

E-mail

भारतीय लेखा एवं लेखापरीक्षा विभाग  
कार्यालय महानिदेशक अन्तर्राष्ट्रीय पर्यावरणीय  
लेखापरीक्षा एवं सतत विकास केन्द्र  
आर. टी. आई. केम्पस ए.जी.कालोनी बजाज नगर, जयपुर - 302015  
टेलिफोन. 0141-2772000 फेक्स. -0141-2772030. Email:  
iced@cag.gov.in



INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
OFFICE OF THE DIRECTOR GENERAL INTERNATIONAL  
CENTRE FOR ENVIRONMENT AUDIT & SUSTAINABLE  
DEVELOPMENT (iCED),  
RTI Campus, A.G.Colony, Bajaj Nagar, Jaipur-  
302015  
(Tel) 0141-2772000 (Fax) -0141- 2772030

DG/iCED/F-14057/2017-18/GS/F-125/ 365 To 371

Date: 15.06.2017

To,

As per vendor list enclosed

**Sub:- "ANNUAL MAINTENANCE CONTRACT (AMC) FOR E-PAB & FOR 230  
TELEPHONE CONNECTIONS AND LINES AT ICED, KANT KALWAR  
CAMPUS (DISTT: JAIPUR)**

The International Centre for Environment Audit and Sustainable Development (iCED) invites sealed quotations from the authorized manufacturers/agencies/suppliers towards ANNUAL MAINTENANCE CONTRACT (AMC) FOR E-PABX & FOR 230 TELEPHONE CONNECTIONS AND LINES AT ICED, KANT KALWAR CAMPUS.

If you are eligible and interested, the quotation document duly filled in and complete in all respect kept in a single sealed envelope may please be dropped into the Tender Box at following address:

**Senior Administrative Officer (Admn.)**

**O/o Director General, International Centre for Environment Audit and Sustainable Development  
SP-6&7, RIICO Industrial Area, Kant Kalwar, Jaipur, Rajasthan**

The quotations must reached to above mentioned addressed on or before 02:30 PM of 30.06.2017 as per the instructions/terms and conditions given in the Notice Inviting Quotations enclosed herewith.

The tender (bid) document can also be downloaded from website: [www.iced.cag.gov.in/tender](http://www.iced.cag.gov.in/tender)

Enclosed: Notice Inviting Quotations and Annexures I & II (Page 01 to 06)

Faithfully

  
Senior Administrative Officer (Admin.)



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कार्यालय महानिदेशक अन्तर्राष्ट्रीय पर्यावरणीय  
लेखापरीक्षा एवं सतत विकास केन्द्र  
आर. टी. आई. केम्पस ए.जी.कालोनी बजाज नगर, जयपुर - 302015  
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Date: 15.06.2017

**Notice Inviting Quotations**

**Sub:- “ANNUAL MAINTENANCE CONTRACT (AMC) FOR E-PAB & FOR 230 TELEPHONE CONNECTIONS AND LINES AT ICED, KANT KALWAR CAMPUS (DISTT: JAIPUR)**

The International Centre for Environment Audit and Sustainable Development (iCED) invites sealed quotations from the authorized manufacturers/agencies/suppliers towards **ANNUAL MAINTENANCE CONTRACT (AMC) FOR E-PABX & FOR 230 TELEPHONE CONNECTIONS AND LINES AT ICED, KANT KALWAR CAMPUS**

Details of AMC and other terms & conditions relating to the award of Contract are given in the **Annexure-1**. All interested and eligible authorized manufacturers / agencies / suppliers, are requested to submit their sealed quotations as per **Annexure-2** along with Terms & Conditions in **Annexure-I** signed on each page in token of their acceptance by the agency (bidder) in a single sealed cover to the undersigned on or before 02:30 PM of 30.06.2017.

The bids must be superscribed as **“Quotation for ANNUAL MAINTENANCE CONTRACT (AMC) FOR E-PABX & FOR 230 TELEPHONE CONNECTIONS AND LINES”**.

The tender (bid) document can also be downloaded from website: **www.iced.cag.gov.in/tender**

The sealed quotations will be opened by authorised committee of iCED on the same day i.e 30.06.2017 at 03.00 PM in the presence of authorized representatives of bidders at committee room of iCED, Kant Kalwar, Jaipur.

  
Senior Administrative Officer  
(Administration)

## ANNEXURE – 1

### **TERMS & CONDITIONS FOR Award of Annual Maintenance Contract (AMC) For E-PABX & for 230 telephone connections and lines.**

1. LAST DATE & TIME OF RECEIPT OF QUOTATIONS : 30-06-2017 02:30 PM
2. DATE & TIME OF OPENING OF QUOTATIONS : 30-06-2017 03.00 PM
3. PLACE OF SUBMITTING QUOTATIONS :

**Senior Administrative Officer (Admn.)**

**O/o Director General, International Centre for Environment Audit and Sustainable Development SP-6&7, RIICO Industrial Area, Kant Kalwar, Jaipur, Rajasthan**

4. Description of the Work :

Description of the items for AMC is given hereunder. Rates must be quoted in Annexure 2 in figure and words in the prescribed format.

