



केन्द्रीय शैक्षिक प्रौद्योगिकी संस्थान
Central Institute of Educational Technology

राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING



F.No-14-68/2010-11/CIET/ED

Dated : 9.8.18

M/s (as per list attached)

Subject: Quotations for "Comprehensive Annual Maintenance/ Contract of EPBAX Model Index, Sigma-250 - regarding

Dear Sir,

CIET, NCERT intend to invite the Quotations for "Comprehensive Annual Maintenance/ Contract of EPBAX Model Index, Sigma-250. The schedule of work (Annexure A), General Terms and Conditions (Annexure B), Check list (Annexure C) and Scope of work are enclosed.

You are requested to send your quotation by post/courier for the above mentioned subject in a sealed cover addressed to the Joint Director, CIET (NCERT), Chacha Nehru Bhawan, Sri Aurobindo Marg, New Delhi - 110016. It is necessary to write "Quotations for "Comprehensive Annual Maintenance/ Contract of EPBAX Model Index, Sigma-250" on the Envelop. The quotation may also be dropped by hand in a tender box placed in Room No.114 (Technical Store), 1st floor, CIET. The quotation will be accepted for both the cases up to 4.00 p.m. on **24th August, 2018**. The quotation received after the due date will not be entertained.

Thanking you,

Yours truly,


(Shiv Kumar)
Stores Officer

Encl: a/a

F.No-14-68/2010-11/CIET/ED
Central Institute of Educational Technology
(Engineering Division)
New Delhi

Date:-_____

To _____

As per list attached

Subject: Quotations for "Comprehensive Annual Maintenance/ Contract of
EPBAX Model Index, Sigma - 250, equipped installed at CIET,
New Delhi- 110016.

Sir/Madam,

The quotation for the above mentioned work should be reachd to this office, Room no. 113, Store Officer, CIET, NCERT, Aurobindo Marg New Delhi -110016 latest by **4:00 pm**, on **06/08/2018** containing quotation should be superscripted as "quotation for Comprehensive Annual Maintenance of EPBAX model INDX Sigma 250 equipped" installed at CIET, New Delhi-16.Quotation should be addressed to Joint Director (CIET)

Quotation shall satisfy the following conditions:

- 1) The firm should have not less than minimum turnover of Rs.10 Lac, per annum (Rs. Ten lac) for any one year of the last 3 financial years. Documentary proof in the form Chartered Accountant should be enclosed with the quotations.
- 2) The firms shall quoted the GST and service Tax registration number of the firm.
- 3) Copies of audited Balance Sheet and Income Tax returns of the previous financial year should be enclosed. Tenders shall furnish their PAN no. (copy also to be enclosed).
- 4) CIET,NCERT, New Delhi, reserves the right to accept or reject any quotations or cancel the tender without assigning any reason whatsoever.
- 5) The preference will be given to the firms who is original equipment manufacturer / supplier of BPL and should furnish an undertaking in working to the effect that the repair / replacement of the parts of Telephone Exchange etc. Shall be of original equipments / manufacture / suppliers / having experience of BPL exchange.
- 6) Firms shall sign all papers / pages of quotations.
- 7) Quotation without documentary proof in respect technical specification & experience are liable to be rejected.
- 8) The firms should confirm that all terms and conditions of the tender are acceptable to them.
- 9) **PAYMENT TERMS:** The payment towards the comprehensive annual maintenance contract will be made on half yearly basis on satisfactory services rendered during the period. The firms will have to submit bill in the name of Joint Director, CIET.

- 10) The AMC will be awarded initially for period of one year. CIET, at its discretion may extend the contract for further period of Two years on the same rates & terms and condition, if services found satisfactorily during the period of CAMC.
- 11) In the event of non-satisfactory performance of maintenance services by the successful firms, CIET, will have the discretion to terminate the CAMC by giving one month notice and to award it to any other firm, and recover such amount from the firms as may be decided by the Joint Director, CIET, having regard to the loss/ damage suffered to this office Joint Director , CIET, decision in this regard shall be final and binding on the party.
 - 12) Any attempt of negotiations direct or indirect on the part of the firms or with the authority to whom he has submitted his quotations or authority who is competent finally to accept it after he has submitted his quotations or any endeavor to secure any interest for actual or prospective firms or to influence by any means the acceptance of a particular tender will quotation liable to be excluded from consideration.
 - 13) The successful firms will have to sign a detailed agreement bond of the contract which shall remain in force for a period of one year from the dates mentioned in the agreement between the CIET, and firm to whom the CAMC is awarded.
 - 14) The above are the broad condition for CAMC to be awarded.

The last date of receipt of quotation at the address mentioned in the quotation document is 4.00 PM on 06-08-2018.

