

National Green Tribunal

**Principal Bench
Faridkot House, New Delhi**

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DATE: 25/02/2015

ReferenceNGT/PB/19/2014

Subject: Annual Maintenance Contract for NEC KTS system installed in the National Green Tribunal

Sealed quotations are hereby invited from the firms authorized by the manufacturer/distributors of aforesaid system for maintenance of NEC Key Telephone System installed at National Green Tribunal, Faridkot House, and Copernicus Marg New Delhi-110001 for a period of one year. You are, accordingly, requested to quote your rates in a sealed cover super-scrbing the envelope 'Quotation for AMC of NEC Key Telephone System.' so as to reach the undersigned by 3.00 P.M. on 21/05/2015. The quotations may be dropped in the tender box kept outside the R& I section for the purpose.

The quotations will be opened on the same day in the chamber of Hon'ble Chairman of LPC at 3.30 P.M. in the presence of those bidders who may wish to remain present at the time of opening of tender. The award of contract will be governed by the following terms and conditions:-

TERMS & CONDITIONS:-

- 1. Earnest money:** An earnest money of 1000/-(Rupees one thousand only) /- D.D. No..... dated..... Bank Name..... Only in the name of "The Registrar General" National Green Tribunal, and payable at New Delhi, may please be sent along with your quotation as Earnest Money without which no quotation shall be considered. (b) Earnest Money is liable to be forfeited and bid is liable to be rejected, if the bidder withdraws or amends impairs or derogates from the tender in any respect within the period of validity of the tender.

The earnest money of all the unsuccessful bidders will be returned as early as possible after the expiry of the period of the bid validity and after issue of the

purchase order. No interest will be payable by the NGT on the Earnest Money Deposit.

2. Forfeiture of Earnest Money:

The earnest money will be forfeited in the following cases:

- (i) When bidder with draws or modifies the offer after opening of tender.
- (ii) When the bidder does not deposit the security money at 10% Performance Guarantee after the successful bid .
- (iii) When the bidder fails to commence the annual maintenance as per contract within the prescribed period.
- (iv) When the bidder fails to provide maintenance services during the warrantee period.
- (v) When information/certificate/document furnished is found false at any stage.

3. Security Money as per Performance Guarantee :

The successful tender will be required to deposit 10% of the AMC charges in the form of Demand Draft/Pay Order drawn in favour of "The Registrar General" National Green Tribunal, and payable at New Delhi. The Security money of the successful bidder will be refunded after the successful expiry of the contract. No interest will be paid on Security Money.

4. The payment shall be made on quarterly basis upon submission of pre-receipted bill by the contractor along with satisfactory report from the user.

5. The firm is liable to provide standby items i.e. power back-up; Cards, Telephone instruments etc. in order to keep the system in working order 24X7.

6. Period for which the offer will remain open : Firms tendering should note that their offers should remain open for acceptance for 90 days from the date of opening of the tenders.

7. Tax will be deducted at source as per rules.

8. The contract will be awarded initially for a period of one year extendable for further two years (total 3 years) but will be liable to be terminated even before the expiry of the contract period if the firm

fails to provide satisfactory services or violates any of the conditions/terms of the contract. In that event, the security money deposited by the firm will be liable to be forfeited.

9. Additional Particulars to be furnished by the Bidder (copies may be enclosed):-

- (i) PAN/TAN number and I.T. Return.
- (ii) Name and full address of the banker.
- (iii) Bidder should mention total number of similar type of systems already being maintained by them.
- (v) Number of Engineers (Supervisor/Technicians) engaged by the firm and the infrastructure of the firm.
- (vi) Annual turnover and sales tax registration number of the firm.
- (vi) Authorization letter from the manufacturer/distributors (NEC).

10. "The Registrar General" National Green Tribunal, reserves the right to reject any or all the quotations in whole or in part without assigning any reasons therefore.

11. If any damage is caused to the system/wiring etc. during the course of AMC the firm will be liable to make good the damage/loss and any additional penalty in this regard.

Yours faithfully,
(Dibyendu Kar)
Section officer
National Green Tribunal.

Technical Bid

S.No.	Particulars	To be filled by the Bidder
1.	Name, address and e-mail address of the Firm	
2.	Contact No.	
3.	Status of the firm (individual / sole proprietorship /company etc.)	
4.	Registration/VATS. Tax/PAN No. and other details	
5.	Details of authorization (s)/ experience etc. (document to be attached)	
6.	Details of three years experience 2013-14, 2012-13, 2011-12	
7.	Length of experience in the field	
8.	List of Government Ministries/Departments/clients showing experience in the field (copies of contracts/orders placed n the agency during last three years should be attached)	
9.	Income Tax return submitted for previous two year 2012-13 and 2013-14 (copy enclosed)	
10.	Details of EMD 1. Draft No., Date Issuing Bank	
11.	Whether a copy of terms and conditions Annexure I duly signed a token of acceptance of the same is attached.	
12.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners any where in India (if no, undertaking to this effect it to be attached in this regard)	

I/we hereby undertake to abide by the terms/conditions of the said tender and undertake that the information furnished is true and nothing material has been concealed. I/we understand that the contract is liable to be concealed if the same has been obtained through concealment of information fraudulent means.

Date:

Name (Signature of the authorized person)

Place:

Designation and office Address

Financial Bid

Quotation for AMC of NEC Digital EPABX / KTS is invited from authorized dealer of NEC for the following configured NEC digital EPABX.

SR.NO.	DESCRIPTION	Quantity	Rate	Amount
01	Comprehensive AMC for NEC digital EPABX / KTS in the capacity of 01 PRI Line 08 TRUNK lines 14 digital Phones. 50 Push Button Phones 01 CVT 01 set Battery back up & MDFs	01		

Terms and Conditions

The vendor should have one year experience of maintaining similar system of similar capacity in any 4 departments i.e. Govt. / PSU / Courts in India.

The bidder should have not been blacklisted any where in India.

The bidder should have valid ESI & EPF registration

The bidder should have Service Tax / TIN No. / PAN no.