

TENDER FOR Providing comprehensive maintenance for EPABX system installed in new admin building of PCNTDA and at Hon. CEO residence for the period of 3 years

Tender Sr. No.

FormFee:Rs.250

Issued to _____

DD No. _____ Date _____

TENDER FORM FOR Providing comprehensive maintenance for EPABX system installed in new admin building of PCNTDA and at Hon. CEO residence for the period of 3 years

To,

The Chief Executive Officer,
PCNTDA
Near Akurdi Railway station,
Akurdi, Pune-44.

Dear Sir,

1. In response to the tender notice published in the daily newspaper in _____ and _____ dated _____ I/We submit herewith the tender form for Providing comprehensive maintenance for EPABX system installed in new admin building of PCNTDA and at Hon. CEO residence for the period of 3 years
- 2) I/We have thoroughly examined and understood the terms and conditions of the tender mentioned in Appendix-I and I/We agreed to abide by them in full.
- 3) I/We offer to undertake the Providing comprehensive maintenance for EPABX system installed in new admin building of PCNTDA and at Hon. CEO residence for the period of 3 years and quoted the rates **inclusive of all taxes, freight etc.** as given in Appendix-II. It is agreed that no additional charges other than those mentioned in Appendix-II would be payable to me/us.
4. I/We accept that the rates offered shall remain valid during AMC period i.e. for 3 complete years from the date of execution of agreement.
5. I/We shall be bound by communication of acceptance of the offer, dispatched within prescribed time.
6. I/We accept that the right to accept or reject whole or part of the tender without assigning any reason is reserved with The CEO, PCNTDA. The decision of The CEO, PCNTDA will be final and shall be binding on me/us.
7. As required by the terms and conditions of tender an amount of Rs. 2300/- paid by me/us as Earnest Money Deposit (E.M.D.) through **Demand Draft (DD) of any Nationalized Bank** payable at Indian Overseas Bank, Nigdi, Pune Bearing No. _____ dated _____ in favor of **PIMPRI-CHINCHWAD NEW TOWN DEVELOPMENT AUTHORITY, AKURDI, PUNE.**
(Payment of EMD in any other form will not be accepted)
8. I/We agreed to undertake the Providing comprehensive maintenance for EPABX system installed in new admin building of PCNTDA and at Hon. CEO residence for the period of 3 years mentioned in final AMC order as per term and conditions mentioned in Part I Appendix-I.

9 As per the terms and conditions Part-I of Appendix-I, I/We are submitting my/our offer in two sealed envelopes. Envelop No. 1 contents documents as per the conditions of Part-I of Appendix-I. Envelop No. 2, includes rates quoted by me/us in Appendix-II.

10. I/We also agreed that The CEO, PCNTDA has full rights to open/consider the second envelop if and only if CEO PCNTDA satisfied with information contents in envelop No.1. The decision of the PCNTDA Authority regarding this will be final and will be binding on me/us.

The following documents duly filled in and signed are enclosed along with the tender. The part 1 of Appendix-I being the terms and conditions is retained by me/us for my/our information and record.

Yours faithfully,

Place :

Date :

Signature of the Tenderer

Name and Address of the firm / tenderer : _____

Registration No. of Firm/ Tenderer : _____

List of Documents (Checklist) to be submitted in envelope No. 1 :-

- 1) Tender Form and An earnest money of Rs. 2,300/- only in the form of Demand Draft drawn in favor of PIMPRI- CHINCHWAD NEW TOWN DEVELOPMENT AUTHORITY, AKURDI,
i) PUNE.
- 2) GST Certificate
- 3) Valid Income Tax Returns (Income Tax Returns) for last Three Financial Years
- 4) Xerox copy of the Pan card
- 5) The bidder should be a licensed/Authorized dealer of the product. Manufacturers Authorization Form (MAF) shall be furnished

