

No. D-21019/2/2015 Genl.
Government of India
Ministry of Drinking Water and Sanitation
(General Section)

8th floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road
New Delhi-110003,

Dated the 27th Aug 2015

**NOTICE INVITING TENDERS FOR ANNUAL MAINTENANCE CONTRACT FOR ONE ACCORD
ADX 400 (1200 EP ABX SYSTEM KIT) SYSTEM IN THE MINISTRY OF DRINKING WATER AND
SANITATION**

Sealed tenders two bids system (Technical bid & Financial bid) are invited from reputed/registered firms, having experience of 3 years in Govt. or Government Undertaking, for award of Annual Maintenance Contract for one Accord ADX 400 (1200 EPABX System Kits) System in the Ministry of Drinking Water and Sanitation as per detailed specification given below :-

Sl. No.	Items Description	Qty
1.	Accord ADX 400 (1200 EP ABX System Kits) Systems with 08 Trunk lines, 24 Digital Extensions, 48 Analog Extensions, Battery with CVT MDF. (4 th , 8 th , 9 th & 12 th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-03)	One

2. **Estimated value of the Contract**

Approximately Rs. 60,000/- (Rupees sixty thousand only)

3. **Cost of Tender Document:** Rs.200/- (Rupees two hundred only)

4.. **Contract period:**

Initially for one year, extendable for another one year subject to the satisfactory performance of the Agency and with the approval of Competent Authority on the same terms and conditions.

5. **EMD:** Rs.2,000/- (Rupees two thousand only)

6. Last date of submission of Tender : 14th Sep 2015 at 1500 hrs.

7. Date and time of opening of Technical Bid : 14th Sep 2015 at 1530 hrs.

8. For further details and getting the copy of tender document visit our web site (<http://www.mdws.gov.in>) or contact to the undersigned.

(S. Sanyal)

Under Secretary to the Govt. of India
For & on behalf of the President of India

Tel: 24368612

Copy to :

1. Technical Director (NIC) for publishing of tender in the Ministry web-site
2. CPP Portal
3. Hindi Section for translation
4. All Ministries / Departments

NOTICE INVITING TENDERS FOR ANNUAL MAINTENANCE CONTRACT FOR ONE ACCORD ADX 400 (1200EP ABX SYSTEM KIT) SYSTEM IN THE MINISTRY OF DRINKING WATER AND SANITATION

Instruction to the Bidders :

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6. Last date of submission of tender : 14th Sep 2015 at 1500 hrs.

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8. Tender should be addressed to Under Secretary (Admn) Ministry of Drinking Warer & Sanitation, 8th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003.

9. Eligibility criteria for acceptance of tender for consideration is as follows :-

- i) Name & Address of the firm with proof :-

- ii) Postal Address/Telephone/FAX/E-Mail of the Firm:-
- iii) Registration /Dealership Certificate.
- iv) Attested Copy of Proof of Registration for Contract existing with other Government/Semi-Government/PSU etc.
- v) Certified copy of PAN Card
- vi) Sales Tax/VAT Registration Certificate
- vii) Name of the Bank & Account No.
- viii) Bank Statement with P&L Account No. for the last one year :
- ix) Copy of IT Return for the last 3 years:
- x) Minimum three years experience in the AMC of EPABX
- xi) Should have minimum financial turnover of Rs. 60,000/- every year during last three years

10. The tender documents can be obtained from the website of the Ministry of Drinking Water and Sanitation (<http://mdws.gov.in>), a fee of Rs. 200/- (Rupees two hundred only) towards the cost of the tender documents, alongwith the Earnest Money Deposit(EMD) Rs. 2,000/- (Rupees two thousand only) may be enclosed in the form of separate Demand Drafts drawn in favour of the "PAO, Ministry of Drinking Water and Sanitation, New Delhi-03 ".

11. PROCEDURE FOR SUBMITTING TENDERS

Financial bids of only those bidders would be opened who fulfill the qualification criteria and are declared qualified in Technical Bid evaluation process by a duly constituted Committee of TEC.

(a) Technical Bid duly signed and EMD should be put in one separate cover and wax sealed

(Cover-A). This cover should be super-scribed as:

"TECHNICAL BID FOR AWARD OF ANNUAL MAINTENANCE CONTRACT FOR ONE ACCORD ADX 400 (1200 EPABX SYSTEM KIT) "

(b) Financial Bid should be put in another separate cover and wax sealed
(Cover-B). This cover should be super-scribed as:

"FINANCIAL BID FOR AWARD OF ANNUAL MAINTENANCE CONTRACT FOR ONE ACCORD ADX 400 (1200 EPABX SYSTEM KIT) "

Both the envelopes containing the Technical Bids and the Financial Bids should be put in the third envelope **cover (C)** duly sealed. The third envelopes should also be super-scribed as:

"TENDER FOR AWARD OF ANNUAL MAINTENANCE CONTRACT FOR ONE ACCORD ADX 400 (1200 EPABX SYSTEM KIT) "

12. The tender should be reached latest by 1500 Hrs on or before 14th Sep 2015 **in the office of Under Secretary(Admn), Ministry of Drinking Water and Sanitation, 8th floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-03.** Tender will be opened **at 1530 Hrs on 14th Sep 2015** by the duly authorized Officer /Team of officers in the presence of all such bidders who wish to be present. Late/delayed offers shall not be opened/entertained under any circumstances. Offers received by due time and date will be opened,(For the Technical Bids only) in Conference Room 4th Floor Paryavaran Bhawan at **1530 Hrs on 14th Sep 2015** itself. Authorized representatives of the quoting agency/firm may be present for the opening of the Technical Bids, if they so desire.

13. Conditional tenders will not be accepted under any circumstances by the Ministry. EMD deposit of unsuccessful bidders will be refunded within 45 days after finalization of Tender without interest.

