



सं. _____

No. _____

भारत सरकार
GOVERNMENT OF INDIA
इस्पात मंत्रालय
MINISTRY OF STEEL
उद्योग भवन
UDYOG BHAWAN

नई दिल्ली-110107 dated 3rd June, 2016

Notice Inviting Tender **New Delhi-110107**

Subject: To invite Online Bid for Comprehensive Maintenance Contact (MC) for Two systems of NEC make key Exchange installed in the Ministry of Steel - regarding.

Online Bids are hereby invited at Central Public Procurement (CPP) Portal (www.eprocure.gov.in) from reputed, experienced and financially sound companies/firms/agencies for award of Comprehensive MC for **Two systems of NEC make key Exchange** installed in the Ministry of Steel, for the period of two years from the date of awarding the Contract.

2. The bids will be accepted as e-Tender (in two bids system-Technical Bid and Financial Bid) only and intending bidders must be registered with the Central Public Procurement (CPP) Portal.

3. The tender document contains the following enclosures:

- | | | |
|--------------|---|---|
| Annexure-I | - | Terms and Conditions |
| Annexure-II | - | Proforma for Technical Bid Submission |
| Annexure-III | - | List of Items (Proforma for Financial Bid Submission) |
| Annexure-IV | - | Details of Bank Account |

4. Important Dates for the invitation of aforesaid Online Bid:

- | | |
|---------------------------------------|-----------------------|
| ✓ Publish Date of Bid | - 03.06.2016 04.00 PM |
| ✓ Bid/Document Downloading Start Date | - 03.06.2016 09.30 PM |
| ✓ Bid Submission Start Date | - 04.06.2016 09.00 AM |
| ✓ Bid/Document Downloading End Date | - 27.06.2016 03.00 PM |
| ✓ Bid Submission End Date | - 27.06.2016 03.00 PM |
| ✓ Bid Opening Date | - 27.06.2016 03.30 PM |


5. The Bid should invariably be accompanied by a Demand Draft of Rs. 2500/- (Rupees Two Thousand and five hundred only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi as Earnest Money Deposit (EMD). The bid received without the requisite EMD will not be entertained. The scanned copy of the Earnest Money Deposit (EMD) along with all requisite documents must be uploaded with the bid and original Earnest Money Deposit (EMD) should be **dropped in a sealed cover superscribed with 'Comprehensive MC for Two systems of NEC make key Exchange installed in the Ministry of Steel' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 27th June, 2016 by 03.00 P.M.**

6. Tender may also be downloaded from the website of the Ministry of Steel (www.steel.nic.in).

7. The instructions for submitting online bids are available on CPP Portal (www.eprocure.gov.in/eprocure/app) which are to be scrupulously followed.

8. In case, any holiday is declared by the Government of India on the day of Bid Opening Date, the bid will be opened on the next working day at the same time.

9. The Ministry reserves the right to reject or select any bid without assigning reasons thereof.


(K.Murali)

Under Secretary to the Govt. of India
☎ 23061243

Copy with request to upload it on the website of the Ministry of Steel to: NIC, Ministry of Steel

