

Central Institute For Cotton Research
Post Bag No. 2, Shankarnagar Post – Nagpur-10

F.No. M.E./EPABX/2011-2012

Dated : 24/10/2011

Subject : Quotation for Non Comprehensive Maintenance of EPABX system and 80 intercom lines – regarding.

Sir,

This Institute (Central Institute For Cotton Research) is situated at Panjari near Khapri Phata (15 Km. away from Zero miles of Nagpur) on Wardha Road.

The Institute has Digital Karel EPABX with 80 intercom connections. Sealed quotations are invited by the Director, CICR, Nagpur for the “Non Comprehensive Annual Maintenance Contract” with the following terms and conditions.

In view of the above it is requested to kindly quote your rate in Annexure II for Non Comprehensive Annual Maintenance Contract of EPABX for the period for one year only in the enclosed proforma with terms and conditions. The sealed quotation addressed to “ THE DIRECTOR, CICR , P.B. NO. 2, SHANKAR-NAGAR POST OFFICE NAGPUR-440010 “ should reach of the office before 7th November 2011(1600hrs). The sealed quotation may also be put in the tender box kept in the chamber of Administrative Officer, CICR, Nagpur before the due date. Envelops may please be super-scribed with the word quotation for “Non Comprehensive AMC for EPABX and 80 intercom lines”.

The quotations without above desired information received and after the due date are liable to be rejected.

(I/c Maintenance)

ANNEXURE – I

- 1. The status of service provider shall either be a partnership firm or a corporate entity. The service provider shall provide direct service and not employ sub-contractors.**
- 2. Units taken for service at workshop should be returned within a week's time. Non-attendance of complaints of this nature beyond a week would entail deduction of a penalty of Rs. 50/day till the complaint is attended.**
- 3. Any absence/default in this regard would involve proportionate deduction of AMC charges payable to the service provider. Repeated absence/default in this regard shall lead to termination of contract.**
- 4. The service provider should provide the list of technician and helper deployed in the Institute.**
- 5. The firm will have to provide a preventive maintenance service once in a month and to maintain a log book to the effect for every visit /checking/servicing etc under the signature of complainant.**
- 6. A breakdown complaint book /call will be maintained at the ME Cell, which will have to be attended within 24 hrs. of the complaint, failing which Rs. 100/- per will be charged.**
- 7. Work should be taken within 7 days of the issue of work order..**
- 8. No payment will be made if the work is left incomplete and unsatisfactory.**
- 9. The complaint as well as preventive maintenance service has to be done only during the office working hours i.e. 9.30 AM to 4.30 PM on working days.**
- 10. Any kind of error/problem found which may damage the EPABX and intercoms should be informed to the I/c Maintenance Cell.**
- 11. The firm will be responsible for the repairs of any damages or physical loss caused to the EPABX and intercom during maintenance.**
- 12. Maintenance charges will be payable on quarterly basis on completion of each quarter. No part payment or advance payment will be made.**
- 13. In case of any part is required to be taken away from the EPABX and intercom, the same should be replaced by similar part in working conditions so that Institute's work shouldn't suffer.**
- 14. There shall not be any upward revision in AMC charges during the contractual period on account of increase in wages, spare parts etc. and rates shall remain firm during the period of contract.**
- 15. This is a Non comprehensive AMC of EPABX which cover services and maintenance of Karel digital EPABX and 80 intercom lines only. This AMC does not cover wiring for old and new connections and telephone instruments.**
- 16. The contract can be terminated by either party by given one months notice in writing, however, in case of non compliance of terms and conditions the contract will be terminated by the Director, CICR, Nagpur without any notice .**
- 17. The labourers provided by the contractor under this contract will not be the employees of the CICR, Nagpur and their will be no employer-employee relationship between the CICR and labourers so provided.**
- 18. The Director , CICR Nagpur shall have the right to impose any penalty by way of deduction from the bill for non satisfactory performance of the work by the personnel employed by the contractor. In case of any dispute arising out of this contract provision the decision of the Director,CICR Nagpur shall be final and binding on the contractor.**
- 19. All the documents including details of payment made by the contractor to the personnel employed by it shall be open for inspection by the Director CICR, Nagpur.**
- 20. Any compensation for disengagement on account of death, disability of any personnel provided for deployment in the CICR Nagpur during the contract period will be the responsibility and liability of the contractor even if such disability, manifests after the termination of assignment .**

21. The Director CICR Nagpur is having the right to add or delete any provision of the terms and conditions of the contract and the contractor is binding by the same.
22. Firm would follow standards of maintenance and operations strictly, fidelity of the system.
23. The servicing may be carried out in the Institute as far as possible
24. The old spare-parts may be handed over to Maintenance Cell.
25. The contract will be for a period of one year.
26. The service provider shall execute Maintenance Contract in the Form prescribed by this office. The service provider shall, at the end of the service period/termination of contract hand over the UPS and batteries units in working condition to the successor service provider.
27. The payment for the final quarter shall be made to the selected service provider only after completion of handing over of EPABX and intercom lines in working condition to the successor-service provider.
28. Successful Tenderer will have to enter into a detailed contract agreement with ICAR on non-judicial stamp paper of Rs. 100/- (Rs. One Hundred Only).

29. An earnest money of (Rs. 1000/-) (One thousand only) must be deposited in the form of demand draft / pay order payable to Director, C.I.C.R., Nagpur. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft / pay order number and date, failing which the Quotations will not be opened. The Quotations will not be considered if earnest money is not deposited with the Quotations.

30. Inspection Period : Any working day between 10.00 a.m. to 4.00 p.m. upto 7th November 2011.
Last date for submission of quotations : 7th November 2011
Opening date of quotations : 8th November 2011
Venue : Administrative Officer's room

(I/c Maintenance)

ANNEXURE – II

To

The Director,
C.I.C.R., Panjari, Wardha Road, Nagpur

Sir, I/We wish to submit our Quotation for **The Non Comprehensive maintenance of EPABX at C.I.C.R. Panjari , Wardha Road, Nagpur** on the following rates.

No	Particulars	Rate of Non Comprehensive AMC	
	consolidated rate offered for The Non Comprehensive Maintenance of EPABX at C.I.C.R. Panjari , Wardha Road, Nagpur in accordance with the highest standards of Allied Services and as per the terms and conditions specified in the quotations including all labour, material, transportation, specially covered all acts & taxes etc. as applicable from time to time.	Maintenance rate for EPABX	Rs.

I / We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

We have carefully read the terms and conditions of the quotation and are agreed to abide by these in letter and spirit.

Signature

Name & Address of the Firm _____

Telephone No./Mobile No. _____