



(HEAD OFFICE: BANGALORE)

**NOTICE: Expression of Interest
EMPANELMENT OF VENDORS FOR
"SUPPLY, TESTING, INSTALLATION AND MAINTENANCE" OF
UNINTERRUPTIBLE POWER SUPPLY (U .P. S) SYSTEMS FOR
BRANCHES & OFFICES UNDER CIRCLE OFFICE, VIJAYAWADA**

**ISSUED BY : ASST GENERAL MANAGER
CANARA BANK
VIJAYAWADA**

Contact Numbers : 0866-2428877
Email : pecovij@canarabank.com

IMPORTANT

The information contained in this document is confidential and is being provided only for the purpose of preparing the proposal

NOTE

- ◆ The application with the documents should be either filed properly and each schedule should be separated with sheet separation.
- ◆ Kindly avoid sending non-relevant / unnecessary documents along with the documents.
- ◆ All Details provided should be specific to the requirements mentioned. Detailed clarification should be provided in case of necessity. Proposals other than the Format prescribed will be summarily rejected. All pages are to be numbered and signed by the authorized signatory.
- ◆ Right of acceptance is reserved by CANARA BANK.
- ◆ Pre-Bid Meeting will be conducted on **05.09.2017 at 3 PM.**
- ◆ Sealed applications to be deposited with Senior Manager, Premises & Estate Section, Canara Bank, Circle Office, DNo.54-15-4B, Second Floor, Srinivasanagar Bank colony, Ring Road, Vijayawada – 520 008 **on or before 19.09.2017 at 3 PM.**
- ◆ **Important Note: If any applicant sent the application (filled EOI document) by post / courier and if the said document reaches after the due date and time specified above the applications will not be considered.**
- ◆ Generally the present UPS empanelment is to empanel UPS vendors with conventional technology like online UPS with Batteries; however, the vendors with any other UPS Technology with renewable energy sources like solar energy can also apply for the empanelment. Bank is having right to accept or reject such new technology.

ELIGIBILITY CRITERIA FOR CATEGORY – 1.

S.N	ELIGIBILITY CRITERIA	Documents to be submitted with this EOI
1	Applicant should be in Design, manufacturer, production, installation and services of UPS System of various ratings. (No dealers)	The applicant should have manufacturing and testing facilities of international standards and should enclose the details of locations where the manufacturing and testing facilities are available.
2	The Applicant Company should be a company registered in India under the Indian Companies Act of 1956	The registration no. of the firm /company along with Sales Tax no./ Valid IT Certificate /Certificate of Incorporation
3	Annual Turnover in UPS business for the last three years should be minimum ₹5 Crore The company should be in profit during the last three years. i.e. 2014, 2015 and 2016 from UPS Business.	Audited Balance Sheet and P & L Account for the last three years. Certificate from Chartered Accountant certifying the turnover of last three years i.e. 2014, 2015 and 2016 from UPS business.
4	Should be in the business of UPS manufacturing for at least past 5 years i.e. 01.04.2012 to till date	Proof should be enclosed like order copy or installation certificate / satisfactory certificate etc.
5	Should be registered with Tax Authorities for Sales tax, VAT, IT, GST, Excise Duty etc and Tax clearance certificate	The registration no. of the firm /company along with Sales Tax no./ Valid IT Certificate / GST Certificate / Certificate of Incorporation
6	In the past 12 months at least 50 Nos of 5 KVA and above have been installed satisfactorily in Andhra Pradesh state at organizations like P&T / Telephones, Financial institutions like Bank, LIC, UTI, Defense Organization etc. Applications shall be supported by list of such installations centre wise with the details / address of the clients and phone numbers.	Proof should be enclosed like old order copy or installation certificate / satisfactory certificate etc. According to the number of region the applicants apply for the empanelment, the installations will be counted.
7	The vendor should have full-fledged service setup in Circle Jurisdiction they applied.	Proof should be enclosed along with the address and phone number

The decision taken by the bank shall be final and no representation or correspondence shall be entertained.

SCOPE OF EMPANELMENT

Empanelment would be for the UPS

- a. During empanelment period, Bank reserves the right to de-empanel any vendor. Bank's decision will be final in this regard.
- b. During the empanelment period, Bank will float limited tenders amongst the empanelled vendors and seek responses for various requirements. Individual tender/s will contain detailed terms and conditions, instructions and scope of work.
- c. If the service provided by the vendor is found to be unsatisfactory or if at any time it is found that the information provided for empanelment or for any tender is false or if irregularities shown by the vendor when applying for the tenders, the Bank reserves the right to remove such vendors from the empanelled list without giving any notice to the vendor in advance.