Bank Draft No. _____ Dt _____ Rs. _____

Signature of Authorized person

Signature: _____

Date : _____

Name &Address : _____

APENDIX – I

General Terms and conditions governing”Comprehensive AMC of EPABX system for 3 years installed at PCNTDA Administrative Building and Hon.CEO residence, Akurdi, Pune”

Part - I

1. Sealed tenders are invited from authorized firms willing to undertake the AMC of EPABX system installed at PCNTDA Administrative Building and Hon. CEO residence for the equipment's / Item mentioned in SCHEDULE-B On working days during 10.30 hrs. to 17.00 hrs from -06-2020 to -06-2020 and the last date of acceptance of the tender is -07-2020 at 17.00 hrs. **Tenders received late in person/by post will not be considered.**

The tenders will be open on -07-2020 at 15.00 hrs. in presence of the intending firms/representative (if available) who may desire to attend.

2. The rates both in words and figures without any corrections or over writing should be quoted in Appendix-II any over writing or rewriting should be duly countersigned.
3. The tenderers must enclose adequate documents to prove their authorization claims and if not The CEO, PCNTDA reserve the rights the rights to accept or reject tenders of these agencies. The decision of The CEO, PCNTDA regardign this will be final and shall be binding on tenderer.
4. The scope of work covers Comprehensive Maintenance of EPABX system installed at PCNTDA Administrative Building and Hon.CEO residence.
5. The ‘Annual Maintenance Contract’ shall be comprehensive in nature and shall, therefore, Includes essential servicing and repairs/fixing/replacement of all the electrical/electronic, and /or mechanical components and part of the EPABX system Accessories, including the digital EPABX, telephone instruments, telephone wiring, connectors etc. therefore firm shall bear cost of all spare parts of related items, The term ‘maintenance’ shall also include rectification of all hardware and software problems/defects and also include cost of all parts/repairs/replacements necessary for the proper maintenance / functioning of the aforesaid systems. No extra charges for any general wear and teal/ spare parts, etc. shall be liable to be made by the PCNTDA Authority.
6. The work shall be carried out in the campus of PCNTDA, Akurdi. Onlysuch work, which cannot be executed in campus of PCNTDA, Akurdi and as mention above shall be allowed to be done in the workshop of the firm and for that period, the firm has to provide a standby system so that the office work does not suffer. In any case no system or any other items/parts thereof shall be taken out of the premises without formal/written permission of this PCNTDA. No transportation/freight Charges on this account will be paid. The system or any other items/parts thereof taken to the workshop/market will have to be brought back within three working days, extendable to one week in exceptional case, failing which the contract will be canceled and the security money will be forfeited.
7. Tenderer should quote rate on comprehensive basis for all the systems (as per list at SCHEDULE-B & Annexure-II) and partial quote will be rejected summarily.
8. The CEO PCNTDA reserves the right either to accept or reject any part or items found inferior in quality or workmanship.
9. The systems shall be inspected by the successful tenderer at least once in a week. The firm will not be allowed to charge an extra amount for repair / replacement, if any, after entering into Annual Maintenance Contract.
10. The firm should specify the down time of a system and after which a sum of Rs.100/- per day will be charged.
11. The Engineers/Technicians would be well equipped with Mobile phones to ensure their availability, phone numbers would be provided to Electrical Section, PCNTDA.

