USER SELECTABLE) 10) INPUT VOLTAGE RANGE FULL LOAD (HALF LOAD): 160 - 275 V(100 - 275 V) 11) INPUT FREQUENCY: 40 - 70 HZ AUTOSELECTING 12) INPUT CONNECTION: HARDWIRE THREE-WIRE (1 PH+N+G) 13) HARDWIRE FIVE-WIRE (3 PH+N+G) 14) BATTERY TYPE: RJ-45 WITH STATUS LEDS (10/100 BASE-T)SERIAL (RJ45) 15) USB (TYPE B) AND SMARTSLOT 16) CONTROL PANEL: HIGH RESOLUTION GRAPHICAL LCD DISPLAY 17) EMERGENCY POWER OFF (EPO): YES (NO/NC CONNECTIONS) EMBEDDED NETWORK MANAGEMENT WITH ENVIRONMENTAL MONITORING: YES 18) RACK HEIGHT: 6 U MAXIMUM HEIGHT (RM): 263 MM 19) MAXIMUM WIDTH (RM): 432 MM 20) MAXIMUM DEPTH (RM): 715 MM 21) NET WEIGHT: 112KG 22) REGULATORY: CE VDE C-TICK EAC EN 50091-1 EN 50091-2 IEC 62040-2 2005 EDITION IEC 60950 23) CREST FACTOR: 3:1 24) WAVEFORM TYPE: SINE WAVE 25) SURGE ENERGY RATING: 480 JOULES 26) COLOR: BLACK 27) ELECTRICAL BLOCK: WIRING AND LAYOUT DIAGRAMS	02			

<p>SCHEMATIC DIAGRAMS OF PCBS WITH COMPONENTS LAYOUT 28) OPERATIONAL: SERVICE; CALIBRATION & TROUBLE SHOOTING MANUALS AND SOFTWARES WITH ERROR CODES & PARAMETERS LIST AND SOFTWARE ACTIVATION KEYS / PASSWORDS ALL SOFTWARES (DVD/CD) AND DOCUMENTATIONS MUST BE IN THE FORM OF DVD/CD AND HARD COPY(IN ENGLISH) 29) RACK MOUNTING SUPPORT RAILS 30) MANUFACTURING DATE OF UPS AND BATTERIES SHOULD NOT BE LESS THAN 06 MONTHS 31) WARRANTY: THREE YEARS FOR ELECTRONICS & BATTERY SIZE: N/A</p>				
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Undertaking:

I/We, agree with the terms/conditions of tender inquiry. We have carefully read the terms and conditions mentioned in tender documents. We accept all these conditions.

Signature: _____

Name: _____

Designation: _____

Stamp: _____

(To be Printed On Company's Letterhead)

