GOVERNMENT OF MEGHALAYA
DIRECTORATE OF AGRICULTURE, MEGHALAYA: SHILLONG
Email: agri-meg@nic.in

No. Meg/AGRI/INFO-36(A) Pt-III/2023-24/171 **Dated: Shillong, the 23rd June, 2026.**

Notice Inviting Quotations

Sealed Quotations duly affixing non-refundable court fee stamp of ₹ 600/- (Rupees Six Hundred) only are hereby invited from interested firms/suppliers for installation of the Online UPS in the Office Building of the Directorate of Agriculture. The detailed terms of reference, criteria,selection method and instructions can be accessed and downloaded from the official website at www.megagriculture.gov.in.

The Quotations shall be accepted upto **11:00 AM on 15th July, 2026** and will be opened on the same day at **12:00 Noon** at the **Directorate of Agriculture, Cleve Colony: Shillong, Meghalaya - 793003**. Quotations received beyond the due timeline will be outrightly rejected. The authority reserves the right to reject any/ all Quotations without assigning any reason thereof.

The sealed quotations may be submitted to the office of the Agriculture Information Officer, Agri-Horti Complex, Shillong–Jowai Road, opposite St. Edmund's College Gate, Shillong.

Yours faithfully,

Director of Agriculture,
Meghalaya: Shillong

Department of Agriculture and Farmers' Welfare



Revised Tender for Installation of online UPS in the office building of the Directorate of Agriculture.

Government of Meghalaya
Cleve Colony
Shillong – 793003
www.megagriculture.gov.in

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Important Information to Bidders

Sl. No.	Information	Details
1.	**Tender No.**	MEG/AGRI/Info-36 (A)/Pt-III/2023-24/...
2.	**Tender Publication Detail**	The tender form can be seen and downloaded from the website www.megagriculture.gov.in
3.	**Date of Commencement of Bid**	25.06.2026/ 11:00 A.M.
4.	**Last Date and Time for Receipt of Bids**	15.07.2026/ 11:00 A.M.
5.	**Date & Time of Opening of Technical Bids**	15.07.2026/12:00 A.M.
6.	**Bid Validity Period**	90 days from the last date of bid submission
7.	**EMD Amount**	₹ 45,000/- in the form of DD in favor of the Agriculture Information Officer
8.	**Address For Communication / Pre-Bid / Submission/ Opening of Technical & Commercial Bid**	Information Wing, Directorate of Agriculture Cleve Colony Shillong – 793003 East Khasi Hills, Meghalaya
9.	**Contact person**	Shri. M. Lamare, Agriculture Information Officer
10.	**Contact email**	aio-agri-meg@nic.in adainfo-agri-meg@gov.in
11.	**Contact Phone No**	60331 56131 03642229127

SECTION – I

1. Definitions

In this document, the following terms shall have following respective meanings: -

(a) "**Authorized Representative**" means any person authorized by either of the parties.

(b) **"Bidder"** means any firm or group of firms or companies offering the service(s) and/ or materials asked for in the Tender. The word bidder, when used in the pre-award period shall be synonymous with bidder, and when used after intimation of successful bidder shall mean the successful bidder, also called 'Vendor or bidder', with whom the Department of Agriculture and Farmers' Welfare, Government of Meghalaya signs the Contract.

(c) **"Contract Agreement"** means the agreement to be signed by the successful bidder and the Department of Agriculture and Farmers' Welfare, Government of Meghalaya.

(d) **"Corrupt Practice"** means the offering, giving, receiving or soliciting of anything of value or influence the action of an official in the process of contract execution.

(e) **"Default Notice"** means the written notice of Default of the Agreement issued by one party to the other in terms hereof.

(f) **"Department"** means Department of Agriculture and Farmers' Welfare, Government of Meghalaya.

