

- 2 -  
No. 19011/2/2013-Admn  
Government of India  
Ministry of Chemicals & Fertilizers  
(Department of Fertilizers)

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Room No. 203-D, Shastri Bhawan,  
New Delhi-110 001.  
Dated: 24th June, 2013.

**TENDER NOTICE**

**Subject: Tender for Comprehensive Maintenance / upkeep of NEC SV 8100 Key Telephone System.**

Department of Fertilizers intends to enter into a CSMC and invites sealed quotations for the post warranty comprehensive maintenance of NEC **SV 8100 Key Telephone System having capacity of 80 P & T lines, 128 Digital Extensions and 64 Analog extensions with 12 Line KTS = 80 No., 24 Line KTS = 20 No. and Analog Phone = 30 No.** from financially sound, experienced and reputed companies having adequate experience in maintaining the above mentioned Key Telephone system installed in this Department in Shastri Bhawan, New Delhi.

2. The quotation must be sent in sealed cover prominently marked as "**CSMC OFFER FOR NEC SV 8100 Key Telephone System**". The sealed quotation is to be dropped in the Tender Box kept at the RTI-cum-Facilitation centre located in Garage No. 12, G.F., Near State Bank of Patiala, Shastri Bhawan, New Delhi by **12.00 Noon on 9.7.2013**. The quotations will be opened on the same day at 3.00 PM by the Tender Committee in the presence of representatives of the firms who may wish to be present at the time of opening of quotations. The quotation should be accompanied with the Earnest Money Deposit of Rs. **20,000/- in the form of DD/ Pay order in favour of 'The Pay and Accounts Officer, Department of Fertilizers or Bank Guarantee from any Nationalized Bank. Any quotation received without EMD of Rs. 20,000/- will be rejected.** The EMD of the unsuccessful bidders will be returned without interest at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the CSMC. To ensure due performance of the work contract, Performance security amounting to five to ten per cent of the value of the Annual contract, as may be decided by this Department, shall have to be deposited in the form of Account payee Demand Draft or a Bank Guarantee from a commercial bank by the successful bidder before commencement of the AMC. The Guarantee should remain valid for the entire period of the contract.
4. The firm should be in the existence for the last **7 years**, should have experience of **2 (Two) years** in maintaining the above mentioned KTS and a yearly turnover of not less than **Rs. 2 crore per annum**. Copies of relevant documents in this regard should be enclosed with the quotation along with a certificate from Govt. Department / Public Sector undertakings / reputed private institution to the effect that the firm has given satisfactory service / performance, failing which, the quotation is liable to be rejected. Copies of Registration with Delhi Sales Tax Department for Work Contract , Service Tax No., PAN No. TIN No. and copies of IT returns for the last two years must be enclosed with the quotation. The Authorization Certificate issued by the OEM (NEC) also needs to be enclosed with the quotation. **Only authorized distributors / dealers of 'NEC' fulfilling these requirements and ready to accept the terms and conditions, as indicated in Annexure-B, need to apply.** The proforma for Declaration certificate that the company has not been black listed is at Annexure-A and this should be enclosed with the quotation. Terms and condition may be seen in the Annexure-B.
6. Department of Fertilizers reserves the right to reject any or all tenders without giving any notice or assigning any reason thereof. The decision of the Department of Fertilizers in this regard shall be final and binding on all concerned. It may be noted that it will not be obligatory on the part of this Department to make a selection of a firm / company for award of the CSMC solely on the basis of the lowest rates quoted by tenderer.

Yours faithfully,



(Sanjay Srivastava)

Under Secretary to the Govt. of India.

Tel. 23389364.

24/6

Copy to: NIC for uploading the Tender notice on the web site.

Annexure-A

DECLARATION

1. I, \_\_\_\_\_ son / daughter of  
 Sh. \_\_\_\_\_ Proprietor /  
 Partner/Director / Authorized signatory of \_\_\_\_\_  
 \_\_\_\_\_ am competent to sign this declaration  
 and execute this Tender document.
2. I have carefully read and understood all the terms and conditions of  
 the Tender and are fully acceptable to me.
3. I hereby certify that our company has not been black listed by any  
 Government Ministry / Department /PSU.
10. The information / documents furnished along with the above document  
 are true and authentic to the best of my knowledge and belief. I / We  
 am / are well aware of the fact that furnishing of any false information /  
 fabricated document would lead to rejection of Tender at any stage  
 besides liable to prosecution under appropriate law.

Date: \_\_\_\_\_ Signature of owner / Managing Partner/Director

Full Name:

Place:

Company Seal

N.B: The above declaration, duly signed in token of their acceptance,  
 should be enclosed with the Technical bid.

TERMS AND CONDITONS

1. The company shall have to attend all complaints just on receipt of information from the concerned users directly and all such calls need to be attended to on the same day promptly. The services shall be provided on regular basis and in case of a sudden break down on a closed holiday, the company shall have to provide its services, without fail.
2. All components required to be replaced due to normal wear and tear for proper functioning of the system, shall have to be arranged and provided by the company promptly free of cost except plastic parts, UPs, Battery back-up and cabling etc.
3. **The All pass word of the System shall have to be provided to the Department** and it shall not be changed without the knowledge of the Department.
4. The repairing of the system, if needed, shall have to be done at the office premises and no relaxation would be given to take out any equipment outside the premises for repairing etc.
5. **The engineers of the company shall maintain a Proper Register containing the details of numbers, ports etc. and it would be updated on regular basis, as per the requirement of the Department immediately after award of CSMC .**
6. The representative shall carry an identity card whenever he visits the Department for preventive maintenance / repairs etc.
7. No advance payment in any case would be made. AMC charges shall be payable in 4 (four) quarterly installments subject to satisfactory service.
11. In case of the company backing out in mid term without any explicit consent of this Department, the security deposit of the company would be forfeited.
12. Department of Fertilizers reserves the right to accept or reject any or all tenders without assigning any reason.