

F.No.19011/2/2019-Admn.
Government of India
Ministry of Chemicals and Fertilizers
Deptt. of Chemicals and Petrochemicals

Shastri Bhavan, New Delhi.

Dated the 29/4/2019

To

As per list

Subject: Award of contract for maintenance of EPBX NEC system with exchange installed in the Department of Chemicals and Petrochemicals.

Sir,

Department of Chemicals & Petrochemicals intends to award annual contract for maintenance of EPBX NEC system with exchange of intercom line installed in the Department of Chemicals and Petrochemical. The Department is looking for reputed firms having adequate familiarity/experience in the field. The details of EPBX system with line is as under:

Sl. No.	Officers	Room No. where the system has been installed	Intercom line
1	Department Intercom line	223	62 lines
2	Office of Secretary(c&pc)	501-A	8 lines
3.	Office of DDG	Janpath Bhawan	4 lines
4	DDG	230	4 line
5	EA	344	4 lines
6	Room No. 236	Room No. 218	2 lines

2. The tender must be sent in sealed cover prominently marked as **“ANNUAL MAINTENANCE CONTRACT FOR NEC EPBX SYSTEM”**. Sealed tenders are to be dropped in the tender box kept at the Reception of Department of Chemicals and Petrochemicals, , Shastri Bhawan, New Delhi by 12:00 Noon of 20-5-2019. The tenders will be opened on 20-5-2019. at 3-30 P.M. in Room No. 434-c wing, Shastri Bhawan, New Delhi in the presence of the tenderers or their representative who may wish to be present at that time. **The firm which fulfills the following minimum criteria may only apply:-**

- a. The tender should be accompanied with the Earnest Money Deposit of 5000/- in the from of DD/ Pay order from any of the Nationalized Bank in favour of P&AO(Sectt.), Department of Chemicals and Petrochemicals, New Delhi.
- b. The firm should have an experience of 5 years in related work. It should produce a certificate from Government Departments or Public Sector Undertakings/reputed private institutions/firms to the effect that the Firm has given satisfactory service/performance alongwith the bids, without which bid is liable to be rejected.
- c. **Registration with Delhi Sales Tax Department for Work Contract.**
- d. **Proof of Income Tax Assessment for the last three years**

- e. **Documentary proof of allotment of Service Tax No. by the concerned Government offices.**
- f. **The firm must be an authorized service provider of NEC system. Copy of authorization from the OEM must be enclosed.**
- g. Documentary proof of financial turnover of Rs. 10 lakh per annum for the last 3 years
- h. List of number of service Engineers and other staff employed and Govt. offices/private institutions/firms where the firm is working under AMC presently.

Terms and conditions of the tender & resultant contract shall be as under:-

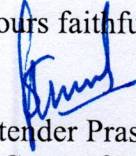
1. The successful bidder would have to deposit an amount of Rs. 10000/- as security deposit in the form of Bank Guarantee drawn in favour of P&AO, (Sectt.), Department of Chemicals and Petrochemicals, New Delhi.
 2. The advance payment will not be made in any condition.
 3. The payment will be made after expiry of warranty period of new machine.
 4. **AMC will be awarded to successful bidder among OEM or authorized dealer of concern NEC system.**
 5. During the contract period the company will provide all Consumables and spare except plastic parts.
 6. During the period of contract the firm will have to depute a qualified person in the Department or the contractor shall have more than one engineer readily deployable for related work, available on call, to attend to the work of this Department, on all working days normally.
 7. The Department reserves the right to summarily terminate the contract at any time without assigning any reason.
 8. The contract will be valid for one year.
 9. The prospective bidders are free to inspect the machines and seek any clarifications and also understand the kind of requirements, the Department is looking for. Section officer(Admn.), R. No. 434-C, Shastri Bhawan, New Delhi-110001(Telephone No. 23383575) may be contacted with prior appointment on any working day before opening of the tender.
 10. The contract may be extended further in case services given by company are found satisfactory, at the sole discretion of the Department.
 11. All matters/disputes pertaining to the tender and resultant contract shall be settled by the Head of the Department or Officer nominated by him for the purpose. The contract terms are interpretable under the applicable Indian Law subject to the jurisdiction of NCT of Delhi.
12. The bids are to be submitted in two Parts:
- i. Sealed **Technical Bid**(Pre-qualification criteria) along with a Demand Draft for Rs. 5000/- (Rupees five thousand only) drawn in favour of PAO, Department of Chemicals and Petrochemicals payable at New Delhi towards Earnest Money Deposit in one sealed envelope super –scribed " **FULL ANNUAL SERVICE AND MAINTENANCE FOR NEC system**".
 - ii. Sealed **Financial Bid** placed in a separate envelope super –scribed " **FULL ANNUAL SERVICE AND MAINTENANCE FOR NEC system**".
13. The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be

placed in a bigger envelope super scribing **"FULL ANNUAL SERVICE AND MANTENECE FOR NEC system"**. This bigger envelope, bearing the name and complete postal address of the bidder, should be addressed to the Under Secretary(Admn), Department of Chemicals and Petrochemicals, Room No. 434-c wing, Shastri Bhawan, Dr. Rajender Prasad Road, New Delhi and deposited in the Tender Box or deposited with Under Secretary on or before 3.00 PM on 20th May, 2019. The quotation shall be opened on the same day at 4.00 PM in the same room. The representative of the firms remain present during the tender opening.

14. Financial bid will not be accepted with the any condition from the part of bidders.

15. Date of opening of the financial bid will be intimated after acceptance of technical bid. Financial bid of only those firms will be opened, whose technical bid are found suitable after evaluation.

Yours faithfully,



(Satender Prasad)

Under Secretary to the Govt. of India
Telephone No. 23386013(o)

Copy to NIC, for displaying on the website of the Deptt.