EMPANELMENT PROCEDURE

The vendor will be empanelled as per the following process:

- a. Vendors satisfying the eligibility criteria will be short listed and will be empanelled with the Bank after due scrutiny of documents submitted by the bidder.
- b. Empanelment would be done for Vijayawada Circle.
- c. The empanelment will be valid for one year or till the completion of next empanelment process.

INSTRUCTIONS TO THE APPLICANTS

1. The response should be submitted in a structured format as per the checklist appended and it should be paginated. Each page of the application should be signed by person/s on behalf of the organization having necessary authorisation / PA to do so, duly affixing the company seal. Applications containing false or inadequate information are liable for rejection. (Copy of Power of Attorney or Authorization Letter from the company should be furnished along with the Bid)
2. Any alterations, erasures, overwriting, blanking out or discrepancies in figures etc may render the EOI submission as invalid.
3. A pre-bid meeting of the intending bidders will be held at **3:00 PM on 05.09.2017 at Canara Bank, Circle Office, DNo.54-15-4B, Second Floor, Srinivasanagar Bank colony, Ring Road, Vijayawada - 520 008** to clarify any point/doubt raised by them in respect of this EOI. No separate communication will be sent for this meeting.

All communications regarding points required to be discussed and clarified in the pre-bid meeting shall be given in writing to the **Assistant General Manager, Premises & Estate Section, Circle Office, Vijayawada** by the **intending bidders before 12:00 PM hours IST on 05.09.2017.**

4. The applications will be opened in the presence of the applicants at **5:00 PM on 19.09.2017 at Circle Office, Vijayawada.** The applicant's representative may be present during the bid opening at our office address mentioned above well in time along with the authorization letter from the company. The applicants may note that no further notice in this regard will be given. Further, in case the Bank does not function on the aforesaid date due to unforeseen circumstances or Holiday, then the EOI will be accepted up to **3:00 PM** on the immediate next working day and EOIs will be opened at **5:00 PM** at the same venue on the same day. **The response not received in conformity with the above will not be evaluated.**
5. The short listed applicants will be notified in due course. Only shortlisted applicants will be invited to participate in the tender for supply, installation and commissioning of UPS in the Bank. No interim enquiries will be entertained. The decision taken by the Bank shall be final and no representation or correspondence shall be entertained.
6. Canara Bank reserves the right to accept / reject any or all expression of interest received in response to this advertisement without assigning any reasons, whatsoever.
7. This Empanelment is only mere listing for the UPS vendors for our Bank and does not guarantee any order for the UPS Units. However empanelled vendors can participate the tender issued by our Circle Office for procurement of the UPS for our Branches / Administrative offices.

CHECKLIST

Interested applicant/s conforming to the above requirements may respond by furnishing the following.

1. Covering Letter as Per Annexure A
2. Applicant's Profile - Annexure I.
3. Write up on the Company's experience / expertise in Supply, Installation, commissioning and maintenance of UPS.
4. List of major clients and the quantum of orders with approximate value executed to various organisations including Major PSU Banks and other financial institutions for the last 3 years. - Annexure II
5. The documents in support of Eligibility Criteria, wherever required as mentioned in this EOI.
6. Filled details of the Service locations as per Annexure III and IV.
7. Filled technical requirement of the UPS as per Annexure - V.

ASST GENERAL MANAGER

ANNEXURE - A
Covering letter format

Offer Reference No:

Date:

To

ASST GENERAL MANAGER,

Dear Sir,

EOI Ref: ----- **DT:** -----

Having examined the EOI document including all Annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to empanel our company to supply, deliver and commission of UPS in conformity with the said EOI.

If our offer is accepted, we undertake to supply, install, commission and Maintain UPS to the Bank for the given period.

We agree to abide by and fulfill all the terms and conditions of the EOI and in default thereof, to forfeit and pay to you or your successors, or authorized nominees such sums of money as are stipulated in the conditions contained in EOI.

We enclose a list of clients in India (giving their full addresses) where the model quoted by us now have been supplied by us and the name and addresses of our Bankers.

We also confirm that we have not been disqualified by any UPS bank for supply of Hardware and Software.

Our PAN number for Income Tax is _____.

We are registered with the Sales Tax/Service Tax authorities and our registration numbers are as follows.

Sales Tax/VAT Registration Number is _____.

Goods and Service Tax Registration Number is _____.

We accept all the Instructions and Terms and Conditions of the subject EOI.

Dated this _____ day of _____ 2017

Signature of the Authorized Signatory with date & seal
UPS Empanelment Document, Circle Office, Vijayawada.

