

D.21014/9/2008-C&G
Government of India
Office of the Director General of Civil Aviation
Opposite Safdarjung Airport, New Delhi.

New Delhi, Dated: 22/02/2010

TENDER NOTICE

Sub: Quotation for AMC for maintenance of “Transtel” U.S.A. make TD-8241 EPABX System installed at the office of the Director General of Civil Aviation.

This office intends to award annual maintenance contract for the maintenance of “TRANSTEL’ U.S.A. make TD-8241 EPABX System equipped with 08 P & T line, 16 Digital Extension and 8 analog extension and all standard features inclusive as per following Terms and Conditions :-

1. The scope of this tender is to invite offers for AMC of TRANSTEL TD-824i EPABX System” from reputed firms.
2. The tender should be quoted for AMC of the all the items as mentioned below :-
 - (a) “TRANSTEL” TD-8241 EPABX SYSTEM 01 No.
(equipped with 08 P & T line, 16 Digital Extension and 8 analog extension and all standard features)
 - (b) Key Telephones 09 Nos.
 - (c) PVC Channel and maintenance of wiring of Intercom lines in full
 - (d) Maintenance of Cable, wiring in full
3. The tender will be considered on the basis of total price of the all above items.
4. The rates should be quoted in figures clearly. Deviation, if any, from the specifications will not be accepted. Correction in “Rate” column, if any, should be duly authenticated.
5. The tenders are to be submitted along with refundable earnest money of Rs.2,000/- (rupees two thousands only). The earnest money will have to be in the form of a crossed demand draft/pay order drawn in favour of PAO, DGCA, ministry of Civil Aviation, New Delhi. The earnest money will be forfeited if the tenderer retract from his offer for whatever reasons. Tenders received without earnest money will be summarily rejected. The earnest money in respect of the unsuccessful bidders will be returned after the award of the contract and the same in respect of the successful contractor will be retained by this office towards security deposit for due performance of the contract. No interest shall be payable on the amount of earnest money/security deposit.

6. The contractor should have adequate at least five years work experience of having similar work. The tenderer should be either manufacturer of the TD-824i EPABX System or an Authorised Service Provider of the manufacturer and is also required to submit a certification from the O.E.M. that they are the "Authorised Service Provider" for the EPABX System. He should also have a regular work place, technically qualified engineers and the needed resources and infrastructure to provide the requisite materials and services and he should have functional telephone/mobile phone facility for easy accessibility. Tenders without requisite documents would be summarily rejected.
7. Service Tax registration number of the firm as applicable while submitting the tender, must be indicated. A tender lacking this will not be considered.
8. The contract will preferably be awarded to the lowest tenderer amongst the qualified bidders.
9. The rates are to be quoted on the company's letter head. Each page of the quotation/tender must be signed & stamped by the authorized signatory. Unsigned quotations may not be considered.
10. The bids should be submitted in sealed cover and duly super scribed as "Quotation for AMC of TRANSTEL TD-824i EPABX System".
11. Tender Documents not properly sealed will not be considered.
12. The contract shall remain valid for a period of one year which can be extended for further period subject to satisfactory performance of the firm. In case the firm fail to cope up with the workload or do not render satisfactory services, the contract will be cancelled forthwith without assigning any reason what so ever and security deposit will be forfeited and the firm will be black listed.
13. The payment shall be made on quarterly basis after satisfactory completion of the job. The firm should submit the bills in three copies enclosing satisfactory performance certificate from the users.
14. The EPABX System and all other items for which quotations are called may be seen in this office during any working day.
15. The vendors should have not been blacklisted by any organization/Govt. Department.
16. The firm shall be responsible for smooth and satisfactory working of "TRANSTEL" TD-8241 EPABX SYSTEM (equipped with 08 P & T line, 16 Digital Extension and 8 analog extension and all standard features) including all items as mentioned in Para 2 above.
17. The representative of the firm is required to visit every day and undertake the job of proper maintenance of all telephone instruments. He has to attend the urgent calls from time to time.
18. DGCA, New Delhi, reserved the right to accept or reject any or all of the bids in full or in part including the lowest, without assigning any reason thereof of incurring any liability thereby.

19. Sealed Tenders will be received up to 12-03-2010 (3.00P.M.) at the Reception Counter of the office of the Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi-110003 and opened on 17-03-2010 at 3.00 P.M in the presence of such tenderers or their authorized representatives as may wish to be present.

The interested parties/firms are requested to kindly send their quotations for Annual Maintenance Contract as per Terms and Conditions given above. The Quotations should be submitted in sealed cover and duly super scribed as "Quotation for AMC of TRANSTEL TD-824i EPABX System". The quotations may be sent in the name of the undersigned.

(M.C. Pandey)
Deputy Director of Administration
for Director General of Civil Aviation