Financial Offer

Annexure – B

LIT/IST Div/1920/32

Date: 4-Jun-20

Due On: 19-Jun-20

S/No	Description	Qty NO	Unit Price (to be quoted excluding GST)	Total Value
1	UPS 1) APC SMART-UPS ON-LINE 10 KVA PART # SRT10KRMXLI OR EQUIVALENT 2) POWER RATING: 10000 VA/10000 W 3) NOMINAL OUTPUT VOLTAGE: 230 V (220 V 240 V USER SELECTABLE) 4) OUTPUT FREQUENCY 50/60 HZ \pm 3 HZ (AUTO SENSE) 50/60 HZ \pm 0.1 HZ (USER SELECTABLE) 5) TOPOLOGY: DOUBLE-CONVERSION ONLINE 6) ONLINE EFFICIENCY AT FULL LOAD (TYPICAL):94% 7) GREEN MODE EFFICIENCY AT FULL LOAD (TYPICAL):98% 8) OUTPUT CONNECTIONS: (6) IEC 320 C13 (4) IEC 320 C19 HW 3-WIRE (L+N+G) 9) INPUT VOLTAGE: 230 V (220 V 240 V USER SELECTABLE) 10) INPUT VOLTAGE RANGE FULL LOAD (HALF LOAD): 160 - 275 V(100 - 275 V) 11) INPUT FREQUENCY: 40 - 70 HZ AUTOSELECTING 12) INPUT CONNECTION: HARDWIRE THREE-WIRE (1 PH+N+G) 13) HARDWIRE FIVE-WIRE (3 PH+N+G) 14) BATTERY TYPE: RJ-45 WITH STATUS LEDS (10/100 BASE-T)SERIAL (RJ45) 15) USB (TYPE B) AND SMARTSLOT 16) CONTROL PANEL: HIGH RESOLUTION GRAPHICAL LCD DISPLAY 17) EMERGENCY POWER OFF (EPO): YES (NO/NC CONNECTIONS) EMBEDDED NETWORK MANAGEMENT WITH ENVIRONMENTAL MONITORING: YES 18) RACK HEIGHT: 6 U MAXIMUM HEIGHT (RM): 263 MM 19) MAXIMUM WIDTH (RM): 432 MM 20) MAXIMUM DEPTH (RM): 715 MM 21) NET WEIGHT: 112KG 22) REGULATORY: CE VDE C-TICK EAC EN 50091-1 EN 50091-2 IEC 62040-2 2005 EDITION IEC 60950 23) CREST FACTOR: 3:1 24) WAVEFORM TYPE: SINE WAVE 25) SURGE ENERGY RATING: 480 JOULES 26) COLOR: BLACK	02		

27) ELECTRICAL BLOCK: WIRING AND LAYOUT DIAGRAMS SCHEMATIC DIAGRAMS OF PCBS WITH COMPONENTS LAYOUT 28) OPERATIONAL: SERVICE; CALIBRATION & TROUBLE SHOOTING MANUALS AND SOFTWARES WITH ERROR CODES & PARAMETERS LIST AND SOFTWARE ACTIVATION KEYS / PASSWORDS ALL SOFTWARES (DVD/CD) AND DOCUMENTATIONS MUST BE IN THE FORM OF DVD/CD AND HARD COPY (IN ENGLISH) 29) RACK MOUNTING SUPPORT RAILS 30) MANUFACTURING DATE OF UPS AND BATTERIES SHOULD NOT BE LESS THAN 06 MONTHS 31) WARRANTY: THREE YEARS FOR ELECTRONICS & BATTERY SIZE: N/A			
Total Value:			
GST Amount:			
Net Total Value:			

Undertaking:

I/We, agree with the terms/conditions of tender inquiry. Item is quoted as per IST required specifications and rates are quoted accordingly. We have carefully read the terms and conditions mentioned in tender documents. We accept all these conditions.

Signature: _____

Name: _____

Designation: _____

Stamp: _____

(To be Printed On Company's Letterhead)



(To be Printed and typed On Company's Letterhead)

(Annex-C)

LIT/IST Div/1920/32

Date: 4-Jun-20

Due On: 19-Jun-20

Format for Bid

1. Bid Security PO/DD No. : _____
2. Bid Security PO/DD dated : _____
3. Bid Security PO/DD issued by
(Bank Name) : _____
4. Complete Technical specifications : _____ ☐ YES ☐ NO
& catalog attached.
5. Delivery Schedule : _____
6. Validity of Acceptance : _____
7. Country of Origin : _____
8. Free of cost onsite installation/ : _____ ☐ YES ☐ NO
Commissioning & Training
9. Performance Bond to be provided : _____ ☐ YES ☐ NO
10. Company full address : _____
Contact Person : _____
Cell # : _____
E-mail : _____
11. Guarantee/ Warranty : _____ ☐ YES ☐ NO
12. Guarantee/ Warranty contact details : _____
E-mail : _____
Ptcl # : _____
Cell # : _____
13. Acceptance of terms & conditions : _____ ☐ YES ☐ NO
of tender without any condition.

Sign & Seal