Annexure I

APPLICANT'S PROFILE

Sl. No.	Particulars	Details (At Page no.)
A	Profile	
1	Name of the Applicant	
2	Status of Applicant (Company, Partnership, Prop., etc)	
3	Whether in technical collaboration with foreign company? If so give details	
4	Year of Establishment & Details of Registration (attach Documentary Proof)	
5	Number of years experience in UPS Business	
6	Address	
7	Telephone number	
8	Fax number	
9	Email Address	
10	Website address of the Company	
11	Key person (s) with contact details a) Head Office / registered Office b) Vijayawada Office	
12	Authorized Official with Name, Designation, Contact Phone No/Mobile No / FAX No. etc for the EOI	
13	Sales Tax Number	
14	Income Tax Number	
15	Goods and Service Tax Number	

16	3 Years Audited Balance sheet and Financial Statements			
17	Annual turnover from UPS Business (Three years certificate from Auditor).			
18	Brief Financial Particulars for the last 3 financial years	2014-15	2015-16	2016-17
	Net Profit/Loss			
	Total Turnover (UPS Business separately)			
19	Enclose copies of Income Tax registration, GST registration and last Income Tax clearance certificate			
B	Certifications			
1	Copy of ISO 9001 and above. In respect of distributor / dealer ISO certificate of the OEM.			
2	Whether blacklisted by any Government or any Government agencies or Banks in India			
C	Details of personnel			
1	No. of Employees (Permanent / Under Contract) with Dept.-wise break-up [i.e. Production, Quality control, Marketing, Installation & Commissioning, Service, Spare parts, Administrative, etc]			
D	At Service Centres of the applicant all over India			
1	No. of skilled employees			
2	No. of unskilled employees			
3	No. of engineering employees			
4	No. of administrative employees			
5	List of special repair/ workshop facility available			
6	Any other information			

Wherever applicable submit documentary evidence to facilitate verification.

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our tender is liable to be rejected.

Signature of the Authorized Signatory with date & seal

Annexure - II

LIST OF APPLICANT'S MAJOR CUSTOMERS IN LAST 3 YEARS AND REFERENCES

Sl. No.	Name and complete Postal Address of the Customer (Purchaser)	Name, Designation, Telephone, Fax, Telex Nos., e-mail address of the contact person (customer)	Nature and Description, Quantity of Goods ordered by the customer during last 3 years	Value of Goods ordered in last 3 years	Whether reference Letter Enclosed
1					
2					
3					

(Enclose necessary documentary proof)

Signature of the Authorized Signatory with date & seal

Annexure – III

SERVICE SUPPORT DETAILS

List of Bank's Regional Office Locations

Sl. No.	RO Locations	Whether Direct Service Support available (Yes/No), If yes, please provide the address.	Whether Service Support through Franchisee available (Yes/No) If yes, please provide the address
1	KURNOOL		
2	RAJAHMUNDRY		
3	TIRUPATI		
4	VIJAYAWADA		
5	VISAKHAPATNAM		

DETAILS OF THE SERVICE LOCATIONS AT REGION WISE

Annexure -IV

Sl. No	Regions	District Covered	Address of the Service locations for the regions
1	KURNOOL	Anantapur Prakasam Kurnool	
2	RAJAHMUNDRY	East Godavari West Godavari	
3	TIRUPATI	Kadapa Nellore Chittoor	
4	VIJAYAWADA	Krishna Guntur	
5	VISAKHAPATNAM	Visakhapatnam Vizianagaram Srikakulam	

Signature of the Authorized Signatory with date & seal

(Enclose necessary documentary proofs)

Important Note:

- (i) Please specify whether the service support will be rendered by the Bidder/Dealer/Franchise.
- (ii) If the Service Support information is not furnished strictly as per the format above, the Bid submitted may be treated as non responsive.
- (iii) Please specify whether the Service support is available at all Regional Offices of the Bank as per list enclosed as per Annexure III.

Annexure – V – Minimum Technical Requirements

Specifications	Bank's Requirement	Accepted / Not Accepted (Please filled in)
Technology, (Basic)	a. UPS systems with DSP controlled IGBT based rectifier technology in True on line configuration with double conversion using IGBTs in the inverter and converter. b. Provision for configuring 2 UPS systems in parallel load sharing mode. c. UPS should consist of converter/ Rectifier, Battery Charger, Static Inverter with static switches, Static bypass switch and isolation transformer d. Input Active power factor correction. e. Technology shall meet latest available in the market.	
Rating (output power max.)	3 KVA to 160 KVA Single or with Parallel Redundant Current Sharing UPS systems with individual battery bank	
Power Consumption	Please Specify @ Full Load @ 75% Load	<u>In kW</u> <u>In Amps</u>
Model Name Model No. Year of design Manufactured by	Please Specify	
<u>INPUT</u> Phase Nominal Input Voltage Range Frequency Nominal frequency Range Input Power Factor with auto input P.F correction system DG Compatibility Input over voltage protection Input under voltage protection Rectifier Input Current THD	Single Phase 2 wire systems with Voltage input of 230 V , + 5% and – 10 % OR 3 Phase 4 wires 400 Volts AC 300 -480 V AC (on full load) 50 HZ 45 Hz to 65 HZ Better than 0.96 Should be provided Should be provided Should be provided IGBT Less than or equal to 4%	

