

No.G-27013/1/2015-Cash(LA)
Ministry of Law & Justice
Department of Legal Affairs
Cash Section

Shastri Bhawan, New Delhi

Dated the 1st July, 2015

Subject: Award of contract for Comprehensive annual maintenance of Intercom Exchange (NEC Digital EPABX system), 208 inter come lines and about 20 lines of 1+1 sets in the Department of Legal Affairs, Legislative Department & OL Wing.

Sir,

Department of Legal Affairs intends to award annual contract for maintenance of Intercom Exchange NEC Digital EPABX for 208 lines (Approx.) installed in R.No.435 'A' Wing, 4th Floor, Shastri Bhawan, New Delhi – 110001 and extensions connected at Ground Floor, Fourth Floor & Seventh Floor and 20 lines of 1+1 sets also in the Department of Legal Affairs, Legislative Department, Official Language Wing, ILI Building, Bhagwan Das Road, New Delhi & HT Building, Kasturba Gandhi Marg, New Delhi.

2. For and on behalf of the President of India, a Limited Tender in two bids (Technical & Financial) in prescribed tender form is invited for Annual Maintenance Contract of Key Telephone Systems from Original Equipment Manufacturer, or Authorized dealer of OEM (NEC) Delhi NCR, who are capable to carry out said work.

3. The tender for the first six months i.e. August, 2015 to Jan, 2016 will be for provision of maintenance of cable networking of intercom exchange system and w.e.f. Feb.2016 to July, 2016 it will be for both i.e. maintenance of cable networking of intercom exchange system as well as for maintenance of NEC Digital EPABX System also. The Department is looking for reputed firms having adequate familiarity/experience in the field.

4. The tender must be sent in sealed cover prominently marked as "ANNUAL CONTRACT FOR INTERCOM EXCHANGE". Sealed tenders are to be deposited at "Facilitation Centre" Garage No.15, Ground Floor, Shastri Bhawan, New Delhi by **10.30AM of 10.07.2015**. The tenders will be opened on **10.07.2015** at 4.30pm in Room No.422 'A' 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 Rs.5000/- in the form of DD/Pay Order from any of the Nationalised Bank in favour of P&AO, Department of Legal Affairs, New Delhi.
- b) The firm should have an experience of 5 years in repairing of NEC Digital EPABX System. It should produce, along with the bids a certificate from Government Departments or Public Sector Undertakings to the effect that the Firm has been giving/ already given satisfactory service/ performance without which bid is liable to be rejected.

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

1. The successful bidder would have to deposit an amount of Rs.5000/- as security deposit in the form of Bank Guarantee drawn in favour of P&AO, Department of Legal Affairs, New Delhi.
2. The advance payment will not be made in any condition. Payments will be made on quarterly basis.
3. Repairing of FCBC and all Exchange control cards and line cards falls under AMC.
4. During the period of contract the firm will have to depute a qualified person from **9AM to 5.30PM** every working day to Cash Section (LA) of the Department in order to rectify the problems of intercom lines.
5. The contract will be valid for one year.
6. The prospective bidders are free to inspect the installed exchange and seek clarification, if any and may contact the Cash Officer (LA), R.No.429 'A' Wing, Shastri Bhawan, New Delhi-110001. (tele. No.23389607) with prior appointment on any working day before opening of the tender in order to understand the kind of requirements, the Department is looking for.
7. All matters/disputes pertaining to the tender and resultant contract shall be settled by the Head of the Department or any 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.

TECHNICAL BID DOCUMENTS

Annexure I,

The Technical bid should consist of the following documents.

1	Authorization letter from NEC	
2	Copy of PAN	
3	Copy of latest VAT & Service Tax deposit challan	
4	Copy of Service Tax & TIN no.	
5	Copy of ESI registration	
6	Copy of PF registration	
7	Copy of ISO certification	
8	Copies of last 5 years experience of similar contracts 2010 - 2011 2011 - 2012 2012 - 2013 2013 - 2014 2014 - 2015	Please attach five years experience i.e. copies of contract award letter from Govt. Departments / PSU sectors.
9	Copies of balance sheet of last 3 years.	

FINANCIAL BID DOCUMENTS

Annexure

II,

S. NO	DESCRIPTION	QTY.	RATE	AMOUNT
1	Comprehensive AMC of NEC Digital EPABX with 208 Extensions and accessories I.e. UPS, MDF, Working A wing 4 th Floor Shastri Bhawan.	01		
2	Service charges for 01 experienced person from 9AM to 5.30 PM.	01		

Yours faithfully,

(K. GINKHAN THANG)

Deputy Secretary to the Govt. of India

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