12. On expiry of the contract after three year, the firm will have to hand over the systems in perfect working condition to the PCNTDA Administrative Building, failing which the amount spent on setting the system repaired/in working condition from the market of will be deducted from the security deposit of the firm.
13. New equipment as such when purchased by PCNTDA will be included in this AMC as soon as warranty of mentioned equipment expires.
14. The AMC will also includes installation of system software including software being used in the office.
15. Proportionate payment will be made on Quarterly basis.
16. An amount of Rs.2,300/- only as earnest money in the form of Demand Draft drawn in the favor of PCNTDA may be deposited along with tender. The amount of E.M.D. will be refunded in case of unsuccessful tenderer on submission of application with Money Receipt in original soon after the final decision. In case of successful tender it will be refunded on production of original receipt after completion of validity period of the agreement to be executed between the tenderer and The CEO PCNTDA. The PCNTDA Authority will not make any payment towards interest on such deposits.
17. The firm must have at least two years of experience in maintenance work for Govt. Organization/PSUs. Performance certificated from at least one such existing client must be attached.
18. The firm must have executed AMCs of the total amount of Rs.1 lakh in the last two years and the proof of the same should be submitted.
19. The successful tenderer will be required to do the work for a period of three year from the date of entering into contract will this PCNTDA. The CEO PCNTDA however, reserves the right Terminate the contract at any time without assigning any reason; therefore, the decision of the PCNTDA Authority in this regard shall be final and binding on the successful tenderer. The firm entrusted with the work will have to do the work at the approved rates. If for any reason, the firm is not able to do so, the work will be got done from some other firm/open market and the expenditure incurred on such repairs shall be recovered from the contractor deducted from the security deposit as the case may be. The tenderer should submit his offer in two separate envelopes i.e. in first envelop with superscription **“Tender for the AMC of EPABX system installed at PCNTDA Administrative Building and Hon. CEO residence”** in Envelope NO.1
20. The tenderer should provide the rates quoted only in Appendix-II in second envelop with superscription **“Tender for the AMC of EPABX system installed at PCNTDA Administrative Building and Hon. CEO residence.”** (RATES) ENVELOP NO. 2
21. Undersigned will reserve full rights to open/consider the second envelop if and only if PCNTDA Authority is satisfied with information contents in envelop No.1. The decision of the CEO PCNTDA regarding this will be final and shall be binding on tenderer.
22. Engineers/Technicians who are appointed by the contractor should come at least once in a week at for checking and maintaining for EPABX system Accessories, including the digital **EPABX system Accessories including the EPABX, telephone instruments, telephone wiring, connectors etc.** on the site.
Also he should attend the call as per requirement of PCNTDA as and when required.
- 23) No extra charges will be given for replaced parts – In some cases, standby parts/cards/phones/system should be given & taken back after parts/cards/phones/system are repaired & connected back, if and when required.
24. No extra charges will be given for replacement of keypads of key phone, Push button/single line phones handset cord, or for shifting or re termination of instruments/system.
25. The AMC (Comprehensive) of EPABX system installed at PCNTDA Admin Building and Hon. CEO residence Akurdi, Pune for the period of 3 years. After completion of every year if contractor’s performance is satisfactory then and only then renewal of Work order will be issued by PCNTDA each year with same rate.
26. The specimen of **“Agreement Bond”** will be provided along with letter of acceptance to the tenderer whose rates are accepted by the PCNTDA. The tenderer shall have to execute agreement on required stamp paper in prescribed form which should be submitted to the Electrical Section, PCNTDA within specified time. The agreement received under seal and signature of tenderer will become a legal agreement between the tenderer and the PCNTDA, which will be binding on tenderer within pune jurisdiction.

27. Every page of tender should be numbered and signed with seal by the tenderer
28. The right to accept or reject whole or part of the tender or all tenders without assigning any reasons thereof is reserved by the CEO, PCNTDA.

Encl.: 1) Part-II of Appendix-I
2) Schedule of Quantity and Appendix-II

Place : Pune.
Date :

--sd--
Executive Engineer,
Electrical Section,
PCNTDA

We have accepted the above terms and condition and agreed to abide by them

Signature with seal of tenderer :-----

Name & address of the firm/tenderer : -----

Registration No. of firm / tenderer :-----

Part-II

Undertaking to be given by the tenderer for Providing comprehensive maintenance for EPABX system installed in new admin building of PCNTDA and at Hon. CEO residence for the period of 3 years

Whereas The CEO, PCNTDA has called the tenders for Providing comprehensive maintenance for EPABX system installed in new admin building of PCNTDA and at Hon. CEO residence for the period of 3 years

I/We hereby offer our tender at the rates given in the enclosed Appendix -II duly filled in and signed by me/us and hereby also affix my/our signature(s) below this tender voluntary and full acceptance of all the terms and conditions of this tender, which shall be the agreement between the above tender calling authority and myself/us.

