



क्षेत्रीय कार्यालय महाराष्ट्र
कर्मचारी राज्य बीमा निगम
पंचदीप भवन, 108एन. एम्. जोशी मार्ग लोअर परेल, मुंबई - 400013
(आई. एस. ओ. 9001 : 2000 प्रमाणित)
दूरभाषा: 022-61209700 फ़ैक्स:022-61209741

No : 31-d-10-27-11/RO TEL/08/GENL-I
/ /2015

Date :

NOTICE INVITING TENDER

Work : Annual Maintenance Contract of EPABX System alongwith pushbutton telephone instruments & its cabling for 2015-17 (02 year) at Regional Office, Mumbai.

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1.
TENDERS DETAILS

Work : Annual Maintenance Contract of EPABX System alongwith pushbutton telephone instruments & its cabling for 2015 - 2017 (02 year) at Regional Office, Mumbai.

S.N.	PARTICULARS	DETAILS
1.	Period of Contract	01 May 2015 to 30 April 2017
2.	Estimated Cost of Tender	Rs. 120000/-
3.	Tender Fee	Nil
4.	Earnest Money Deposit (<u>EMD</u>)	Rs. 2000/-
5.	Starting date of tender submission	13/04/2015
6.	Due date of tender submission	16:00 hrs of 28 th April 2015
7.	Tender opening date	17:00 hrs of 28 th April 2015
8.	Interest free Performance Security deposit	Rs. 6000/-

Quotation should be sealed & superscribed in Bold Capital letters

“ Tender for Maintenance Contract of EPABX System alongwith pushbutton telephone instruments & its cabling installed in the Regional Office, Mumbai”

and Address to

“ Regional Director, ESIC, 108, Panchdeep Bhavan, N.M. Joshi Marg , Lower Parel, Mumbai-400 013.”

Quotation shall be send through **Register post** so as to reach this office within in the stipulated time period or dropped in the Tender Box kept at Reception of the ESIC at

“108, Panchdeep Bhavan, N.M. Joshi Marg , Lower Parel, Mumbai-400 013.”

2.



क्षेत्रीय कार्यालय महाराष्ट्र
कर्मचारी राज्य बीमा निगम
पंचदीप भवन, 108एन. एम्. जोशी मार्ग लोअर परेल, मुंबई - 400013
(आई. एस. ओ. 9001 : 2000 प्रमाणित)
दूरभाषा: 022-61209700 फ़ैक्स:022-61209741

NOTICE INVITING TENDER

To,

Subject : Annual Maintenance Contract of EPABX System alongwith pushbutton telephone instruments & its cabling for 2015 - 2017 (02 year) at Regional Office, Mumbai.

Sir,

Employees' State Insurance Corporation is a statutory organization functioning under the administrative control of **Ministry of Labour & Employment, Govt. of India** caters to several benefits to the insured persons covered under ESI Act, 1948.

I am directed to say that Employees' State Insurance Corporation intends to award Comprehensive **Annual Maintenance Service Contract of 96 Extensions of "MATRIX ETERNITY 12S"** working in the Corporation for a period of **TWO years from the date of award of contract.**

Description of the items included under AMC
1. Brand : MATRIX Model : ETERNITY 12s
2. Key phone : EON 42S (01 No.) EON 48S (02 No.)
3. Push Button Phone Model: M 51 Beetel, M 71 Beetel
4. Cabling- Maintenance of Internal cabling of Intercom, Direct line & ADSL

1. Firms/persons interested may inspect EPABX machine on any working day from between 10.00 AM to 4.00 PM at 108, Panchdeep Bhavan, N.M. Joshi Marg , Lower Parel, Mumbai-400 013.

3.

