



CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE
(Indian Council of Agricultural Research)
Santoshnagar :: Saidabad Post :: Hyderabad - 500059



F.No.4-4(2)/2019-20/E-II

Date: 14-06-2019

To

Sub.:- Re-Invitation of Quotation for Annual Maintenance Contract (AMC) for KAREL-DS 200 Digital EPABX System at CRIDA - Reg.

Sir(s),

Quotations are invited for Annual Maintenance Contract of existing EPABX System etc at CRIDA. The details are furnished below:

Sl. No	Particulars
1	EPABX System make - KAREL Model - DS -200 Configuration - 208 Analog extension 32 Trunk lines 01 1 SDN PR Ø line 01 Digital operator console
2	Maintenance of wiring of telephone network
3	Maintenance of Telephone Instrument
4	Rate for installation of new extension lines (per line)
5	Rates for telephone wiring with PVC pipe fitting
6	Rates for New Telephone Instruments (per instrument Branded)

TERMS AND CONDITIONS

1. Quotations should be submitted in a sealed cover addressed to the Director, CRIDA, Santoshnagar, Hyderabad - 500 059. The cover containing quotation should invariably be superscribed :

a) Enquiry : F. No. 4-4(2)/2019-20/E-II
b) Due on : 05-07-2019
c) Name of the item : "Annual Maintenance Contract for KAREL-DS 200 Digital EPABX System at CRIDA"

2. Please separately quote rate per year for i) maintenance of wiring of Telephone network ii) maintenance of telephone instrument iii) installation of new extension line (per line) iv) telephone instrument (per instrument with Brand).

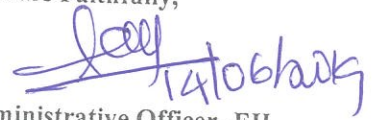
3. The Firm must be Authorized Dealer of KAREL-DS 200 Digital EPABX System and a copy of Authorized Dealer Certificate needs to be enclosed.
4. Only registered and bonafide Service Providing Agencies/Contractors having relevant experience in the field for at least two(2) years to the Government Ministries/Departments/ Govt. Organizations/Public Sector Undertakings/Corporate Sector/ Autonomous Bodies etc are eligible. The documentary proof of registration must be attached. The Agency should also attach satisfactory performance certificate issued by concerned Government Ministries/Departments etc in support of its having rendered satisfactory services to such departments during the last two(2) years
5. **Bid Security:** Bid Security (also known as Earnest Money) is to be deposited by all the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or registered with the Central Purchase Organization **Rs. 5,000/- (Rupees Five Thousand only)** along with their bids. The bid security will be accepted in the form of Demand Draft, Fixed Deposit Receipt, Banker's cheque in favour of **"ICAR UNIT ACCOUNT CRIDA"**. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders shall be returned.
6. It shall be responsibility of the firm to maintain all the Telephone lines in good working order and take prompt action to rectify the lines. The firm shall provide standby telephone instrument till the telephone instrument is got repaired by the firm in case of any delay.
7. No extra payment will be made for change / replacement of any part.
8. The rates quoted by the firm will not be enhanced during the period of contract in any case.
9. Monthly Servicing of the EPABX system and telephone instrument with cleaning of instruments or as and when asked for in emergent case be got done by the experienced service engineer. The wiring network also required monthly service / checking by Experienced Service engineer.
10. Annual Maintenance Contract for said work can be considered for renewal for further period subject to satisfactory performance of the firm in the matter.
11. Any dispute regarding working hours and regarding compensation to be paid to the personnel deployed will be the responsibility of the contractor and no representation will be entertained on this issue by this office.
12. The quotation should remain open for acceptance for a period of 90 days from the due date fixed for submission of quotation.
13. The rates quoted should be net payable (excluding taxes).
14. This Institute is not in a position to supply any C or D forms.
15. The Firm must be registered with the Government / Government Agency, GST and Other Tax Departments, if any and must be in possession of Permanent Account Number (PAN). The documentary proof of registration should be attached. The Firm should also produce Income Tax Return for the last two (2) years.
16. The Director, CRIDA reserves the rights to award the work in full or in parts to any Agency/Contractor and also terminate the contract at any stage if the performance of the Agency is not found to be satisfactory.
17. The Director, CRIDA is not bound to accept the lowest quotation and/or assign any reason for rejecting any/all the quotations.
18. The Contractor covenants with CRIDA that Institute have right to vary the terms and conditions of the contract without in any manner effecting its obligations under this agreement.

19. The contractor shall provide services entrusted to it with utmost sincerity and loyalty and should not develop any undue familiarity with CRIDA. staff. The contractor or his men shall not join any labour union or support any such union either directly or indirectly. The agency shall also not indulge any activities prejudicial to the interest of CRIDA.
20. The contract is liable for termination by two months notice in writing by either side.
21. One week from award of work, the Contractor should pay **Security deposit @ 10%** of total value of the work order through Bank Guarantee / DD which shall be treated as guarantee for successful performance and also the contractor should concluded the agreement on **₹ 100 worth non-judicial stamp paper** cost of which shall be borne by the quotee.
22. All the persons and their employees being engaged at CRIDA insured at the cost of Contractor against any liability arising under the Workman's Compensation Act or under the common law. The contractor shall indemnify against any claim that may arise in the course of execution of contract on account of any accident or for any other reason.
23. The Director, CRIDA, reserves the right to accept or reject any or all the quotations without assigning any reasons thereof.
24. Appropriate Income Tax and other taxes shall be deducted at source by the DDO, CRIDA at the time of payment of the bill as per the rules.
25. No advance payment is permissible, after completion of three(3) months service, the quarterly yearly service bills in triplicate to be preferred in the name of Director, CRIDA and submitted along with advance stamped receipt for arranging payment, following details on bill need to be noted, no payment is possible without these details.

Details required for RTGS transaction

Account Name :-
Bank Account No :-
Name of the Bank & Branch:-
IFSC Code:-
PAN No:-
26. Arbitration for all disputes between contractor and the Institute in connection with the works shall be referred to the sole arbitrator to be appointed by the Council. The decision of the sole Arbitrator so appointed shall be final and binding on both the parties
27. The decision of the Director, CRIDA on all matters is final and legally binding. All disputes arising out of this contract are subject to the jurisdiction of Courts of Hyderabad only.

Yours Faithfully,



Assist. Administrative Officer -EII

A Copy of this quotation is being kept in CRIDA website: www.crida.in

Copy to:

1. OIC, AKMU with a request to upload the quotation in CRIDA website.
2. Nodal Officer, CPP (E-Publishing) with a request to upload the quotation in CPP.

CHECK LIST

Give page numbers to the bid document and all enclosures and also verify the following documents before submission of the quotation in the sequence listed below, to avoid rejection or disqualification.

S.No	List of the Documents to be enclosed with the quotation/bid	Page No.	Needs to be enclosed (Yes/No)
1.	The entire original quotation with seal and signature on each page		
2.	Name of the firm, Full address with Post Box No. and Telephone No. if any. Attested copies of Document regarding registration /Certificate of incorporation of the firm issued by the appropriate government to be enclosed		
3.	Original EMD		
4	Attested copies of past Two years experience OEM for authorized sales /service ' KAREL-DS 200 Digital EPABX System'		
5	Attested copies of past Two years relevant AMC work experience with Central Govt. Organizations/ PSU's, etc.,		
6	Document showing the firm/company's turnover per annum for the latest two financial years certified by the Chartered Accountant		
7	Certificates of GST of the firm		
8	The firm should submit Income Tax returns of latest 2 financial years.		
9	NSIC/SSI certificates registered with NSIC (if applicable) to be enclosed		
Total pages of your entire quotation/bid including Enclosures		No. of Total Pages : _____	

Certified that the above information is correct and the firm is willing to accept all the terms and conditions of the document.

Signature and Seal of the Quotee/Bidder: _____

Business Address: _____
