

F. No. D-15012/01/2013-General
New Delhi, the 6th January, 2014.

TENDER NOTICE

Subject: Quotations for Annual Maintenance Contract of EPABX wiring networks.
Telephone Instruments, installation of new extension lines in the DGCA
Office, Opposite Safdarjung Airport, New Delhi-110003.

Quotations in sealed cover are invited for awarding Comprehensive Annual Maintenance Contract (CAMC) of Karel DS-200 Digital Wiring Networks, Telephone Instruments, and installation of New Extension Lines and supply of New Telephone Instruments in the DGCA Office. The sealed quotation addressed to Shri B.K. Srivastava, Deputy Director Administration should reach this office latest by dated 30-01-2014 at 03.00 P.M at the Reception counter of Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi.

The details of works are as under :

- (i) Comprehensive Annual Maintenance Contract (CAMC) of EPABX Karel DS-200 digital. The tenderer should be authorized by the Intellicon for service in respect of this Make EPABX system. In this regard, a certificate should be submitted with quotation.
- (ii) Maintenance of wiring of telephone Network
- (iii) Maintenance of Telephone Instruments
- (iv) Rates for installation of new Extension Line(Per Line)
- (v) Rates for telephone wiring with PVC Pipe fitting.
- (iv) Rates for New Telephone Instrument (per instrument Branded)

Terms & Conditions

1. Please separately quote rate for maintenance of wiring of Telephone network, maintenance of telephone instrument, rates of installation of new extension line (per line), rates for telephone instrument (per instrument with Brand)
2. It shall be responsibility of the firm to maintain all the Telephone Lines in good working order and take prompt action to rectify the lines. The firm shall provide standby telephone instrument till the telephone instrument is got repaired by the firm in case of any delay.
3. No extra payment will be made for change/replacement of any part.
4. The firm shall take prior permission from the undersigned/ Section Officer, General Section for taking the any telephone instrument out of the office premises for repairs.

5. The rates quoted by the firm will not be enhanced during the period of contract in any case.

6. Monthly Servicing of the EPABX system and telephone instrument with cleaning of instruments or as and when asked for in emergent case be got done by the experienced service engineer. The wiring network also required monthly servicing/checking by Experienced Service engineer.

7. Annual Maintenance Contract for said work can be considered for renewal for further period subject to satisfactory performance of the firm in the matter.

8. Payment shall be made on quarterly basis against submission of bill in triplicate alongwith the satisfactory reports received from the users.

09. DGCA premises is a restricted area. The contractor will have to apply for passes for carrying out the work. The contractor will ensure the discipline and restrict unnecessary movements/assembly of their personnel in corridors.

10. Any dispute regarding working hours and regarding compensation to be paid to the personnel deployed will be the responsibility of the contractor and no representation will be entertained on this issue by this office.

11. The contractor will be liable for fulfilling requirements as prescribed under labour laws and social legislation such as EPF/ESI, workmen compensation act, shop and establishment act, minimum wages act etc. in respect of staff engaged by him for carrying on his business. The contractor will also reimburse all such contributions, expenses and all other charges/liabilities to which this office may be held liable in respect of staff employed by him by the authority/court competent for this purpose under the provision of any of the laws, social legislation in force as on date or which may be made applicable subsequently.

12. The decision of DGCA regarding the satisfactory standard of work shall be final and binding on the contractor.

13. The Competent Authority reserves the right to reject any/all quotations or incomplete quotations without assigning any reason;

14. Successful contractor will deposit in the form of Security Deposit Receipt for an amount equivalent to 5% of the contract value of one year for due performance of the contract. No interest shall be payable on the amount of security deposit. The security deposit will be refunded without any interest only after expiry of entire contract period on the production of satisfactory certificate from the users.

15. The bidder should submit an undertaking that he is not currently black listed by any Govt. Department / PSU /Autonomous Bodies

SUBMISSION OF QUOTATION:

The interested parties/firms meeting all above requirements are requested to send their quotations, along with EMD of Rs.20,000/-in the form of DD/Pay Order in favour of PAO, DGCA, Ministry of Civil Aviation. The Quotations should be submitted in sealed cover. The technical bids and financial bids are to be submitted separately in two separate sealed envelopes and both these envelopes should be placed in a bigger sealed envelope.

First sealed cover superscribed "**Technical Bid for Maintenance of EPABX System in DGCA Office premises**" should contain:

- (i) Duly filled check list along with documents as referred to in check list.
- (ii) A copy of Tender Notice is required to be submitted duly signed on each page by the contractor/Authorized person of the firm.
- (ii) Second sealed cover superscribed "Financial Bid for EPABX System in DGCA Premises" should contain:-
- (iii) Rates in the prescribed form (Annexure-II) enclosed with the Tender Notice.
- (iv) Bids with any deficiency, will summarily be rejected.

11. Quotation for Technical Bids will be opened on **03-02-2014 at 3.00 PM** which may be attended by the bidders.

Notes:

- (a) The decision of the tender Committee will be final.

Sd/-
(B.K. Srivastava)
Deputy Director (Administration)

Copy to:- NIC Centre, It is requested that tender notice may be put on in the DGCA Web site please.

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7. Annual Maintenance Contract for said work can be considered for renewal for further period subject to satisfactory performance of the firm in the matter.

8. Payment shall be made on quarterly basis against submission of bill in triplicate alongwith the satisfactory reports received from the users.

10. The firm will have to deposit security money of Rs.10,000/-(Rupees Ten Thousand only) in the form of FDR by a Nationalized Bank in the name of Accounts Officer, P&AO, DGCA, Ministry of Civil Aviation, New Delhi, which shall be returned to the firm after successfully completion of the contract.

Notes:

- (a) The decision of the tender Committee will be final.