14. **Penalty clause** – In case of backing out from the tendering, the EMD may be forfeited

(i) In case of delay/untimely submission work/assignments, a delay of 0.5% of the contract value per day subject to maximum of 10% of the contract value will be charged as Liquidated Damages on the agency as per provision of LD/penalty clause 8.14 of DGS&D manual.

(ii) After issue of the contract, the Performance Guarantee is liable to be forfeited in case of under performance by the agency, besides other action, including black listing of the agency as may be, deemed fit by the Ministry.

Signature of the bidder

TERMS AND CONDITIONS

1. The Rate Contracts shall be valid for the period of one year from the date of awarding the Contracts. The Annual Rate Contract awarded as a result of this tender enquiry will be in the nature of a standing offer.
2. The Successful firm will be required to start working immediately after the award of the contract.
3. The successful tenderer is required to depute an Engineer to this Ministry from 9.00 AM to 6.30 PM daily on call basis and in case of emergency beyond office hours or on holidays etc.
4. EMD will be returned to the unsuccessful bidders immediately after award of the Rate Contract to successful agency/bidders. Successful Agency/Bidders awarded the Rate Contract will have to submit a Performance Security of Rs.6,000/- (Rupees six thousand only) through Demand Draft or in the form of a Bank Guarantee from any Nationalized Indian Bank within 15 days of the award of the contract.
5. If the successful agency fails to fulfill his obligations under this tender i.e., non-adherence to terms and conditions, in such events, the Contract will stand terminated and the EMD/Performance Security of such firm shall be forfeited to the Government.
6. In the event of any disputes arising out of the execution of Rate Contracts orders, the matter will be referred to Head of the Department. Appeal against the decision of the HOD will lie to the Joint Secretary (Administration), Ministry of Drinking Water & Sanitation.
7. For judicial adjudication, the disputes, if any, arising out of the Contract/Service orders against the Rate Contract will be subject to the jurisdiction of the Courts in Delhi only.
8. The Ministry reserves the right to accept or reject any bid without assigning any reason.
9. The payment will be made through pre-receipted bills drawn in triplicate, original bill being signed on revenue stamp. Taxes will be deducted at source as per Rules.
10. Advance payment will not be made under any circumstances.
11. No increase in amount shall be considered at all during the period of AMC. No other charges will be payable like transportation, fare etc. for providing the services.

12. If any damage is caused to the system/wiring etc. during the period of AMC, the firm will be liable to make good the damage/loss and any additional penalty in this regard.
13. It will be the responsibility of the firm to keep all the Intercom connections in working order throughout the AMC period.
14. The tenderer **should sign at each page of the tender and all its Annexures. No** page should be removed /detached from the tender document.

Signatures of the bidder

ANNEXURE -I

No. D-21019/2/2015-GenI,

Dated: the 27th Aug 2015**PROFOMA FOR TECHNICAL BID**

1.	Name of the printing firm/Agency	Document name or number	Page No. (To be filled by the bidders)
2.	Name of firm with complete Address & Telephone Number		
3.	Whether EMD of Rs. 2,000/- enclosed in the prescribed form.		
4.	Annual turnover of the firm for last three years (with proof) with last 3 years balance sheet/ profit & loss A/C.		2012-13 2013-14 2014-15
5.	Email address		
6.	Name & Address of the Department/ Ministries and other organizations where, at present AMC of EPABX.(self-certified duty stamped copies of contract letters be attached).		
7.	Photo Copies of latest Income Tax return and PAN Number (With Proof) be attached		
8.	15 Digit Service Tax Code No./ VAT/TIN number (With proof) be attached		
9.	Has the firm ever been debarred blacklisted by any organization? If yes the details thereof		
10.	Details of Award/Certificate of merit etc. received from any Organisation.(Photo copies be attached)		

(Signature with name & Address)

ANNEXURE -II**No. D-221019/2/2015-GenI,
Dated: the 27th Aug 2015****Sub : Price bid for Annual Maintenance Contract for one Accord ADX 400 (1200EP
ABX System kit) System****Bidder Name :****Address :****Telephone No. :****Mob No. :**

Sl. No	Items Description	Qty	Rate/Amount (in Rs. Excluding taxes)	Taxes
1.	Accord ADX 400 (1200 EP ABX System Kit) Systems with 08 Trunk lines, 24 Digital Extension 48 Analog Extensions, Battery with CVT MDF. (4th ,8th ,9th & 12th Floor, Paryavara Bhawan,CGO Complex, Lodhi Road, New Delh 03))	One		

**Authorised signatory
(With full name and designation)**

ANNEXURE - III

**No. D-221019/2/2015-Genl,
Dated: the 27th Aug 2015**

TENDER FEE COUPON

TENDER NO.: No. D-21019/2/2015-Genl .
2015

Dated ____/____/____

TENDER SET NO _____

ISSUED TO

M/s.....

.....

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Against request letter

No. _____ Dated ____/____/____ 2015

And payment of an amount of Rs. _____ (Rupees _____ only)

vide Demand Draft/Pay order/Banker's Cheque

No. _____ Dated ____/____/2015.

Drawn at _____ Bank

TENDER DOCUMENT ISSUED ON _____.

Signature of the bidder

DECLARATION

From:-
M/s.....

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To
The Under Secretary (Admin)
Ministry of Drinking Water & Sanitation,
8th Floor, Paryavaran Bhavan,
CGO Complex, Lodi Road,
New Delhi-110 003.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Bank Guarantee/ Performance Security, as applicable, in the format to be provided by your office as pre-condition for obtaining the orders for AMC of EPBAX.

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Ministry of Drinking Water and Sanitation, New Delhi immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tenderer)

Name: _____

Designation with Seal of the Firm

Date: