

Ref : PMU/ 595 / 15-16

Dated : 18.01.2016

## NOTICE BOARD

### Notice Inviting Quotation

Sealed quotations are invited from interested bonafide agencies for maintenance of EPABX system of KEIP-KMC office ( to floor – total 56 extensions) for one year i.e. from **01.02.2016 to 31.01.2017**. Along with Quotation, the agency will have to produce valid documents i.e. Trade Licence, PAN Card, VAT, P.Tax Payment Certificate and credentials.

#### Scope of work

AMC for Maintenance of CORAL Digital EPABX System Model : DX: 2000 – for 56 extensions at 206, A. J. C. Bose Road, ( to floor), Kolkata – 700017.

#### Terms :

- (1) The agency shall have to depute his technical person once in a month for overall checking of the whole system. Besides, the agency shall have to restore the problem by deputing their technical person as and when required, on receipt of complaints within 24 hours.
- (2) In case of non-performance is reported from any unit, proportionate deduction from the bill will be made without any intimation.
- (3) Rate should be quoted inclusive of the manpower and materials required, if any.
- (4) Terms of payment: No advance will be made. Payment will be made to the agency on quarterly basis subject to satisfactory performance report from the competent official of the department.
- (5) This NIQ. will be guided by standard quotation format to be provided by the department.

Before submission of offer the agency may inspect the office space i.e. the office of Project Director, KEIP, 206, A. J. C. Bose Road, Kolkata-700017.

LAST DATE OF ISSUE OF N.I.Q. : 25.01.2016 – 1.00 p.m.

LAST DATE OF SUBMISSION OF OFFER : 27.01.2016 by 2.00 p.m.

Administrative Officer  
KEIP - KMC

## QUOTATION FORMAT

### 1. GENERAL INFORMATION.

Sealed quotations superscribing the name of the work on the envelope are invited from the reputed and resourceful contractors for the jobs stated in the "**Scope of Work**" below.

N.I.Q. papers etc. will be available from the office of the Project Director, Kolkata Environmental Improvement Investment Program, 206, A. J. C. Bose Road, Kolkata – 700017. The KMC - KEIP reserve the right to accept / reject in full or in part of any quotation without assigning any reason whatsoever.

### 2. GENERAL INSTRUCTION & GUIDELINES.

#### Eligibility Criteria.

- (1) The agencies shall submit the self-attested copies of the following valid documents at the time of application.
  - (i) Trade License
  - (ii) PAN
  - (iii) VAT
  - (iv) P. Tax Payment Certificate
  - (v) ITCC
- (2) The agencies should have experience in similar type of printing jobs at least 3 years.
- (3) The agencies should disclose if there is any pending litigation upon the firm, which may have implications on the liquidity of the firm. If not, then NOT APPLICABLE should be mentioned.
- (4) The agencies would have to disclose if they are black-listed by any Govt. Dept./semi Govt. / autonomous bodies / PSUs etc. If not, then NOT APPLICABLE should be mentioned.
- (5) If the last date of receipt of quotation or the day of opening of quotation happens to be a holiday or otherwise, the next working day will be the last date of receiving and opening of the bid. The quotationers or their authorized representatives are to remain present at the time of opening of the offers. The offers would be opened preferably one hour after the time of submission on the last date of N.I.Q.

### 3. QUOTING OF RATE:

- The participating agency should quote their rate as per Annexure-3 in the NIQ.
- 3.2 The price proposal to include all taxes & duties. Tax & Duty, if any, must be shown separately which is not to be considered for evaluation purpose.
  - 3.3 The agency would have to furnish an undertaking regarding the validity of the offer as per prescribed format on Non-Judicial Stamp Paper of Rs.10/- (**Annexure-1**).

### 4. EARNEST MONEY DEPOSIT:

No Earnest Money Deposit (EMD) to be submitted.

### 5. SECURITY DEPOSIT MONEY:

@5% of the accepted value to be deposited by the successful vendor by way of Bank Draft/Pay Order in favour of The Kolkata Municipal Corporation A/c. KEIP, Tr.1 which will be retained by the department as security deposit till successful completion of the job. In case of failure to complete the job successfully and timely, the said SD money will be forfeited.

### 6. SOLVENCY CERTIFICATE

Successful bidder shall have to furnish Solvency Certificate for execution of such work by self-declaration on a Rs.10/- Non-Judicial Stamp Paper duly sealed and signed, in the prescribed format at **Annexure-2**.

### 7. SCOPE OF WORK

**AMC for Maintenance of CORAL Digital EPABX System Model : DX: 2000 – for 56 extensions at ( to floor), 206, A. J. C. Bose Road, Kolkata – 700017. The detailed scope of work and terms & conditions are given in Annexure-3. Vendor will have to quote their rate for maintenance inclusive of tid-bit repairing works with materials.**

Date of publication of N.I.Q.. in Notice Board/website : 18.01.2016  
 Last date of issue of N.I.Q.. : 25.01.2016 at 1.00 p.m.  
 Last date of receipt of N.I.Q.. : 27.01.2016 at 2.00 p.m.  
 Date of opening of N.I.Q.. : 27.01.2016 at 3.00 p.m.

**8.a) OTHER TERMS AND CONDITIONS**

8.a.1 AMC for Maintenance of CORAL Digital EPABX System Model : DX: 2000 – for 56 extensions at ( to floor), 206, A.J.C.Bose Road, Kolkata – 700017. The agency shall have to depute his technical person once in a month for overall checking of the whole system. Besides, the agency shall have to depute his technical person as and when required on receipt of complaints within 24 hours. **Vendor will have to quote their rate for maintenance inclusive of tid-bit repairing works with materials.**

8.a.2 Other details of General Terms & Conditions are attached with the Quotation Paper.