(g) **"Final Acceptance Test (FAT)"** means after successful installation of the equipment/material in accordance with the requirements as mentioned in this tender, FAT will be conducted. After successful testing, Acceptance Test Certificate will be issued by the Department of Agriculture and Farmers' Welfare, Government of Meghalaya.

(h) **"Fraudulent Practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non- competitive levels and to deprive the Directorates of Agriculture/ Horticulture/ Research, Training & Technology Induction/ Food Processing: Government of Meghalaya of the benefits of free and open competition.

(i) **"Good Industry Practice"** means the exercise of that degree of skill, diligence and prudence which would reasonably and ordinarily be expected from a reasonably skilled and experienced Bidder engaged in the same type of undertaking under the same or similar circumstances.

(j) **"IA"** means the Implementation Agency or Vendor to which the work will be awarded.

(k) **"Partial Acceptance Test (PAT)"** means the provisional acceptance testing of all equipment (hardware & software) and their services covered under the Scope of work.

(l) **"Rates/Prices"** means prices of services and/or equipment quoted by the Bidder in the Commercial Bid submitted by him and/or mentioned in the Contract.

(m) **"₹" or "Rupees"** means the lawful currency of the Republic of India.

(n) **"Services"** means the work to be performed by the bidder pursuant to this Contract, as detailed in the Scope of Work.

(o) **"Site"** means the location(s) for which the Contract has been issued and where the service shall be provided as per Agreement.

(p) **"SLA"** means Service Level Agreement is a negotiated agreement between two parties wherein one is the customer and the other is the service provider. It is a service contract where the level of service is formally defined. In practice, the term SLA is sometimes used to refer to the contracted delivery time (of the service) or performance.

(q) **"Tenderer"** means the authority issuing this Tender and this authority shall be the Information Wing, Directorate of Agriculture: Government of Meghalaya.

(r) **"Work Order/Purchase Order"** means the letter to be issued by the Department of Agriculture and Farmers' Welfare, Government of Meghalaya to the successful bidder with the intention to execute the work as per the specified terms and conditions.

2. **Scope of Work**

(a) **Design and Fabrication**: Determine power load and backup duration, selecting appropriate UPS capacity, batteries, and protective devices and designing the necessary circuitry to ensure reliable power supply.

(b) **Installation and Placement:** Identify well-ventilated, temperature-controlled area with easy access for maintenance. Ensure the UPS is securely positioned on a stable surface, close to the power source and the devices it will support.

(c) The vendor may visit the site for any survey that is needed to get the accurate assessment. Prior permission needs to be taken from the concerned authorities before visiting the site

(d) All items specified below should have an onsite **warranty of 2 (two) years.**

(e) **Post-Installation Support**: The vendor shall provide comprehensive onsite support for a period of two (2) years from the date of successful installation and final acceptance. This support shall include both preventive maintenance (routine system checkups and performance testing) and corrective maintenance (troubleshooting and repair of any faults or breakdowns). The vendor must respond to all service calls within 24 hours of receiving a complaint. All costs related to service personnel, replacement of defective parts, and associated logistics during the support period shall be borne by the vendor.

(f) The cable laying and installation should be done nicely with proper fitting and fixing with proper sizing of casing so that it looks aesthetically pleasing.

(g) Detailed technical specifications of the required items are provided in **Annexure–I (Technical Specifications of Items).**

3. Invitation for Bids

(a) Bidders are advised to study all commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid.

(b) Tenders should be submitted in hard copy to the following address:

Agriculture Information Office
Agri/Horti Complex
Shillong, Jowai Road
East Khasi Hills, Meghalaya
Pin code-793003

(c) The tender should indicate specifically price and taxes should be quoted strictly as per the format provided in **Annexure–VIII (Financial Bid)**. No additional information will be entertained after due date. However, any change in Government taxes will be paid/ deducted by Department as per rules. Department may reject tenders if they do not carry such information separately and specifically quantitatively.

(d) The bids should indicate that the rates are for Department only.

(e) Eligible vendor/manufacturers have to submit their bid for all the items specified in this tender document.