Enclosed: SCHEDULE-B &Appendix-II

Signature of the Tenderer: _____

Name of the Tenderer / Firm: _____

Full address of the Tenderer with Seal/Stamps _____

Place:

Date:

PIMPRI-CHINCHWAD NEW TOWN DEVELOPMENT AUTHORITY

TENDER FORM NO: _____

ELECTRICAL SECTION, PCNTDA.

DATED: _____

NAME OF WORK: Providing comprehensive maintenance for EPABX system installed in new admin building of PCNTDA and at Hon. CEO residence for the period of 3 years

SCHEDULE OF QUANTITY :SCHEDULE B

Sr. No.	Description of item	Unit	Qty	Rate	
				In words	In figure
1	Providing the fully comprehensive AMC for NEC make IP EPABX model SV 8100 pure IP multimedia communication build in SIP server, advance telephone sys including servicing maintenance of Server, Digital cards, PRI cards, Analog extension cards all faulty major/minor cards, hardware components for three years -NEC digital EPABX system make NEC Model-SV8100 (256 ports) Hon'ble CEO residence Make – Crystal Model – Digital EPABX Inspire 11 kV (with PS) -308 Qty – 1 No. Main distribution Frame (MDF) Telephone Instruments – -Executive Qty – 5 No. - Normal telephone instruments qty – 103	Job	1	2,29,989/-	2,29,989/-
		Total			

Seal of the Firm

Signature of the Owner / Authorized Signatory

Place:

Date:

Appendix No-II.

OFFER

I/we hereby tender for the execution of work for the Pimpri-Chinchwad New Town Development Authority, the work specified in the Tender with Memorandum within the time specified in such memorandum at Rs. _____ (in words) _____ (in Figure) in accordance, in all respects, with the specifications, designs, drawings and instructions in writing referred to in rule Condition and with materials as are provided for, by and in all other respects in accordance with such conditions as applicable.

Memorandum

NAME OF WORK: Providing comprehensive maintenance for EPABX system installed in new admin building of PCNTDA and at Hon. CEO residence for the period of 3 years

Estimated Amount	Rs.	2,29,989/-
1. Earnest Money	Rs.	2,300/-
2. Security Deposit	Rs.	5,000/-

4. Time allowed for the work from the date of
Written order to Commence the work -----36 Months

I/ We have paid a sum of Rs 2,300/- by DD in favor Pimpri-Chinchwad New Town Development Authority,Pune as Earnest Money and agree to its absolute forfeiture for any default, as provided for in the detailed tender notice. The EMD will be converted to security deposit and successful bidder has to pay the remaining amount at the time of agreement.

I/ We agree that this offer shall remain open for acceptance for a minimum period of 120 days from the date of opening the same and thereafter until it is withdrawn by me/us by notice in writing duly addressed to the authority opening the tenders and sent by registered Post A.D. or otherwise delivered at the office of such authority.

Should this tender be accepted, I/We abide by and fulfill all items and provisions of the said conditions of the contract annexed hereto as far as applicable or in default thereof, forfeit and pay to the Development Authority the sum of money mentioned in the conditions.

Dated the _____ day of _____ 2020.

Address:

Contractor's Signature (with seal)

The Above contract agreement is here signed by me after acceptance of the Tender by the C.E.O. on behalf of the Pimpri - Chinchwad New Town Development Authority, Akurdi, Pune 411 044.

Chief Executive Officer,
Pimpri-Chinchwad New Town
Development Authority, Akurdi.