

VAIKUNTH MEHTA
NATIONAL INSTITUTE OF COOPERATIVE MANAGEMENT
UNIVERSITY ROAD, PUNE - 411 007
Telephone: - 020 - 25701000, 25537974 Fax: - 020 - 25537726

TENDER DOCUMENT FOR PURCHASE OF SMF BATTERIES
(Limited Tender)

Tender Document No : VM/Battery/2023-24/
Processing Fee : Rs. 1,000/- (Non refundable)
Date of issue of Blank Tender Form : **From Date of Advertisement**
(to be downloaded from website only)
Last Date of Submission of Tender Document : **Time: 1000 hrs to 1300 hrs**
(excluding holidays) on or before
12/05/2023 upto 1600 hrs

Note: *Additional information may be given on a separate sheet of paper and inserted in respective envelope.*



VAIKUNTH MEHTA NATIONAL INSTITUTE OF COOPERATIVE MANAGEMENT

(A National Institute under the aegis of National Council for Cooperative Training (NCCT), Promoted by
Ministry of Cooperation, Government of India)
Ganeshkhind Road, Near Pune University, Pune-411007, Maharashtra, India

TENDER NOTICE

Sealed tenders are invited from reputed Companies for purchase of 40 new UPS batteries. For further details please visit our website www.vamnicom.gov.in

Registrar
For Director, VAMNICOM, Pune

INSTRUCTIONS TO FILL-UP THE TENDER DOCUMENT

1. The bidders should submit their bids, complete in all respects, in two separate sealed envelopes. Envelope No.1 & 2 both of which should be placed inside a third envelope marked "**Tender for SMF Batteries**". Name and address of the company must be clearly visible on the envelop.
2. **Envelope No.1** should be sealed and marked as "**Technical Offer**" and should contain duly filled in and complete Technical offer with supporting documents, as per clause 2.0 and 2.1 of this Tender document.
3. **Envelope No.2** should be sealed and marked as "**Financial Offer**" and should contain duly filled in and complete financial offer. The bids will be evaluated on the basis of technical details given in the Envelope No. 1 & rates quoted in the financial offer in Envelope No. 2 for SMF Batteries.
4. Bids received shall be opened in presence of Authorized Officials of VAMNICOM and the bidders who choose to remain present. If any of the required papers / certificates as specified in the Tender are not included or not in proper order, a week's period may be given at the discretion of VAMNICOM authorities, on such specific request received from bidder to furnish such documents, failing which the offer will be disqualified.
5. The Technical bids will be opened on **15/05/2023**. Financial bids of the bidders who technically qualify, shall be opened immediately after the initial process of opening of Technical bids is over.
6. Incomplete bids or those submitted after the prescribed date & time will not be entertained.
7. Offers should be valid for **3 months** from the date of opening of the tender.
8. Bids by "Telex/Telegram/Fax/e-mail" will not be accepted. Bids received without separate sealed covers and rates not quoted in **specified proforma** will not be accepted. Bids may be submitted by Registered Post, by Hand in Person or by Courier. However, any delay on this account shall not be accepted as a reason for exception.
9. Each page of the both Technical and Financial offer submitted needs to be properly numbered, stamped and signed. Loose papers will not be accepted, document complete in all respects needs to have spiral binding

ENVELOPE NO.1 (Technical Offer)

2.0 Agency Profile

- a. Agency / Bidder's profile with name of. Individual/Company (Public/Pvt) / Association of persons/ partnership Proprietary firm / Govt. undertaking / Registered co-op society etc
- b. Address of Office
- c. Names of Directors, partners, members with certified copy of certificate of registration under the Companies Act 1956, Indian partnership acts 1932, or any other relevant Act.
- d. Detailed addresses, Names, Telephone Nos., Mobile Nos., Fax Nos., email address of the bidder / authorized persons
- e. Bidder's Letter of authorization to authorized signatory

2.1 Documents to be enclosed

As per the check list enclosed.

Note: If any of these documents are found invalid and / or incomplete, the tender will be treated as non-responsive and will be liable for rejection.