**8.b) TERMS OF PAYMENT**

- 8.b.1 No advance payment will be made. 100% payment will be made on successful completion of the work, following the guidelines mentioned in SI.No.6, "Security Deposit Money".
- 8.b.2 P.Tax Payment Certificate shall have to be submitted at the time of processing the bill.
- 8.b.3 The payment will be made by A/c. Payee Cheque only.
- 8.b.4 Payment shall be released on quarterly basis only after due certification from the Competent Authority that work has been done satisfactorily (in a prescribed format (**Annexure-4**)).
- 8.b.4 Any prayer for revision of rate within contract period shall not be entertained and the contract shall be liable to be cancelled.

**8.c) Period of contract**

AMC for the period from 01.02.2016 to 31.01.2017.

**8.d) Risk and Cost.** If the successful vendor/ agency fails to execute the job satisfactorily within the schedule time, the vendor's security money will be forfeited as stated in SI.No.6 above.

**9. EXECUTION OF AGREEMENT**

- 9.1 The successful quotationer shall enter into an agreement with the KMC, KEIIP in case total contract becomes Rs. 50,000/- in the prescribed format as per **Annexure-5**.
- 9.2 The Agreement shall be typed on a Non-Judicial Stamp Paper of Rs. 10/- only upon furnishing required security deposit.
- 9.4 The Agreement shall be executed within 04 days of issuance of L.O.A.

**10.0 TERMINATION**

Termination of a contract is liable, on following grounds :-

- (i) Canvassing in any form on the part or on behalf of the quotationer.
- (ii) If the agency fails or refuses to perform the work as specified in the scope of work, department shall have the right to terminate the contract with the vendor at any time with 3 days notice for termination and in that case, the security deposit furnished by the vendor shall be forfeited.
- (iii) Incomplete submission of bids.
- (iv) In the event of willful negligence, refusal and/or non-performance of the terms of the contract.
- (v) In case of suppression of facts, the contract is liable for termination, after due enquiry, and the vendor is liable for legal action, apart from forfeiture of security deposit.

**11.0 Dispute Settlement:**

In the event of any dispute by and between the KMC-KEIIP and the Vendor, the decision of the KMC authorities would be final & binding. All disputes arising out of the contract shall be settled in Courts in Kolkata jurisdiction only.

Annexure - 1

**UNDERTAKING ... for VALIDITY OF OFFER**

(On a Non-Judicial Stamp Paper of ₹ 10/-)

Name of the work : .....

N.I.Q.. No. : .....

I/We do hereby undertake that our rate / rates quoted in the above noted Qtn./Quotation vide my/our Ref: No..... dated .....shall stand valid for ..... months and the documents/papers submitted along with quotation documents are correct and true to the best of my knowledge.

Signature

Annexure - 2

**SOLVENCY CERTIFICATE**

(On a Non-Judicial Stamp Paper of ₹ 10/-)

Name of the work : .....

.....

N.I.Q.. No. : .....

I/We do hereby declare that I/we am/are financially solvent to execute the work, if entrusted to me / us by your authority. I/we further declare that we shall execute the work timely without any hindrance with the entire satisfaction of the authority.

Signature

Annexure – 3

**SCOPE OF WORK** :AMC for Maintenance of CORAL Digital EPABX System Model : DX: 2000 – for 56 extensions at 206, A.J.C.Bose Road, Kolkata – 700017( to floor),. The agency shall have to depute his technical person once in a month for overall checking of the whole system. Besides, the agency shall have to restore any problem by deputing their technical person as and when required, on receipt of complaints within 24 hours. **Vendor will have to quote their rate for maintenance inclusive of tid-bit repairing works with materials.**

Annexure - 4

**PERFORMANCE CERTIFICATE \*\***

This is to certify that M/s. .... has performed the duty of maintenance of existing EPABX system in KEIIP Office as per work order No. .... dated. .... for the period from .....to ..... satisfactorily.

..... has performed the duty of maintenance of existing EPABX system in KEIIP Office as per work order No. .... dated. .... for the period from .....to ..... satisfactorily.

Signature of the departmental official

Annexure-5

**Execution of Agreement :**

Agreement on N. J. Stamp paper of Rs.10/- to be executed by the successful quotationer as per prescribed format.

**CHECKLIST**

| <b>Sl.No.</b> | <b>Name of the Document</b>   | <b>Put “√” mark.</b> |
|---------------|---|----------------------|
| <b>1</b>      | Quotation paper & documents.  |                      |
| <b>2</b>      | Copy of self attested Current Trade License from KMC  |                      |
| <b>3</b>      | Copy of valid P.Tax payment certificate   |                      |
| <b>3</b>      | Copy of self attested latest Income Tax Return, copy of PAN.  |                      |
| <b>4</b>      | Copy of self attested VAT Registration Certificate  |                      |
| <b>5</b>      | Copy of self attested Credentials showing execution of similar type of work – (Within last three years.)                |                      |
| <b>6</b>      | Undertaking to given by all the bidders for validity of offer.<br>.. Annexure-1   |                      |
| <b>7</b>      | Solvency Certificate by the agency.<br>... Annexure-2   |                      |
| <b>8</b>      | Scope of work (as mentioned in the Annexure-3 above)<br>... Annexure-3  |                      |
| <b>9</b>      | Execution of Agreement (shall have to be submitted by the successful bidder after receipt of L.O.A.<br>... Annexure-4   |                      |
| <b>10</b>     | Certificate of execution of work of supply (to be issued by the competent official of the department).<br>.. Annexure-5 |                      |