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भाकृअनुप-केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान  
ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES  
(भारतीय कृषि अनुसंधान परिषद), (Indian Council of Agricultural Research)

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F. No.:- 17-22(AMC)/Pur./2018-19/

Date:

To,

**Sub:-** Invitation of quotation for Annual Maintenance of Intercom system and Telephone Lines (Comprehensive) at ICAR-CRIJAF....reg.

Sir,

Sealed quotation is hereby invited on behalf of Director, ICAR-CRIJAF for award of AMC of Intercom system and Telephone Lines (Comprehensive) at ICAR-CRIJAF, Barrackpore, Kolkata-700120.

- 1. The Tender is for single bid system (i.e. Annexure-I). The bid may be submitted in sealed envelope cover otherwise tender will not be considered.**
- 2. The sealed quotations superscripted with name of work may be addressed to Director, ICAR-CRIJAF, Barrackpore, Kolkata-700120 which should reach in this office by 12.00 noon on 24-04-2018. It will be opened on the same day at 2.30 p.m.**
3. Quotation received after the stipulated date and time/ incomplete quotations/ unsigned quotations will not be entertained. The interested representatives of the tenders may be present during the opening of the tender by the Committee.
4. Before quoting the rates, Intercom Telephone Lines can be inspected / checked anytime in the premises of the Board.
5. An amount of ₹ 3000/- (Rupees three thousand) only towards **EMD / exemption document**, in the form of Demand Draft drawn in favour of **"ICAR-UNIT-CRIJAF"** payable at **SBI, Railway station branch Barrackpore** has to be sent alongwith the bid. The quotation received without earnest money shall be summarily rejected. The earnest money will be refunded to the tenders only after contract has been awarded to the successful firm. No interest will be payable on earnest money.
6. The Tender document can be downloaded from Institute's website and should be submitted with ₹ 500/- only (Non-refundable) / **exemption document**, in form of Demand Draft drawn in favour of **"ICAR-UNIT-CRIJAF"** payable at **SBI, Railway station branch Barrackpore, Kolkata.**
- 7. Separate demand draft should be submitted for EMD and cost of tender document.**
8. The successful bidder will have to deposit a Security amount of ₹ 10,000/- only in the form of Demand Draft / Bank guarantee in favour of **"ICAR-UNIT-CRIJAF"** payable at **SBI, Railway station branch Barrackpore** as Performance Guarantee after the award of work. It shall be refunded / returned to the agency after satisfactory completion of work.

9. No interest will be payable on Security money. The security money will liable to be forfeited in case the contractor fails to comply with the terms and conditions of the contract.
10. The Director, ICAR-CRIJAF has the power to accept/reject any or all quotation received without assigning any reasons whatsoever. All tenders in whom any of the prescribed conditions are not fulfilled/ incomplete in any respect are liable to be rejected.
11. The contract will be valid for a period of **01(one) year** w.e.f. the date of signing of MOU.
12. The contractor will be responsible for maintaining and keeping the Telephone Lines in the perfect working condition throughout the year.
13. The rate shall be inclusive of all type taxes, nothing extra will be paid to contractor.
14. In case the contractor fails to maintain the Telephone Line in time and in attending the related complaints within 24 hours, the Institute shall have the right to get the Telephone Lines repaired in any way and the cost of repair will be deducted from the bills of the contractor.
15. The contractor shall not sublet any portion of the contract to any other agency/ firm for maintenance of Telephone Lines without prior consent of the Competent Authority.
16. During installation or taking out the Telephone Lines from ICAR-CRIJAF, if any damage/loss is caused to the properties by any of the workers deployed by the contractor for the maintenance job, the same shall have to be rectified/repared.
17. The service of Telephone Lines with overhauling normally should have to be carried by the Contractor twice in a month during the period of contract in a year.
- 18. Cost of all parts repaired such as Telephone Set/Telephone Line accessories etc will be borne by the firm since the AMC is on comprehensive basis.**
19. No charge will be payable like transportation etc. for providing the services for attending complaints covered under AMC.
20. Charges, if any, spent by the contractor during the period of contract, will be borne by the firm. All material required for repaired etc. shall be arranged by contractor at site himself and no extra amount will be payable on this account.
21. The payment of AMC shall be made on half yearly after completion of satisfactory service. The bills should be submitted along with service and satisfactory working report.
22. Proper record of servicing and repair etc. of the breakdown/ maintenance should be kept with the firm.
23. Annual turnover of the firm should be a more than 3(three) lakhs.
24. The firm must have adequate experience of at least 2 years of doing maintenance job in the Govt. Department/ Ministries. The prospective firm should also furnish copies of PAN,. I.T

return /balance sheet of last 2 financial years, Trade license, GST registration and experience certificate of the requisite year of their working with the Govt. Department/Ministries/Agencies including banking details.

25. The contract can be terminated any time without assigning any reason.
26. If a tenderer doesn't accept to the offer within a period of fifteen days after the issue of award letter, the offer shall be deemed to be withdrawn without any notice and earnest money will be forfeited.
27. Bid shall remain valid for a period of 90 days after the date of bid opening.
28. The selected agency/firm has to execute an agreement on Non-Judicial stamp paper of ₹ 100/- only abiding by the terms and conditions of the Institute

Yours faithfully,

**Asstt. Administrative Officer (P)**  
on behalf of Director, ICAR-CRIJAF, Barrackpore,  
Kolkata- 700120

## **Annexure-I**

I/We have understood the instruction and conditions started in the letter inviting quotation and hereby offer our modest minimum rate as detailed in the schedule hereto.

Item No.	Specification of the work	Number or Quantity required	Total price to be quoted inclusive of all Charges.
1.	AMC for intercom /Extn. 100 nos.  *Accord EPABX system model ADX 600 configure for: -96 Analogue extension lines/ports and 01(one) digital operator console. -20 Junction/BSNL lines/ports. -Expandable to 128 lines/port. -Built in CLI facilities	100 nos. Lines	

SI No	Particulars	Document submitted	
		YES	NO
01	Registration certificate & trade license		
02	PAN No		
03	EMD of ₹ 3000/-		
04	GST certificate		
05	Last 2 years I.T return / statement Balance sheet		
06	Bank mandate form (attached)		
07	Experience certificate last 2 years		
All documents should be duly signed and stamped			

**Signature of the Tenderer**

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Date:-** \_\_\_\_\_

**Cont. No.** \_\_\_\_\_

Permanent Income Tax A/C No.:

N. B. Please strike out which is not applicable.  
Visit:- Twice in a month or within 24 hrs after  
receipt of any complain.

N.B. Before quoting the rates please visit the site