Store Officer

Check list

- 1) Whether experience of same make and model enclosed.
Yes/no(Page.No)
- 2) Whether list of clients along with copies of job order for three years enclosed.
Yes/no(Page.No)
- 3) Whether the copy of VAT registration certificate enclosed.
Yes/no (Page.No)

4) Whether the copy of services Tax registration certificate enclosed.Yes/no (Page. No).

5) Whether a certificate from Chartered accountant confirming enclosed.Yes/no(Page.No)

6) Whether the copy of PAN card enclosed.

Yes/no(Page.No)

Notice Inviting Quotation for Comprehensive AMC of BPL Telephone Exchange installed at CIET, NCERT, New Delhi-16

I/We.....
.....(Name & Address of the firm) have in response to your dt..... Submitted a quotation for Comprehensive AMC of BPL telephone Exchange installed at CIET, NCERT, Aurobindo Marg, New Delhi-110016, as required, We hereby certify as under:-

1. That the firms have the necessary technical experience of providing maintenance of BPL telephone exchange service to the reputed Govt/ Public Sector or Private Companies for at least three years. A list of clients, along with copy of the relevant job orders supporting relevant expertise in the maintenance of BPL telephone exchange is enclosed.
2. That we fully understand the scope of work specified and our quotation is strictly in accordance with the Scope of work.
3. That repair/replacement of parts of telephone exchange etc. Shall be of original manufactures/ suppliers i.e M/S BPL.
4. That all terms and conditions of the tender are acceptable to us.
5. That the firm has not been penalized or convicted for concealment of income / wealth during the immediately preceding three years.

bidder

Signature of

(With Seal)

TECHNICAL TERMS & CONDITIONS: (Scope of Work)

- Telephone
to be
systems /
telephone
list of
order to
exchange.
telephone
telephone exchange on quarterly
includes
equipments free of
system and
programming.
complaints.
pass
equipments
complaint
time failure
from any other
recovered from the
the firm
complaints
total
- 1) The firms should have adequate experience in the field of such systems exchange maintenance and service. (minimum three years experience-documents attached with quotation).
 - 2) The Maintenance service to be provide in respect of the above mentioned equipments shall commence on "**as is where basis is**".
 - 3) The firms must have the adequate experience of providing maintenance of exchange services to the reputed Govt/ Public Sector or Private Companies. All client should be enclosed with the quotation, along copies of the relevant job support that they have relevant expertise in the maintenance of telephone exchange.
 - 4) CAMC Shall consist of corrective maintenance, cleaning and servicing of exchange and other associated equipments installed with telephone exchange on quarterly basis.
 - 5) CAMC shall consist of corrective maintenance of telephone exchange which replacement of faulty parts with genuine parts and other associated equipments free of cost except the batteries.
 - 6) During the CAMC the firm will look after the software and hardware of the system and no extra charges will be paid by CIET, to the firm for additional programming.
 - 7) The firm shall give maintenance / service at CIET, premises after lodging the complaints.
 - 8) No equipment parts will be removed without prior information approval or gate pass issued by the Competent Authority.
 - 9) The performance of the firm shall be examined for the first quarter, If found not satisfactory the contract can be cancelled without any notice.
 - 10) The maintenance / services to be provided in respect of above mentioned equipments shall commence on "as is where condition basis is"
 - 11) Response time for maintenance call should not exceed 12hour.
 - 12) The system down time should not exceed 24 hours. From the time at which complaint was made. In case the system is not repaired within 24 hours from the time failure reported to the CIET, may chose to get the same repaired or replaced from any other agency and cost and expenditure incurred thereon shall be recovered from the firm.
 - 13) CIET, (NCERT) reserves the right to impose a penalty on the half yearly bill of the firm for its failure to provide satisfactory maintenance service in attending the complaints @ 1% for each day delay or part there of delay subject to maximum 10 % of the total contract value of that particular quarter.

Signature of bidder

(With Seal)

Schedule of work

Name of work: Comprehensive Annual Maintenance/ contract of EPBAX Model Sigma Index 250 equipped 160+16+16+1+1 installed at CIET, NCERT, New Delhi-110016.

S.L.No	Name of the items/services	Period	Rate per month (Rs.) * fig (word)	Total Amount with GST
1.	Comprehensive Annual Maintenance/ service contract of EPBAX installed at CIET, New Delhi-110016. 1) Model Sigma Index 250 2) No of Ext. - 160+16 3) No of trunks - 16 4) No of Console - 1 5) Power Supply unit -1	12 month		
Total				

* Quoted rates should be inclusive of all taxes and no further request for addition of taxes would be entertained by this office. The prices charges by the bidder shall not exceed the prevailing rates charged by them from other for similar services.

Signature of bidder

(With Seal)