3. The **sealed** quotations with your quoted prices (in **Indian Rupees** only) may be submitted in the proforma prescribed in this tender document.
4. The award of tender shall be governed by the Terms & Conditions set out in this invitation & Corporation reserves the right to reject any quotation or all quotations **“Without assigning any reason whatsoever.”**
5. The contract is proposed for an initial period of **TWO years** from the date of award of contract with the option of extending it for a further period at the discretion of the Regional Director ESIC, Regional Office, Mumbai at mutually agreed upon rate.
6. Tender shall be opened **on 28/04/2015 at 05:00 pm** ESIC Office in presence of tenderer who wish to be present.
7. The Tender should remain valid for a period of 60 (sixty) days from the date of opening of the **Tender**.
8. All pages of the offer must be serially numbered signed and sealed by the tenderers.
9. Tenders with any additional conditions/deviations by the tenders, whatsoever shall be rejected.
10. The tenderer shall quote the rates in English Language and International numerals. These rates shall be entered in figures as well as in words. In case of difference in rates between words and figures, Rates mentioned in words shall be treated as valid and final.
11. All entries in the tender shall be typed/written in ink. Erasers and over writing are not permitted and may render such tenders liable for rejection. The tenderer shall duly attest all cancellations and insertions.
12. ESIC reserves itself to allot the work partly or wholly to a single or different contractors. ESIC do not bind itself to accept the lowest or any Tender and reserves the right to reject any or all the Tenders in full or part, without assigning any reasons thereof.
13. The offer shall all taxes and duties levied from time to time. Necessary documentary evidence as and when called for, must be furnished.

Yours faithfully,

(Anil Yumnam)
Asstt. Director

4.

Terms and Conditions of the Contract

1. **Comprehensive Annual Maintenance contract means and includes all spares, labour costs, replacements if any to your account.** Maintenance of instrument and the fault in the cabling shall also be maintained by the contractor.
2. **The Contractor shall visit the Corporation for inspection & preventative measures regularly.** In case of breakdown of any part of EPABX exchange the contractor will arrange and replace the part within **twenty four (24) hours** so that the exchange does not remain non-functional.

3. **Penalty:**

Non Compliance / Non Attending fault within a stipulated period will attract penalty of 2% per week of the amount of AMC.

4. **Earnest Money Deposit:**

- a. Earnest Money Deposit (EMD) as mentioned below must be submitted in the form of a Demand Draft from any Nationalised bank drawn in favor of **ESI Fund A/c No. 1** and payable at Mumbai. Submission of **EMD Exemption form** is not allowed under any circumstances. Bidders who have submitted their quotations without EMD will be rejected.

Value of EMD : 2000/-

- b. The tender should be submitted in sealed envelop alongwith the document.
- c. Unsuccessful bidders' EMD will be discharged / returned as promptly as possible without any interest.
- d. Successful bidders EMD shall be adjusted against Performance Security Deposit on award of work.

The Earnest money may be forfeited in the event of:

- i) If a tenderer withdraws its tender during the period of tender's validity.
- ii) In case of successful tenderer, if the tenderer fails to commence the work, as required.

5. **PERFORMANCE SECURITY DEPOSIT:** Rs. 6000/- (Rupees Six thousand only) is to be deposited within 21 days from the award of the contract by way of Demand draft of any Nationalised bank in favor of **SBI ESI Fund A/c No.1** (payable at Mumbai) by the successful contractor for due and satisfactory performance of the contract and shall be refunded only after completion of agreement period and on adjustment of dues, if any. **No interest shall be payable by ESIC on the security deposit.**

6. **Payment :** The payment will be made on **quarterly** basis in equal installments only on completion of service to the satisfaction of this Corporation and other formalities as may be requested by the Corporation. **TDS** will be deducted at

source as per govt. rules.

5.

7. Taxes if any shall be clearly indicated in the offer and proofs of registration shall be attached.
8. **DOCUMENT :-**
 - (a) **Proof of Registration / Certificate of firm**
 - (b) **Proof of Valid registration with statutory authorities for Service Tax**
 - (c) **Permanent Account Number (PAN) allotted by Income Tax Department**
 - (d) **Mention your MVAT, TIN Number, if any.**
9. The firm should have at least Three years experience of similar work in Govt. Department /Semi Govt. / University etc. and a certificate in this regard will required to be enclosed.
10. The Tenderer are advised to inspect the EPABX site before submitting the tender.
11. The rate specified in the quotation exclusive of all taxes, if any. In absence of specific mention of Tax(es), prices will be deemed to be of all taxes.
12. This contract shall be for **two years from date of award of contract**. However, the ESIC reserves the right to cancel/terminate contract by giving one month's notice to the contractor.
13. Quotation not complying with the above conditions & incomplete one will not be considered.
14. The interpretation of the contractual terms & conditions and disputes, if any shall be subject to the sole arbitration of the competent authority in the Corporation.
15. Corporation reserves the right to accept or reject summarily any or all service providers in whole or in part without assigning any reason whatsoever.
16. In case of dispute the decision of Regional Director, ESIC Maharashtra will be final and binding.
17. **Regional Director, ESIC reserves the right to relax any condition(s) in deserving cases.**

Please feel free to consult this office in case of any relevant query/details/information.

INTERESTED PARTIES MAY CONTACT THIS OFFICE IMMEDIATELY.

Encl: Annexure A, B &C.

Yours faithfully

(Anil Yumnam)
Asstt. Director

6.

(Annexure-A)

Sub :- Annual Maintaince Contract of EPABX System alongwith pushbutton telephone instruments & its cabling installed at R.O. Lower Parel.

01.	NAME OF TENDERING AGENCY/FIRM:-
02.	STATUS OF THE FIRM (PROPRIETORSHIP / PARTNERSHIP ETC)
03.	NAME OF OWNER / PARTERNS / DIRECTORS
04.	FULL PARTICULARS OF OFFICE: 1. ADDRESS : 2. TELEPHONE/MOBILE NO.: 3. FAX NO.: 4. E-MAIL ADDRES:
05.	REGISTRATION DETAILS: 1. Proof of Registration / Firm Registration : 2. PAN/GIR NO: 3. SERVICE TAX REGISTRATION NO:
06.	DETAILS OF EARNEST MONEY DEPOSIT: 1. Demand Drarft No : 2. Demand Darft Date : 3. Drawn Bank & Branch : 4. Valid upto :
07.	DETAILS OF BANK ACCOUNT

	1. Bank Name : 2. Branch Name : 3. Bank A/c No : 4. IFS Code :
08.	Documents:
	A) Proof of Registration / Certificate of firm
	B) Proof of Valid registration with statutory authorities for Service Tax
	C) Permanent Account Number allotted by Income Tax Department

7.

9). Details of Satisfactory Performance / Experience Certificate from PSU/Govt. Companies/Other Companies where the Tenderer has worked during last three years.

S.N.	Name of PSU / Govt. Company / Equivalent Organisation	Period of Contract
01.		
02.		
03.		

(Signature of the Authorized representative)

Name:

Designation:

Seal :

Dated :

Place:

8.

(Annexure-B)

PROFORMA FOR FINANCIAL BID
(TO BE PUT SEPARATELY UNDER SEALED COVER)

1. Name of the Company, address, etc.
2. Rate for AMC of EPABX & Maintenance of Telephone :

	Amount
Rate Quoted for Annual Maintenance of EPABX	Rs. _____ (Rs. _____ _____ only)
Rate for maintenance & repair of telephone instrument per unit / Year	Rs. _____ (Rs. _____ _____ only)
Total	

(Rates may be written in words as well as in figures. In case of any discrepancy between figures and words, the rate written in words will be taken for consideration).

Note:- No cutting or over-writing will be allowed. Any financial bid with over - writing or cutting will be disqualified.

Yours faithfully,

(Signature of the Authorized person)

Name:

Designation:

Seal:

Dated:

Place:

9.

(Annexure-C)

(Letter for submission with tender on tenderer's own letterhead)

UNDERTAKING

No:

Date:

To,

Regional Director,

ESIC, Panchdeep Bhawna,

108, N.M. Joshi Marg,

Lower Parel,

Mumbai-400 013.

Sub: Annual Maintenance Contract of EPABX System alongwith pushbutton telephone instruments & its cabling installed in the Regional Office, Mumbai_reg.

Reg: No. 31-D-26/14/RO/Tel./13/Genl.

Dated:

Dear Sir,

1. I/We undersigned certify that I/we have carefully gone through and clearly understood the site conditions, terms and conditions of the tender documents, the work requirements and undertake to comply with them.
2. I/We further undertakde to execute and complete the work as per tender's terms and conditions and the bids submitted by us. We have signed every page of the tender documents as token of our acceptance of all terms and conditions of the tender.
3. I/We enclose herewith the Earnest Money deposit (EMD) of Rs. 2000/- (Rupees One Thousand & five hundred only) by demand draft/pay order No._____ dated _____ drawn on _____ favoring **ESI Fund A/c No. 1** and payable at Mumbai.
4. My/Our offer shall be valid for a period of 60 days from the date of opening of the price bid.

Thanking you,

Your Faithfully,

For M/s._____

Signature:_____

Date:_____

Name:_____

Address_____

Seal of contractor