(f) The vendor should clearly indicate the delivery period and validity period of the tender.

(g) The bidders are required to quote for each item separately. Prices must be quoted in Indian currency only (₹).

(h) The tender should be submitted along with refundable ₹45,000/-(Rupees Forty Five Thousand) only in the form of Demand Draft valid for a period of 3 (three) months in favour of the Agriculture Information Officer from Nationalized Bank/ Schedule commercial Bank having branch at Shillong. The issue date of the DD shall be after the floating date of the tender. Tenders not accompanied by earnest money or incomplete in any respect will be summarily rejected.

(i) Department reserves the right to reject any or all tenders without assigning any reason whatsoever.

(j) The tenders will be opened on the date and the time indicated in the presence of bidders. If the date of opening is declared to be a holiday, the tenders will be opened on the next working day.

(k) No advance payment or payment against Proforma invoice will be made. Payment will be made after receipt, inspection, installation and testing and final acceptance of the item(s).

(l) Any damaged or unapproved goods shall be returned at the bidder's risk and cost and the incidental expenditure thereupon shall be recovered from the concerned party.

(m) Printed conditions of the firm sent along with the quotation, if any, shall not be binding on us.

(n) Packing list must be put in all packages.

(o) On acceptance of tender, the date of delivery should be strictly adhered to otherwise; Department reserves the right not to accept the delivery in full or in part. In case the order is not executed within the stipulated period, Department will be at liberty to make purchase through other sources, and to forfeit the earnest money of the bidder.

(p) Payment of bill will be made through the crossed account payee cheque drawn in favour of bidder or through e-RTGS/NEFT on submission of invoice and acceptance from the Agriculture Information Officer, Directorate of Agriculture: Department of Agriculture and Farmers' Welfare after verification and certification.

(q) Supply installation and testing of the Online UPS and other equipment at site within 40 (forty) days (maximum)

(r) Department shall not be responsible for any postal delay about non-receipt/non-delivery of the documents.

SECTION – II

4. Procedure for submission of bids

The Bid shall be submitted in 2 (two) parts as under:

PART-I: Fees/Pre-qualification/Technical Bid

The following documents should be kept inside a single envelope as **"Technical Bid"** and the envelope should be properly sealed. Following are the list of documents to be submitted:

Sl. No.	Name of the Documents
1	EMD
2	PAN card
3.	GST Registration certificates
4	Audited balance sheets/IT return for last three (3) Financial Years
5	Firm registration certificate and experience certificate
6	Tender document which is signed by the bidder
7	Complete technical details, data sheet, OEM Authorization certificate and detail technical specification for the item to be offered & any other relevant documents.
8	Other relevant documents mentioned in Eligibility Criteria at Clause 10
9	Schedule Tribe Certificate for local tribal vendors/supliers. Non Tribal vendors/suppliers need to provide the trading license.
10	All ANNEXURES (except the Financial Bid – Annexure VIII)

PART - II: Financial Bid

(1) Financial Bid will be considered for evaluation for those Bidders who have cleared the technical bid.
The Financial Bid should be kept inside a separate envelope as "Financial Bid" as per the format in Annexure - VIII

(2) Both the envelopes should be enclosed in a larger envelope duly sealed and marked as Quotation for Installation of Online UPS in the office building of the Directorate of Agriculture with title and reference number, and a statement ***"To be opened by addressee only"*** and the name and address of the Bidder to be submitted to the Agriculture Information Officer: Agri/Horti Complex, Shillong latest by.....

5. Tender Preparation Cost

The bidder shall bear all costs associated with the preparation and submission of its bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the client and client will in no case be responsible or liable for those costs, regardless of the conduct, or outcome of the Tendering Process. Tender document can also be downloaded from **department website** www.megagriculture.gov.in

6. Clarification of Tender Document

(a) A prospective Bidder requiring any clarification on the RFP Document may submit its queries, in writing, at the email address and as per schedule indicated in "Important Information to Bidders" in this RFP. The queries must be submitted strictly in the format prescribed at **Annexure–VI (Format for Queries)** to be considered for clarification.:

Sl. No.
RFP Section No.
RFP Clause No.
Page No.
Clarifications Required.

(b) The queries not adhering to the above-mentioned format and within the due date shall not be responded. The department will respond to any request for clarification to queries on the Tender Document, received not later than the dates prescribed in "Important Information to Bidders". The clarifications, addendum and corrigendum, if any, (including the query but without identifying the source of inquiry) will be uploaded on (http://www.megagriculture.gov.in).

(c) The Department shall respond to all queries within 1 (one) working days from the date of receipt of the request, either by direct communication or by publishing a consolidated clarification notice on the official website.

(d) No queries shall be entertained after the clarification deadline. In case of further discussions, the Department may, if required, arrange a Pre-Bid Meeting and notify the details accordingly. The last date for submission of clarification / pre-bid queries shall be 1 (one) day prior to the scheduled Pre-

Bid Meeting. The Pre-Bid Meeting may be conducted in physical or online mode, as decided by the Department, and shall be held one day after the last date of submission of pre-bid queries. Queries received after the prescribed date shall not be considered.

7. **Amendment of Tender Document**

(a) At any time prior to the deadline for submission of bids, the Department may, for any reason-either on its own initiative or in response to a clarification request from a prospective bidder-modify the tender document by issuing an amendment or corrigendum.

(b) All such amendments or corrigenda shall be published on the Department's official website (www.megagriculture.gov.in) and shall be deemed binding on all bidders. Wherever possible, the Department will also notify registered bidders via email using the contact details provided at the time of bid registration.

(c) It shall be the sole responsibility of the bidders to regularly check the Department's website for any updates, corrigenda, or modifications to the tender document. No claim or request for extension of time shall be entertained due to a bidder's failure to do so.

(d) In order to afford prospective bidder reasonable time in which to take the amendment into the account in preparing their bids, the Department may, at its discretion, extend the last date for the receipt of the Bids.

8. **Language of Bids**

The bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and the client, shall be written in English language, provided that any printed literature furnished by the bidder may be written in another so as long accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

9. **Bid evaluation method**

(a) Department will first evaluate the technical bids of the bidders and the financial bids of only technically qualified bidders will be evaluated.

(b) Department will examine the bid document submitted by each bidder whether all required documents have been submitted as per the tender document like EMD Fee, Technical documents specified in Clause 4-part I. If there are any discrepancies or mismatch in the documents submitted by the bidder, the Department has the authority to reject the bids.

(c) Department may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any bidder.

(d) Prior to the detail evaluation, the Department determines the substantial responsiveness of each bid to the bidding documents. For purposes of these,

as substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. The Department determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

(e) If a bid is not substantially responsive, it will be rejected by Department and may not subsequently be made responsive by the bidder by correction of the non-conformity.

(f) Department reserves the right to accept any bid and to cancel/abort the bid process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder.

(g) Arithmetical error will be rectified on the basis. If there is a discrepancy between words and figures, the amount in words will prevail.

(h) Technical Evaluation: Department will examine the eligibility of the bidders as per the bid specification. Bids of the bidders, not satisfying the eligibility criteria and any technical deviation in the items quoted and not quoted shall be rejected. Department may ask for additional information from the bidders. On request from the Department the bidder may have to produce additional information. The time limit in which the bidders have to submit additional information shall be decided by the Department and its decision shall be final in this regard.

(i) Financial Evaluation: Financial bids of only technically qualified bidders shall be evaluated. The bids, found lacking in strict compliance to the commercial bid shall be rejected straightaway. On opening the financial bids, the Evaluation Committee shall read out the financial bids to all the technically qualified bidders and note the same. All the financial bids shall then be ranked according to the financial bid in increasing order with the bidder quoting the least amount ranked L1, bidder quoting next higher figure as L2 and so on. In case there is any tie in financial bids of one or more bidders, the bidder having the higher technical score will be given better ranking. In case the technical scores are also equal, all the technically qualified bidders shall be asked to resubmit the financial bid. However, in this case, the revised financial bids should be less than the lowest financial bid quoted earlier by the technically qualified bidders. L1 will be declared as successful bidder and his offer will be processed further.

10. Technical Eligibility Criteria

(a) The Agency should be financially sound having average annual turnover of ₹50,00000 (Fifty Lakhs) during last 3 (three) financial years (Financial year 2022-2023, Financial year 2023-2024 and Financial year 2024-2025). Audited financial statement should be submitted. The Agency should provide IT return document and audited balance sheet for last 3 (three) financial years (Financial year 2022-2023, Financial year 2023-2024 and Financial year 2024-2025)

(b) Agency should have local presence/representative in Shillong/any district in Meghalaya. Agency should submit a proof for the same

(c) The Agency should be in Supply and Installation of online UPS for at least 5 (five) years from the date of publishing of this tender.

(d) The Agency should have executed a minimum of 2 (Two) projects in Supply and Installation of online UPS including other electrical peripherals as required for the online UPS with a minimum project value of ₹8 Lakhs during last 5 (five) years from the date of publishing the tender. The bidders can also consider composite work orders, but proof of the value of Online UPS should be furnished. Submission of the Brochures/Catalogue of the Online UPS proposed as per requirement including the OEM certificate is mandatory.

(e) The bidder should submit copy of the work order and completion certificate stating the value and duration of the project.

(f) The Agency should be registered and should possess necessary license from statuary bodies/organizations i.e., Copy of PAN, Firm Registration Certificate.

(g) The bidder should not have been debarred or black listed by any State / Central Government /Public Sector Undertaking (PSU). A self-undertaking must be furnished by the bidder in the format prescribed at **Annexure–II (Self Declaration Form)** to support the same.

(h) The Agency should possess necessary GST registration from the competent authority and copy of same should be provided.

(i) The agency should have Professional Tax Certificate issued by concerned Autonomous District Council.

(j) The agency should possess Valid Trading License for Non - Tribal issued by concerned Autonomous District Council.

(k) Attach all required documentary proofs, failure to do so will result in rejection of the bid.

SECTION – III

ANNEXURE I – TECHNICAL SPECIFICATIONS OF ITEMS

The bidders should provide their compliance against each specification and page number of the supporting document should be clearly stated. Non-compliant of the technical specification will lead to the rejection of the bids.

Particulars			***Details***	***Unit***
Installation of online UPS in the office building of the Directorate of Agriculture.			(i) Online UPS 30 kVA -30 KW 3 Phase In 3 Phase Out.	3
			(ii) Efficiency Rating:≥ 94% in Online (Double Conversion) Mode≥ = 98% in ECO Mode	Percent (%)
			(iii) Battery Type: Lead acid battery Battery :102 pc	Type Nos.
			(iv) Performance Metrics: • Input Voltage Range: 340 V – 460 V , 3-Phase, 50 Hz • Output Voltage Regulation: 400 V ±1% • Output Frequency: 50 Hz ±0.05 Hz on battery • Output Power Factor: 1 or unity power lagging or better • Total Harmonic Distortion (THD): ≤ 3% on linear load • Overload Handling: 125% for 10 minutes, 150% for 1 minute • Backup Duration: Minimum 60 minutes at full load • Recharge Time: ≤ 8 hours to reach 90% charge. • Compliance Standards ISO & IEC 62040-1,2 &3. NABL test lab certified.	Volts(V) Volts(V) Hertz (Hz). Hertz (Hz). Percent (%) Percent (%) Minutes Hours
*Schedule of Rates as per PWD, Electrical Division, Meghalaya, Shillong.	Sl.No.	SOR*	Details and requirement of wiring	
	1.	2	(a) Wiring as in item No.1 complete to a light plug point when fixed elsewhere with continuous earth wire complete.	
			(b)Medium Point up to 6mts	60 Nos.
	2.	3	(a) Wiring as in item No.1 complete to a light plug point when fixed on the same board.	10 Nos.
	3.	4	(a)Wiring to a power plug as in item No.1 above with continuous earth wire complete.	
			(b)Medium Point up to 6mts	20 Nos.

