

**TENDER NOTICE**

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

Department of Fertilizers invites sealed quotation from **only NEC India Pvt. Ltd. Authorized Service Providers** for the Annual Comprehensive Service Maintenance contract of the **NEC SV 8100 Key Telephone System of the Department having configuration 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.**

2. The quotation must be sent in a 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 or before 11.7.2016**. **The quotations will be opened on the same day i.e. 11.7.2016 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. **15,000/- 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. 15,000/- 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 5 (Five) years in maintaining the NEC KTS and a yearly turnover of not less than Rs. 3 crore per annum. Copies of relevant documents containing the proof 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 India Pvt. Ltd.) also needs to be enclosed with the quotation. Only authorized Service Providers of NEC India Pvt. Ltd fulfilling these requirements and ready to accept the terms and conditions, as indicated in Annexure-C, need to apply. The proforma containing the Particulars etc. of the company at Annexure-A, Bid for Rate at Annexure-B, acceptance for terms and conditions at Annexure-C and Declaration certificate at Annexure -D, are to be duly signed and need to be enclosed with the Quotation, failing which, the quotation will not be considered.**

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,



(Puzalal Pulamte)

Under Secretary to the Govt. of India.  
Tel. 23782545.

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

Annexure-APromform regarding particulars of the company

1.	Name of the Bidding Firm/Company	
2.	Full Address	
3.	Telephone Number and Fax	
4.	Details of Earnest Money Deposit: Rs. 15,000(Rs. Fifteen thousand) only	
(b)	D.D. No. and Date:	
(c)	Drawn on Bank:	
5.	Give details of NEC make KTS maintained / being maintained in Government of India Ministries / Department / Undertakings / Private companies in the following format:	
6.	Details of Ministry / Department where such system supplied / installed along with name, designation, address, Telephone & Fax number of the concerned officer and details of value of system installed along with copy of work order etc.  (copies of work orders from the concerned Ministries / Departments / PSUs may be enclosed)	1.
		2.
		3.
7.	Details of turnover (year-wise) along with copies of IT returns to be enclosed.	
8.	PAN No: (copy to be enclosed)	
9.	VAT /Pin No. Registration No. (copy to be enclosed)	
10.	Service Tax No. (copy to be enclosed)	

Declaration

I hereby certify that the information furnished above is correct to the best of my knowledge. I/ We understand that in case of any deviation is found in the above statement at any stage, the company will be black listed.

Date:

(Signature of Owner / Managing  
Partner/ Director

Place:

Full Name:  
Company seal

Annexure-BBid ProformaDetails of NEC SV 8100 KTS (with Configuration)

S. No.	Item	Qty / Unit	Rate(Per annum) (Rs.) (Excluding Tax)
1.	Comprehensive Annual Maintenance of NEC SV 8100 Key Telephone System	Whole system including accessories and digital and analog telephone instruments	

(If the space provided in the above format is insufficient, the the Financial Bid can be prepared on the company letterhead, using the same format.

Signature of Owner/Managing Partner/Director

Name:  
Company Seal

Date:

Place:

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. In case if the company fails to provide services, action as deemed fit , will be taken by the Department.
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 pass word of the CD shall have to be provided to the Department** and it would 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 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.**
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 on half yearly basis on satisfactory rendering of service.
8. 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.

Signature of Owner/Managing Partner/Director

Name:

Company Seal

Date:

Place:

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.
14. 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 bid.