हिन्दी का प्रयोग उपेक्षित नहीं है, पत्र का उत्तर शीघ्र दिया जायेगा।

Terms and Conditions

1. The contract will be valid for a period of 24 months w.e.f. award of the contract. However, the contract may be further extended as per the requirement of the Ministry or may be curtailed/terminated before expiry of this period owing to deficiency in service after giving one week notice to the selected firm.
2. The firms are required to upload copies of the following documents along with the *Technical Bid* (information furnished by the firm for evaluation of technical bids) in pdf format, failing which their Bids shall be summarily/uprightly rejected and will not be further considered:
 - (a) Scanned copy of Annexure-II (information furnished by the firm for evaluation of technical bids)
 - (b) Scanned copy of Earnest Money Deposit (EMD)
 - (c) Scanned copy of PAN Card
 - (d) Scanned copy of VAT/TIN//Sale Tax registration certificate
 - (e) Scanned copy of work experience certificate
 - (f) Scanned copy Annexure-IV (details of bank account of firm)
 - (g) Scanned copy of cheque from account furnished in Annexure-IV
 - (h) Scanned copy of financial statement of accounts of firm like Balance Sheet, Profit & Loss Accounts etc.
3. The contract shall be on a **Comprehensive Maintenance Service Basis** and no extra charges for any general wear and tear/spare parts, etc. shall be made by the Ministry of Steel. During the contract period it will be the responsibility of the company to keep the equipment in perfect working condition. The rates for the contract should be quoted in figures and word. If VAT / any other tax are in addition, to the quoted rates, it should be specifically quoted, otherwise it will be presumed that rates quoted are inclusive of Vat/ other Taxes and installation charges. Conditional bids will not all be accepted.
4. The repair work will have to be carried out at the location of the equipment except in the exceptional circumstances where the equipment or any component may be required to be taken out for repairs in workshop. In such cases the standby arrangement shall have to be made by the company and in no way the working of KTS shall be held up for want of any standby arrangements.
5. The payment towards Comprehensive Annual Service Maintenance Contract shall be made in instalments each after the successful completion of three months/each quarter on production of satisfactory reports from the concerned users. **Payment shall be made by electronic transfer to the account of the firm on submission of pre-receipted typed bill in triplicate. Bidder should furnish details of bank accounts in Annexure-IV along with the other requisite documents for this purpose.**
6. The firm intending to submit the quotation should be an authorized service provider of the KTS. The supporting documents should be enclosed with the quotation.
7. Overwriting or correction in any of the tender document is not permissible.
8. The firms are required to furnish their standing and goodwill through a certificate/documentary proof from Ministry/Departments. They should provide their complete address and telephone numbers/Income Tax/ST/CST Number. List of present contracts held in any three Government Departments may also be enclosed with the quotation.
9. The firm must have valid TIN/PAN/VAT/Service Tax Nos.

10. The firm should have a minimum 3 years experience in the operational area. Its financial position and standing should be reflected in its turnover.
11. No bidder is allowed to withdraw the tender. In case of withdrawal the EMD shall stand forfeited besides action being taken to black list the bidder.
12. This Ministry reserves the right to accept/reject any or all of the quotations without assigning any reason thereof.
13. The successful Agency/Firm will have to provide Comprehensive Service Maintenance in respect of the Key Telephone System installed in the Office of the **Hon'ble Minister in Ministry of Steel and residence of Hon'ble Steel Minister at 3, Krishna Menon Marg, New Delhi.**
14. The Agency/Firm shall not appoint any sub-contractor for the work under any circumstances.
15. The Agency/Firm shall ensure that their technicians/workers are polite, courteous, well behaved and honest. The Agency shall be responsible for the conduct/integrity of persons deputed for Comprehensive Service Maintenance Contract works in the Government premises and will also be responsible for any act of omission or commission on their part. The Agency will vouch for their character and integrity.
16. The Agency/Firm's technicians/workers shall not indulge in any unlawful activity in the premises and shall have good moral character. The Agency shall be fully responsible for any theft, burglary, fire or any other mischievous deeds/ damage done by its technicians/workers.
17. The Ministry shall have the right to impose cash penalty on the Agency/Firm or deduct such amounts as deemed appropriate from its Security Deposit/Quarterly Bills in the event of this Ministry being put to any financial loss directly or indirectly by any act of omission/commission or negligence on the part of the Agency's technicians/workers.
18. Insurance and accident risks of the technicians/workers will be the sole responsibility of the Agency/Firm.
19. The Ministry reserves the right to order any technician/worker of the Agency/Firm to leave its premises if his/her presence at any time is felt undesirable.
20. The Agency shall supply and use the parts/materials of the standard/branded types only. Ministry's decision to accept/reject a particular part/item shall be final and binding on the Agency/ Firm. The Agency/ Firm shall be responsible to supply/ replace any of the required items to the full satisfaction of this Ministry at all times during the validity of the contract.
21. The contract can be terminated by giving one week notice in writing by either party.
22. While submitting the tender each and every page of NIT will be signed by the authorized signatory of the Firm/Agency and submitted alongwith the tender.
23. The contract will be interpreted under Indian Laws and subject to the jurisdiction of Delhi Court.

24. Pending the submission of and /or a dispute, difference or claim or until the arbitral award is published; the Parties shall continue to perform all of their obligations under this agreement without prejudice to a final adjustment in accordance with such award.