<p><u>OUTPUT</u></p> <p>Single phase system</p> <p>Frequency</p>	<p>Voltage 230 V + or - 1 %</p> <p>50Hz +/- 1% variation</p>	
<p>Isolation Transformer</p>	<p>UPS output is isolated from mains input and battery (Galvanic Isolation Transformer)</p>	
<p>Battery Backup Backup Period</p> <p>Minimum Total VAH required per UPS.</p> <p>Battery Type</p> <p>Battery Housing</p> <p>Audible Alarm for</p> <p> a) Battery Low</p> <p> b) Mains Failure</p> <p> c) UPS Failures</p> <p>Battery re-charge time from fully discharged to 100% charged condition</p> <p>Cold start</p>	<p>Each UPS will be configured with backup at 100% load</p> <p>Bank will specify during tender</p> <p>Sealed Maintenance Free Batteries/Tubular</p> <p>Make- Bank will specify during tender</p> <p>Complete with self standing closed MS Cubicle or cabinet must be provided by the vendor</p> <p>Required</p> <p>Required</p> <p>Required</p> <p>Should not exceed 12 hours</p> <p>The facility to start the UPS even if main power is not there at the time of starting. The system should draw current from the batteries and start. This should be demonstrated at the time of installation.</p>	
<p>Charger Type</p> <p>Voltage Regulation</p> <p>Ripple(Without Batteries)</p> <p>Battery Recharge Time from fully discharged condition to 100% charged condition.</p>	<p>Constant Voltage, Constant Current (The charger should be designed for at least 15% of total battery current). <u>The charger should be preferably temperature compensated with automatic battery test.</u></p> <p>+/- 1%</p> <p>< 1%</p> <p>Should not exceed 12 hours.</p>	
<p>Transient Response</p> <p>Response Time</p>	<p>+/- 5% (100 % load step)</p> <p>Less than 60 ms</p>	

Automatic Static by-pass switch facility to mains in case of UPS failure	Should be provided & should take care of 100% uninterrupted transfer of load from UPS (synchronous bi-directional static switch with zero transfer time).	
Manual By-Pass Switch	Built-in Manual By-Pass should be provided	
Overall Efficiency(AC to AC)	Greater than 92 % in online mode	
Display Panel	Built in LCD/LED Display Input Voltage Output Voltage Heat Sink Temperature Battery Voltage Output Current (%) Output Frequency etc	
Indications	AC Mains line Battery on Mains abnormal/ out of range Load on UPS Load on battery Inverter mode Load on Auxiliary/ bypass Inverter trip	
Protection for UPS (Audible alarms should be provided for important protections)	Input MCB Input single phasing/ reversing Rectifier Over/ under Voltage Battery MCB Battery Low Battery Charging Current Limit Output under Voltage Output Over voltage, Inverter over Temperature Output Overload Output Short circuit etc, overheat Surge Protection	
Overload capacity :	Overload capacity : 150% for 60 seconds. 125% for 10 minutes. (600 Seconds)	
Interface facility	The UPS system should have necessary hardware and software a) RS 232 to work on existing operating systems b) Remote Management. There should be a facility to monitor and broadcast to all workstations, whenever necessary, conditions such as i) Power failure: UPS working on batteries preferably to indicate present load in percentage, time up to which batteries can support with present load & warning well in advance of shutdown of the system. ii) The software should be capable of	

	automatically closing the files so that the data on our computers are not lost/corrupted.	
Remote Indication Unit	In system Administrators room with indications like mains on, inverter on/off/faulty/trip/battery low and static bypass switch on 50 mtrs interconnecting cable to be included in the price bid.	
Environmental Operating Temperature	0-45 Deg C (Continuous)	
Storage Temperature	0- 55 Deg C	
Humidity	10-90% (Non Condensing)	
Audible Noise level	< 52 dB at full load up to distance of 1 mtr	
Cooling	Forced air	
Enclosure Protection	IP 20	
Warranty	UPS and batteries should have 1 year warranty from the date of supply.	
External Testing Certificate	Must submit one certificate / Test report (not more than 3 months old from date of this EOI) from Government Test / bank approved Testing agencies for UPS capacity between 5 to 40 KVA complying the above technical requirements.	
Approved Make of the Batteries	WITH MINIMUM TWO YEARS WARRANTY make would be specified in the tender issued.	

Signature of the Authorized Signatory with date & seal