FORMAT FOR BID LETTER FOR ENVELOPE NO.1

Bidder's Name and Address

Date :

To,

The Director,
VAMNICOM,
University Road,
Pune – 411 007

Subject : Technical bid for SMF BatteriesReg.

Sir,

In response to the Tender Document No. **VM/Batteries/2023-24/** dated _____ issued to me/us for supplying SMF Batteries in conformity with the terms and conditions, laid down therein, I/We do hereby submit my/our tender for supplying SMF Batteries.

1. I/We agree to supply SMF Batteries at the rates quoted by me/us.
2. I/We have furnished processing Fees vide DD No. _____ dated ___/___/2023 drawn on _____ bank for Rs. 1,000/-, prescribed in the tender notification and agree to supply the SMF Batteries with effect from the date so ordered.
3. List of documents submitted by me/us is enclosed herewith.
4. Quotation of rates for supplying SMF Batteries at VAMNICOM is given in the prescribed format enclosed in **ENVELOPE NO.2 (Financial Offer)**.
5. I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. We understand that in case any deviation is found in the above statement at any stage, the company/firm will be black-listed.

Thanking you,

Yours faithfully,

(Signature)

Signature of bidder with
Name & Designation where applicable.
& Stamp of agency

Checklist of documents to be attached to the Bid Letter – Envelope No. 1

Name of bidder : _____

SN	Particulars	Pls. ✓ if enclosed
1.	Bidders profile with List of Names of Directors, partners, members of the company	
2.	Address proof of office	
3.	Certified copy of certificate of registration under the Companies Act 1956, Indian partnership acts 1932, or any other relevant Act.	
4.	List of Contact Details (detailed addresses, Names, Mobile Nos., Fax Nos. email address) of the bidder / authorized persons	
5.	Bidder's Letter of authorization to authorized signatory	
6.	Photo copy of Sales Tax / VAT Clearance certificate with TIN number duly signed by the tenderer.	
7.	Photo copy of PAN Card / Income Tax clearance certificate of the bidder /agency/ firm duly signed by the tenderer.	

Note : All documents mentioned from 1 to 9 above are compulsory, wherever applicable.

Signature : _____

Date : ____ / ____ /2023

Stamp of Agency

ENVELOPE NO. 2 (Financial Offer)

Date : ___ / ___ /2023

To,
The Director
Vaikunth Mehta National Institute of Coop. Management
University Road, Pune - 411 007

Sub : Financial bid for supply of SMF Batteries for VAMNICOM, Pune – 2023-24

Dear Sir,

With reference to your Tender Document No. **VM/HW-SW/2023-24/** dated _____ for SMF Batteries, we are enclosing the Financial bid subject to the terms and conditions mentioned therein

Financial Offer for Supply of SMF Batteries.

A	Name and Address of the Bidder
B	Name of Individual / Agency / Designation of the person signing the Tender on behalf of Firm/Agency
C	Total Amount in Rs for Option 1 _____ Total Amount in Rs for Option 2 _____ Total Amount in Rs for Option 3 _____ Total Amount in Rs for Option 4 _____ Total Amount in Rs for Option 5 _____ Total Amount in Rs for Option 6 _____ Total for Buy Back offer Rs. _____

Thanking you,

Yours faithfully,

(Name of the bidder)
Authorized Signatory

(Stamp of the Firm).

