

F. No. 21/1/2012-Genl. Admn (pt)  
Government of India  
Ministry of Finance  
Department of Investment and Public Asset Management  
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Block No.11, CGO Complex,  
Lodhi Road, New Delhi-110003.  
Dated the 11<sup>th</sup> September, 2017.

**TENDER NOTICE**

To

As per list attached

**Sub: Quotation for Comprehensive Annual Maintenance Contract for Siemens Hipath Communications System (EPABX).**

Sealed tenders under two-bid system are invited from experienced and financially sound, authorized service providers for comprehensive annual maintenance contract of EPABX Systems and their accessories, Plan phones and other telephone instruments in Department of Investment and Public Asset Management, Ministry of Finance as per annexure-I, annexure-II and annexure-III.

2. The tender should be submitted in two sealed covers.
  - (i) The first sealed cover should be super scribed "Technical Bid" and should contain:-
    - a. Earnest Money Deposit of ₹5,000/-.
    - b. Attested copy of dealership authorization certificate from Siemens Enterprise Communication Pvt. Ltd.
    - c. Details of the similar contracts awarded to the bidder by Central Government Departments/Ministries/PSUs during last three years with proof.
    - d. Attested copy of Sales Tax/Service Tax registration certificate.
    - e. Duly signed copy of undertaking at annexure-III.
  - (ii) The second sealed envelope super scribed "Financial Bid" should contain only rate in prescribed proforma at Annexure-II. No overwriting or cutting is permitted in the Financial Bid.
  - (iii) Both the sealed cover should be placed in the main sealed envelop superscribed "Tender for Comprehensive annual maintenance Contract for EPABX Systems and Telephone Instruments". This should be addressed to Under Secretary (Administration), Department of Investment and Public Asset Management, Block No. 11, CGO Complex, Lodhi Road, New Delhi- 110003.
3. The last date for submission of tender is 21<sup>st</sup> September, 2017 by 03:00 PM. Tenders will be opened on same day at 4:00 PM in Room No. 213, Block -11, CGO Complex, Lodhi Road, New Delhi. Bids received after the closing date and time shall not be accepted.
4. Tender details/document may be downloaded from the website [www.dipam.gov.in](http://www.dipam.gov.in).

  
(Ragesh Kant)

Under Secretary to the Govt. of India.  
Tele No. 24368785

Copy to:

1. NIC Cell with the request to upload this tender notice on the website of the Department as well as on CPP portal.
2. Notice Board.

## Terms & Conditions

1. Details of instruments to be covered under annual maintenance contract are as below:-

Sl. No.	Description	Qty.
1.	Siemens Hipath 3550 (2x8x16x36)	01
2.	Siemens Hipath 3550 (2x4x8x4)	01
3.	UPS installed with system	2
4.	Siemens Optiset Standard	14
5.	Beetel Plans 1+2	2
6.	Beetel Plans 1+1	7
7.	Push Button Phone	25
8.	Siemens Cordless Phone C675	1

2. **Earnest Money Deposit (EMD):-** Tenderers shall have to deposit EMD of ₹ 5,000 in the form of Demand Draft/Pay Order in favour of the Drawing & Disbursing Officer, Department of Investment and Public Asset Management, New Delhi along with the tenders. Tenders received without EMD will not be considered /entertained.

3. **Forfeiture of EMD:** - The tenderer will not be allowed to withdraw the tender after the same is received in the Department. In case the tenderer withdraws from the process the EMD deposited by him will be forfeited.

4 **Refund of EMD:-** EMD will be refunded to the unsuccessful tenderer within thirty days from the date of issue of work order to the successful tenderer. No interest shall be payable on EMD.

5 **Security Deposit:** - The successful tenderer will have to deposit towards Performance Security, an amount equivalent to 10% of the total annual value of the contract, in the form of Fixed Deposit Receipt hypothecated to Drawing & Disbursing Officer, Department of Investment and Public Asset Management, New Delhi for the period of contract. In case of breach of any terms and conditions of the contracts, the Performance Security Deposit of the agency will be liable to be forfeited, besides annulment of the contract.

6 The firm should be authorized distributor/service provider of Siemens Communication System.

7 The request should be attended within one hour.

8 The payment will be made on quarterly basis, after this office satisfies itself that the services provided have been of the desired level.

9 The contract will be initially for a period of one year from the date of award of the contract. The rate will be valid for the entire period and no enhancement of rate will be considered during the contract period. The contract may be extended on a yearly basis upto a maximum total period of 3 years subject to satisfactory performance and approval of the competent authority.

10 All entries in the tender form should be legible and filled in clearly. Any cutting in the Bid application must be signed by the authorized signatory. Incomplete or conditional bids shall not be accepted.

11 The firm will be entirely responsible for any damage caused on account of negligence/bad workmanship on the part of the firm's employee. The loss/damage thereto will be recovered from the firm.

12 The Head of Department reserves the right to withdraw/relax any of the terms and condition mentioned above so as to overcome any problem that may arise at a later stage.

13 The Head of Department reserves the right to terminate the contract at anytime if the services of the firm are not satisfactory. In this matter, the decision of the Head of Department will be final.

14 However, the agreement can be terminated by the either party by giving one month notice in advance. If the agency fails to give one month notice in advance, amount due to the agency from the Department and performance security deposit shall be forfeited by the Department.

15. The disputes, if any, arising out of this contract will be subject to the jurisdiction of the courts in Delhi only.

16. The Department of Investment and Public Asset Management reserved the right to reject any/all the tender(s) without assigning any reason therefor.



(Ragesh Kant)

Under Secretary to the Government of India  
Tel No. 24368785

**FINANCIAL BID FORM**

Sl. No.	Description	Qty.	Lumpsum rate (in rupee) for all items mentioned at Sr no. 1 to 8
1.	Siemens Hipath 3550 (02x08x16x36)	01	
2.	Siemens Hipath 3550 (2x4x8x4)	01	
3.	UPS installed with systems	2	
4.	Siemens Optiset Standard	14	
5.	Beetel Plans 1+2	2	
6.	Beetel Plans 1+1	7	
7.	Push Button Phone	25	
8.	Siemens Cordless Phone C675	1	
<b>Applicable Taxes</b>			
<b>Grand Total</b>			

It is certified that all terms and conditions of the Department of Investment and Public Asset Management are acceptable to us.

Signature of authorized person

Full Name:

Seal:

Date:

Place:

UNDERTAKING

1. I \_\_\_\_\_ Son/Daughter/Wife of Shri/Smt. \_\_\_\_\_ Proprietor/Director/authorized signatory of the agency/firm, mentioned above is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law.

4. Our agency/firm has not been blacklisted by any organization.

5. I undertake to provide services, if required, beyond office hours and/ or holidays.

Signature of authorized person  
Full Name:  
Seal:

Date:

Place: