



# कोयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)  
Ministry of MS&ME, Govt. of India)

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## TENDER DOCUMENT

### From

The Secretary  
Coir Board,  
Coir House, M G Road, Kochi- 16

### To

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The Coir Board, MG Road, Kochi invites sealed tenders for the supply of 40 nos of Exide 6EL40(12V-40AH) tubular batteries under buy back scheme (12V-40AH-tubular battery of make Exide) from UPS suppliers/UPS vendors and its service providers/ battery dealers etc.

**Last date for receipt of completed Tender : 14.30 hrs. on 26.11.2015**

**Date of opening of Technical Bid : 1500 hrs. on 26.11.2015**

**Date of opening of Price Bid : Will be informed later**

**Bid Security/Earnest Money Deposit (EMD) : Rs.4,000/-**

### N.B:

1. Tenders received after the due date and time and the tenders through email / fax etc. **will not be accepted** under any circumstances.
2. In case the above tender opening date happens to be a declared holiday, the tender shall be opened on the next working date at the same time.

### Technical Specification and Terms & conditions

1. Model : **Exide 6EL40(12V-40AH) tubular batteries** under buy back scheme (12V-40AH-tubular battery of make Exide). The old faulty batteries will be handed over only after 10 days of the installation of the new batteries.
2. Those vendors/suppliers should have service providing facility for UPS system and should cover minimum **4 year warranty** period of the batteries.
3. The batteries should be connected to different capacity UPS system at different location in the same campus and shall not be blamed of any service/replacement(if battery complaint) under warranty period.
4. The successful tenderer/supplier shall do the periodical checkup of batteries and replace the batteries if find complaint under warranty period and if any delay in replacement, arrangements may be made to provide a stand by battery in place of complained battery without interference of the UPS function for long duration.
5. The supplier should facilitate service facilities like battery disconnection/reinstallation /battery charging voltage/charging current and all related functions of batteries(connecting wires, copper tag, battery terminals etc).

6. The amount quoted should be all inclusive ie supply, delivery and installation at Coir Board's Head office. Payment will be released on the basis of installation of the equipment and satisfactory report of the functioning of UPS.
7. The successful tenderer should supply the batteries within a week of receipt of the order for the supply of the item.
8. Battery has to be checked every 2 months during the warranty period and routine checkup like filling water, cleaning of the surface, etc has to be done by the supplier.

### **General Terms & Conditions of the tender**

1. Tender should be submitted to the  
"Secretary, Coir Board, Coir House, M G Road, Cochin- 683 016."

#### **2. Submission of the Bid**

- (i) The bid shall be written in English only.
- (ii) The bid prepared by the bidder shall comprise of
  - (a) technical bids and (b) financial bid.
- (iii) Bid may be submitted in the following manner:

**Envelop No. 1-** Shall contain the bid EMD. On the top of envelope must be superscribed "EMD".

**Envelop No. 2-** The technical bid should give the product matching specifications given in the **Annexure –I**. If there is any deviation, it may be clearly indicated in the field provided. On the top of envelope must be superscribed "**Technical Bid**".

**Envelop No.3-** Shall contain the rates/prices of the items duly filled in as per **the form in Annexure II**. Buyback rate should be indicated separately. On the top of envelope must be superscribed "**Financial Bid**".

*All the 3 envelopes put in a single envelop and superscribed "**Tender for the replacement of UPS Battery**".*

*(Please note that the **price should not be indicated** in any of the documents enclosed in envelope 1 & 2).*

3. The Board will not be responsible for any reason/dispute arising in connection with installation/ replacement.
4. All the documents submitted in the bid must be legible and self attested. Otherwise the bid is likely to be rejected.
5. No bid will be received/accepted after the expiry of the prescribed date and time for submission of the bids.
6. **Bid Security/Earnest Money Deposit (EMD) :** Bidders have to deposit the Earnest Money Deposit (EMD) of Rs. 4,000/- in the form of **Demand Draft drawn in favour of "The Secretary, Coir Board"** payable at Kochi.

7. The bid shall be typed or printed. All pages of the bid document shall be numbered consecutively and shall be signed by the bidder as proof of having read the contents therein and in acceptance thereof.
8. The Invitation for Bids is not an offer and is issued with no commitment. Secretary, Coir Board reserves the right to withdraw the Invitation and change or vary any part thereof at any stage. Secretary, Coir Board also reserves the right to disqualify any bidder, should it be so necessary at any stage.
9. Secretary, Coir Board reserves the right to withdraw this Invitation of Bids if it determines that such action is in the best interest of the Board.
10. Timing and sequence of events resulting from this Invitation shall ultimately be determined by Coir Board.
11. The bidders shall have no claims whatsoever against Coir Board arising out of, or relating to this Invitation of Bids or these procedures (other than those arising under a definitive supply agreement with the bidder in accordance with the terms thereof).
12. Bidders who are found to canvass, influence or attempt to influence in any manner the qualification or selection process shall be disqualified from the process at any stage.
13. By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all the conditions and limitations.
14. The bidders' proposals in the bid document will be evaluated as per the requirements specified in the Invitation of Bids and adopting the qualification criteria spelt out in this Invitation.
15. The Technical bid should include the terms and conditions of payment.
16. Secretary, Coir Board reserves the right to short list the parties responding to this notice on the basis of the evaluation of the Technical Bids before opening of the price bids. Submission of more than one bid by the same party will be a disqualification.
17. The rates quoted should be all inclusive and price bids with conditional discounts will not be entertained. The price quote should be expressed in words and figures . Correction / over writing etc. have to be avoided.
18. Deduction of taxes/levies as applicable from time to time will be made at source by the Board while releasing payment.
19. The complaint, if any arise of after supply and installation should invariably be attended by the firm within 4 hours of lodging the same and must be resolved within 24 hours. The engineer of the firm/OEM will attend the complaint at the location of the item (s).
20. Delivery/installation of the item (s) at Coir Board, Head Office, Cochin shall be arranged by the firm at their own cost.
21. The firm may be **blacklisted** for further business with Coir Board/Govt. of India owing to non performance of satisfactory and timely service.
22. If there is any damage during transportation/installation, the same would be borne by the supplier firm. The damaged item should be replaced by the supplier.
23. The Coir Board, also reserves the right to place the order in instalments.

24. All disputes, differences and questions arising out of the Tender Enquiry shall be referred to the sole arbitrator appointed by the Coir Board, Head Office, Cochin. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. The award of the arbitration shall be binding on both the parties.
25. **The terms and condition of this tender will be interpreted in Indian laws and will be subject to the jurisdiction of court of Kochi, Kerala**

**Secretary, Coir Board**

**COIR BOARD**

Coir House, MG Road, Kochi- 16  
(Ministry of Micro, Small and Medium Enterprises, Govt. of India)

## Tender specifications

			Specification as quoted by the Bidder	
Sl. No.	Name of items	Tender items specification		Deviation if any
1	UPS Battery	Exide 6EL40(12V-40AH) tubular batteries		

**COIR BOARD**

Coir House, MG Road, Kochi- 16  
(Ministry of Micro, Small and Medium Enterprises, Govt. of India)

No.....

**Tender Document****Schedule of rates (Financial Bid)**

From

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To

The Secretary,  
Coir Board  
MG Road, Cochin-16

Sir,

I/we declare that I/we have gone through and shall abide by the terms & conditions detailed in the tender document for supply of items required. The rates are as under:

Sl. No..	Name of items	Qty.	Rate per unit	VAT @	Total Amt. Per unit
1					
2					

(Rupees -----)

Dated .....

Signature, name & address of authorized signatory of  
the firm with seal