Encl : Annexure-I

Terms and Conditions

1. The rates should be quoted in Indian Rupees. Only unit prices are to be quoted both in digits and in words. In case of a discrepancy in the two, that quoted in words will be taken as valid.
2. The rates should be inclusive of all taxes, duties, levies, octroi, freight, insurance, forwarding and installation. Rates are to be strictly quoted in tender document only else it will be considered as invalid. Cost should include the cost for cables, ports etc. and any other attachments which will be required to install the items mentioned.
3. Batteries should be warranted for a minimum period of 12 months after successful installation. Maintenance services during warranty period must be provided in such a way that breakdown time should not be more than one calendar day.
4. The date of manufacturing should be clearly mentioned in each battery.
5. The date of manufacturing of supplied batteries should not be older than 2/3 month from the date of supply.
6. For the delayed supplies and liquidated damages @ 0.5% per week on entire cost of the order will be levied from the bill to the maximum of 5% after which the order will remain cancelled.
7. The items should be supplied within 15 days from date of receipt of purchase order. The batteries must be delivered and installed at Vaikunth Mehta National Institute of Cooperative Management, Pune at no extra cost.
8. Each tenderer should clearly specify that the tenderer agrees to abide by the conditions of this tender document on their printed letter head indicating hereon Sales Tax Registration, FAX, Email, Telephone numbers, etc.
9. The tender should be accompanied with a **Bank Draft of Rs.50,000/- (Rupees Fifty Thousand only)** as Earnest Money Deposit payable to Director, VAMNICOM, Pune- 411 007. The draft should be form any Nationalised or Scheduled Cooperative Bank payable at Pune. No interest shall be payable on EMF amount. Bids received without EMD shall not be considered.
10. Earnest Money Deposit received from the Vendors shall be returned after placing the Purchase Order to successful bidder.
11. Photo copy of Sales Tax / VAT Clearance certificate with TIN number duly signed by the tenderer. (The original document is to be produced at the time of verification and acceptance of the tender (if found suitable) and executing contract.)
12. Photo copy of PAN Card / Income Tax clearance certificate duly signed by the tenderer. (The original document is to be produced at the time of verification and acceptance of the tender (if found suitable) and executing contract.)
13. All pages of the tender document are to be signed and stamped by the tendering firm.
14. Director, VAMNICOM, Pune reserves the right to reject or accept any tender/quotation without assigning any reason.
15. Director, VAMNICOM, Pune reserves the right to alter/modify any or all conditions of this tender notice.
16. Payment terms
 - 80% on delivery
 - 20% on successful installation and testing of the equipment and on submission of performance bank guarantee of 10% of purchase value.
17. "No advance payment is admissible".
18. In case supply, installation, performance of the system is found dissatisfactory and not conforming to the specifications as above and also if time schedule of delivery is not observed then, The Director, VAMNICOM, Pune reserves the right to cancel the entire order or levy penalty.

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Details of Sealed Maintenance Free (SMF) Batteries to be procured

Option 1: Make of Battery _____

Sr. No.	Item Name	Make, Battery Model, Battery series	Qty .*	Rate per unit in Rupees	Total in Rupees
1	SMF Battery – 12 Volts - 100 AH		40		
	Total amount in Rs. Inclusive of all taxes, levies, VAT and Octroi etc.				

Option 2: Make of Battery _____

Sr. No.	Item Name	Make, Battery Model, Battery series	Qty .*	Rate per unit in Rupees	Total in Rupees
1	SMF Battery – 12 Volts - 100 AH		40		
	Total amount in Rs. Inclusive of all taxes, levies, VAT and Octroi etc.				

Option 3: Make of Battery _____

Sr. No.	Item Name	Make, Battery Model, Battery series	Qty .*	Rate per unit in Rupees	Total in Rupees
1	SMF Battery – 12 Volts - 100 AH		40		
	Total amount in Rs. Inclusive of all taxes, levies, VAT and Octroi etc.				

Option 4: Make of Battery _____

Sr. No.	Item Name	Make, Battery Model, Battery series	Qty .*	Rate per unit in Rupees	Total in Rupees
1	SMF Battery – 12 Volts - 100 AH		40		
	Total amount in Rs. Inclusive of all taxes, levies, VAT and Octroi etc.				

Option 5: Make of Battery _____

Sr. No.	Item Name	Make, Battery Model, Battery series	Qty .*	Rate per unit in Rupees	Total in Rupees
1	SMF Battery – 12 Volts - 100 AH		40		
	Total amount in Rs. Inclusive of all taxes, levies, VAT and Octroi etc.				

Option 6: Make of Battery _____

Sr. No.	Item Name	Make, Battery Model, Battery series	Qty .*	Rate per unit in Rupees	Total in Rupees
1	SMF Battery – 12 Volts - 100 AH		40		
	Total amount in Rs. Inclusive of all taxes, levies, VAT and Octroi etc.				

Less Old Batteries Price (Buy back Offer)

1.	Quanta SMF Battery – 12 Volts – 100 AH		14		
	Total amount in Rs.				