25. For instructions for submission of e-Tender (in two bids system –Technical Bid and Financial Bid please visit www.eprocure.gov.in/eprocure/app

Financial Conditions

1. Average Annual Turn Over of bidder firm during last three year, ending 31st March of the previous financial year should be at least of Rs. 3 lakh per annum. Documentary evidence to this effect i.e. copy of financial statement of accounts of the firm like Balance Sheet, Profit & Loss Account etc. should be submitted alongwith the other requisite documents.

2. *Earnest Money Deposit (EMD) of 2500/- (Rupees Two Thousand and Five hundred only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi is to be dropped in a sealed cover superscripted with 'Comprehensive MC of Two systems of NEC make Key Exchange installed in the Ministry of Steel' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 27th June, 2016 by 03.00 P.M.*

3. Earnest Money Deposit (EMD) of unsuccessful bidder will be returned on finalization of the Maintenance Contract (MC). No interest will be paid on EMD amount.

4. Earnest Money Deposit (EMD) of successful bidder will be returned after submission of the performance security. *Successful bidder shall submit the performance security of Rs. 6,000/- (Rupees Six Thousand only) by way of Fixed Deposit (FD) which will be refunded on satisfactory completion of the contract. No interest will be paid on performance security deposit.*

5. *No exemption will be given to any firm with regard to deposit of Earnest Money Deposit (EMD). However, The firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted alongwith the bid.*

6/3/16

(K. Murali)

Under Secretary to the Govt. of India

**INFORMATION FURNISHED BY THE FIRM FOR EVALUATION FO
TECHNICAL BIDS**

Sl.NO.	Particulars	To be filled by the Bidder	
1.	(a) Name of the Firm		
	(b)Address of the Firm		
	(c) Name of the Proprietor		
	(d) Telephone No.		
	(e) Mobile No.		
	(f)Email Address		
2	PAN Number (copy to be enclosed)		
3	TIN Number (copy to the enclosed)		
4	Service Tax Registration Number (copy to be enclosed)		
5	Copies of 3 Rate Contracts for the concerned system entered into with at least 3 Govt. Ministries/ Departments.		
6	Annual Turn over (In Rs.) (copy of financial statement of account like balance sheet, profit and loss account etc. to be enclosed) (Average Annual Turn Over during last three financial years should be at least of Rs. 3 lakh Per annum.	Year	Annual Turn Over (in Rs.)
		2013-14	
		2014-15	
		2015-16	
7	Details of EMD (i)Amount (ii) DD No (iii)Date (iv) Issuing Bank		
8	Whether terms and conditions of the tender is acceptable?		

It is certified that the above information are true and correct to the best of my knowledge and belief. It is also certified that the firm is not black listed by any Government Ministries/Departments nor any criminal case is registered/pending against the firm or its owner/partner anywhere in India.

Further it is certified that I/we have read and understood the terms and conditions of the Notice Inviting Tender NO. 25013/1/2015-Admn. Genl. Dated ___ June, 2016 and will abide by them till the completion of the contract period.

(Signature of the authorized person)

Date:

Name;

Place:

Designation

Seal

Note: Any bid received without all the details or without the certificate duly signed or without the seal of the firm will be treated as incomplete and unresponsive bid and therefore will be summarily/uprightly rejected and financial bid will not be opened.

GA
3/6/16

Financial Bid

Maintenance of NEC KTS Exchanges

Name of Item	Rate (₹)	Vat / any other applicable (₹)
1 . Maintenance Contract (KTS) NEC Aspila EX Key 8 P&T 24 digital & 8 Analog extension System .		
2. Maintenance Contract (KTS) NEC make EPABX System Model SV8100		

at 3/6/16
(K. Murali)

Under Secretary to the Govt. of India

DETAILS OF BANK ACCOUNT

(Real time Gross Settlement(RTGS)National Electronic Fund Transfer (NEFT) facility for receiving payments)

Sl.No.	Particulars	To be filled by the bidder
1.	Name of Account Holder	
2.	Address of Account Holder	
3.	Name of the Bank	
4.	Name and Address of the Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I, hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institute responsible.

Date:

Name:

Place:

Designation

Seal

Note Please attach a photocopy of the cheque.

6/7/6/6