	4.	9	Drawing of Main and Sub-main line with DGSD approved VIR or PVC 250/440 Volt grade in PVC casing capping complete with all accessories.	
			(a)With 2×2.5mm2 Copper Conductor	300 mtrs
			(b)With 2×4mm2 Copper Conductor	300 mtrs
	5.	10	Drawing of 3 phase main line 4 wire with DGSD approved VIR or PVC cable 660 volt grade Copper Conductor in casing capping with all accessories	
			(a)With 4×10mm2 Copper Conductor	900 mtrs
	6.	52	Supplying & fixing of Load Kontaket Miniature Circuit Breakers DX3 MCB's for AC application till 63 A	
			A. Single pole 240/410 V	
			(b)6-32 Amp	70 Nos.
			D. Triple pole 415 V	
			(c)40-63 Amp	24 Nos.
	7.	53	Supplying fitting and fixing of DX3 Isolators for AC applications up to 125 A	
			B. Triple pole 415 V	
			(c)63 Amp	16 Nos.
	8.	57	Supplying fitting and fixing of Moulded case circuit Breaker (MCCBs) of the following Amp capacity	
			A. With breaking Capacity of 16 kA	
			(i) Double pole	
			(a) 16-63 Amp	6 Nos.
	9.	59	Supplying fitting and fixing of Distribution Board SPN DB's for MCB, Isolator, RCCB and RCBO	
			C. IP 43 - #1K 09 with acrylic door	
			(b) 8 Way + 8 Module	4 Nos.
	10.	60	Supplying fitting and fixing of Distribution Board ETPN DB's for MCB, Isolator, RCCB and RCBO	
			C. IP 43 - #1K 09 with acrylic door	
			(d) 12 Way 8+36 Module	16 Nos.
	11.	61	Supplying fitting and fixing of Distribution Board Ekinox^3 TPN DB-VTPN for DX^3 MCB DB's	
			C. IP 43 - #1K 09 with acrylic door	
			(b) 6 Way 8+18 Module	3 Nos.

ANNEXURE II - FORMAT FOR SELF - DECLARATION

SELF - DECLARATION FORM *(ON A NON-JUDICIAL STAMP PAPER OF ₹100)*

I/We the undersigned do hereby declare that I/We have never been blacklisted and / or there were no debarring actions against us for any default or misdeed by any State Government, Central Government or any other Public Sector Undertaking or a Corporation or any other Autonomous Organization of Central or State Government as on Expression of Interest (EOI) submission date.

In the event of any such information pertaining to the aforesaid matter found at any given point of time prior or during the course of the timeline of work my/ our Empanelment and/or Work Order may be immediately terminated/ cancelled without any notice and action as deemed suitable may be taken.

Date: Yours faithfully,

Place:

ANNEXURE III – FORMAT FOR FINANCIAL INFORMATION

Tender Name: Tender for Installation of online UPS in the office building of the Directorates of Agriculture.

Name of the Bidder	Turn Over (₹In Lakhs)			
	Financial year 2022-2023	Financial year 2023-2024	Financial year 2024-2025	Average of 3(three) Financial Years

ANNEXURE IV – FORMAT FOR BIDDER'S PROPOSED SUPPLY AND INSTALLATION PERIOD

Tender Name: Installation of online UPS in the office building of the Directorates of Agriculture.

Name of the Bidder	Supply and Installation Period in days		
	>= 10 days and <=20 days	>20 days and <= 30 days	>30 days and <= 40 days

The vendor needs to provide project implementation delivery plan to support the declaration above.
Note: Please (Tick) in appropriate box.

INSTRUCTIONS:

The Expression of Interest (EOI) is to be submitted in the manner prescribed below:

The Bidder shall submit an envelope clearly labelled: "Installation of online UPS in the office building of the Directorates of Agriculture" and attach the list of documents as per **Section II** and **relevant Annexures (Annexure I to Annexure IX)**

The signature of the applicant along with his/her stamp must be present on every printed page of the submitted EOI.

ANNEXURE V – BID PROPOSAL SHEET

Bidder's Proposal Reference No & Date:

Bidder's Name &Address:

Person to be contacted:

Designation

Telephone No: Fax No: Email:

To: - The Agriculture Information Officer,
Agri/Horti Complex,,
Shillong – Jowai Road,
East Khasi Hills, Meghalaya.
Pincode-793003

Subject: - Tender for Installation of online UPS in the premises of office building of the Directorates of Agriculture.

Sir,

We, the undersigned bidders, having read and examined in detail general terms and conditions, the specifications and the entire Tender document in respect of the Tender for Installation of online UPS in the premises of office building of the Directorates of Agriculture as per the specifications provided in Section III and **Annexure–I (Technical Specifications of Items)** in the bidding document.

1. All price mentioned in our proposal are in accordance with the terms as specified in the Tender documents. All the prices and other terms and conditions of this proposal are valid for a period of 120 calendar days from the last date of submission of bids.

2. We do hereby confirm that the bid prices are **inclusive of all taxes,** wherever applicable.

3. We declare that all the services shall be performed strictly in accordance with the fine-tuned technical specifications. No Technical deviation will be acceptable and any technical deviation is liable to rejection of tender.

4. We hereby declare that our proposal is made in good faith and the information contained in this proposal is true and correct to the best of our knowledge & belief.

5. We understand that you are not bound to accept the lowest or any bid you may receive.

Thanking you
Yours faithfully
(Signature)
Date: Name
Place: Designation
Business Address Seal:

ANNEXURE VI– FORMAT FOR QUERIES

Bidders requiring specific points of clarification may communicate with the Officer in Charge, Department of Agriculture and Farmers' Welfare, during the specific period using the following format.

RFP No.: MEG/AGRI/Info-36 (A)/Pt-III/2023-24/.....

Name of Project: Tender for Installation of online UPS in the premises of office building of the Directorates of Agriculture.

Name of the Bidder –
Contact Address of the Bidder –

Sl. No.	Section No.	Page No.	Query

Signature:

Name of the Authorized signatory:

Company seal:

Note: All the queries should be sent in this format to Agriculture Information Officer No other format is acceptable apart from this format. The Department will respond to any queries for clarification of the tender document, received before the last date of the Seek Clarification date and time mention in the Critical Date Section in the e-Tender site. In case of any further clarification on any of the points in the tender, if required, a meeting can be held.

ANNEXURE VII – BIDDER PROFILE

Sl. No.	General information	
1.	Name of the Company/Firm	
2.	Incorporation Status of the Company/Firm (public limited/Private limited etc.)	
3.	Year of establishment	
4.	Date of Registration	
5.	Address	
6.	Local Address	
7.	Name of the Contact Person	
8.	Address	
9.	Mobile	
10.	Telephone No.	
11.	Email	
12.	Fax No.	

ANNEXURE VIII – Financial Bid

Sl. No.	Equipment Name	Quantity	Unit Price	Warranty	Comprehensive AMC cost	GST	Total

The financial quotation declared above will be final and the Department will not pay any additional price than what is being quoted. The prices should be inclusive of transportation, loading & unloading, installation, testing and commissioning.

ANNEXURE IX – SERVICE LEVEL AGREEMENT (SLA)

This SLA outlines the minimum service expectations from the selected vendor for the installation and maintenance of the Online UPS system in the office of the Directorate of Agriculture. The SLA will be binding throughout the warranty/support period of 2 years.

1. Uptime Guarantee: The vendor shall ensure that the Online UPS system maintains a minimum uptime of 99% per month. Uptime is defined as the period during which the UPS system remains operational and performs its intended function without interruption or degradation of service.

2. Response Time: The vendor must respond to any service request, fault report, or performance issue within 24 hours of receipt of intimation, whether oral, written, or electronic.

3. Resolution Time: All issues reported must be fully resolved within 48 hours of initial reporting. Resolution includes rectification, replacement (if necessary), and restoration of normal UPS function.

4. Reporting: The vendor shall submit a monthly service report detailing:

- Uptime records
- Preventive maintenance activities performed
- Instances of breakdowns or faults
- Response and resolution times
- Summary of parts replaced or services performed

5. Penalty for SLA Violation: For each instance of SLA breach, a penalty of ₹2,000 (Rupees Two Thousand) shall be levied. Multiple unresolved SLA violations may lead to further administrative action including withholding of payment, termination of contract, and/or forfeiture of EMD.

SECTION – IV

GENERAL TERMS AND CONDITIONS

1. The Vendor is required to attach a proper and latest OEM Authorization certificate on their letter head indicating the Tender /Enquiry Ref. number and date. Authorization letter should also include commitment from the Original Manufacturer that they will stand by the Vendor to provide services during the entire warranty period. Without proper authorization letter, the offer will be REJECTED.

2. The vendor is required to install the items to the satisfaction of the buyer at the respective locations.

3. The vendor is required to clearly mention the make/type/model of the item. The vendor is also required to attach original manufacturer's Datasheets/Leaflets/Catalogues; otherwise, the quotation is liable to be rejected.

4. The Vendor should adhere with all seriousness to the time schedule provided by the Department.

5. There is no provision for making advance payment to the vendor as per the Department rules.

6. The vendor is required to supply all relevant user manuals/documentation, power cables, connectors and required accessories and software along with the equipment.

7. The rates are to be quoted strictly as per **Annexure–VIII (Financial Bid Format)**. Prices should be firm and fixed.

8. Validity of Quotation for supply of the items should be at least for 90 Days.

9. Warranty: The equipment offered should be given onsite guaranty/ warranty for a period of 2 (two) years from the date of acceptance of the items by Department.

10. The vendor shall promptly investigate and address any system disturbances, anomalies, or disruptions upon detection or notification, ensuring resolution within a reasonable timeframe and in accordance with company best practices to maintain operational integrity.

11. Post-Installation Support Commitment: The vendor shall ensure round-the-clock

availability of support services during the warranty period of 2 years. In case of any malfunction or disruption in the functioning of the UPS system, the vendor must initiate corrective action within 24 hours of notification. Failure to comply may attract penalties as outlined in the SLA section.

12. Penalty for Delay and Non-Compliance: In the event of any delay in delivery, installation, or commissioning of the equipment beyond the stipulated schedule mentioned in the work order or tender, a penalty shall be levied at the rate of 0.5% of the total order value per day, subject to a maximum of 10% of the total order value. Further, failure to adhere to the agreed terms under the Service Level Agreement (SLA) or any other non-performance by the vendor may lead to appropriate administrative action including termination of the contract, forfeiture of the Earnest Money Deposit (EMD), and/or blacklisting of the firm as deemed necessary by the Department.

13. Payment Terms: The Department shall release 80% of the contract amount payment to the vendor within 40 (Forty) days from the date of successful delivery and 20 % on successful installation and testing of all equipment covered under the scope of work. The payment will be made upon submission of a valid invoice and a completion/acceptance certificate issued by the concerned officer of the Department. No advance payment or payment against Proforma Invoice shall be entertained. All payments shall be made through account payee cheque or e-payment (RTGS/NEFT) as per prevailing government procedures.

Director of Agriculture,
Meghalaya, Shillong.