Sl. No.	Description of Work
1.	<ul style="list-style-type: none"><li>• Annual Maintenance Contract of E-PABX System of Coral Make and 230 Telephone connections and lines (at iCED, Kant Kalwar, Distt. Jaipur about 45 Km far from main Jaipur city)</li><li>• Required spare parts for maintenance/repair will be supplied by the iCED (Major works like cable replacement, cost of laying new cable will be paid by iCED).</li><li>• Attend the Telephone Complaint on Call Basis.</li></ul>

5. Eligibility Criteria:

The bidder should have the following qualifications for bidding:

- Bidder should be having sufficient experience and expertise in the relevant Field.
- Bidder should have PAN/TAN number, Service tax registration and VAT registration.

6. Documents to be submitted along with Quotation:

- The sealed envelope containing quotation of rates should be clearly superscribed **“Quotation for ANNUAL MAINTENANCE CONTRACT (AMC) E-PABX & FOR 230 TELEPHONE CONNECTIONS AND LINES”** due on 30.06.2017
- Self-attested copies of Registration Certificate, Service tax registration, VAT registration, PAN No., TAN No., TIN No., UAN No. etc. also be submitted.

7. Late / Delayed Quotations:

- Late/delayed Quotations and quotations sent by e-mail/fax will not be considered. iCED will not be responsible for any kind of postal delay.

8. Scope of Work:
- Annual Maintenance Contract (AMC) labour/maintenance labour charges including cleaning *E-PABX Coral Make*.
  - Preventive Maintenance service will be undertaken once in a Month (30 days) & breakdown visits as and when required.
  - Should rectify the major fault with due promptness within 24 hours or as and when required.
  - Any number of Breakdown calls to be attended for *Maintenance Phone connections and Lines* **without** any extra cost.
9. Contract Period and performance security :
- The contract period shall start from date of issue of work order & acceptance of agreement. The contract is valid for one year from the date of acceptance.
  - iCED may require the successful bidder (the contractor) to execute a contract agreement on Non Judicial Stamp Paper at his own cost.
  - The contractor will furnish a performance security of Rs. 5000/- (Five Thousand Rupees) in the form of Bank Guarantee or FDR or Demand Draft for 14 Months from the date of commencement of work/contract .
10. Rates:
- The rate quoted should be only on labour maintenance charges.
  - The rate should be **exclusive of all taxes.**
  - Taxes, if any, applicable should be mentioned clearly.
  - The rates should be clearly/legible mentioned in figures as well as in words.
11. Terms of Payment :
- The payment will be released on quarterly basis only after every three preventive maintenance visits duly certified by end user of iCED Office.
  - Invoice in two (2) copies duly certified by end-user and/or supporting with Job Sheet for preventive maintenance certified by the end user will be submitted for releasing of payment.
  - Advance payment is not permissible under the rule.
12. Penalty :
- In case of breakdown, the contractor shall immediately rectify the same in accordance with the satisfaction of the user, failing which compensation (penalty) of Rs. 100 per day or part thereof shall be levied and recovered from the bill for the delay beyond 24 hours till such time of the repair is carried out.

13. Termination :

iCED, Jaipur will be at liberty to terminate the Contract without assigning any reason or prejudicing its right and affecting the obligations of AGENCY by giving 15 days notice in writing in the following events:

- (a) If contractor fails to comply with the provisions of the Contract.
- (b) If the services rendered by AGENCY is unsatisfactory.
- (c) If contractor is involved in any action involving moral turpitude.

14. Other Terms & Conditions:

- i. The rates quoted by the bidders will remain valid for a period of 90 days or till the date of finalization of tender, whichever is later.
- ii. The rates quoted by the selected firm, and approved by the iCED shall remain valid throughout the period of contract and requests to increase the rates for any item(s), during the currency of the contract, will not be considered.
- iii. iCED, reserves the right to conduct performance review at anytime during the contract period and deficiencies, if any, noticed will be required to be rectified and compliance reported. If the contractor fails to rectify the deficiencies or fails to comply with other directions/instructions of the Institute his contract is liable to be terminated. The Institute further reserves the right to terminate the contract at any point of time.
- iv. The company Engineer/Service Person shall have valid ID card or authorization letter from agency for every preventive maintenance visit every month. They will be subject to security check and to maintain discipline in iCED campus.
- v. Service/Supply should normally be made during the office hours on any working day. The iCED will have the authority to place order for AMC beyond office hours and on holidays, for which, no additional payment will be made.
- vi. The iCED will have the authority to cancel the AMC order, if the required, service are not supplied on time.
- vii. The contractor shall not sub-contract the Contract Work in whole or part of the work to third parties for the performance of this Contract.
- viii. The iCED reserves the right to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.
- ix. The firm may visit the iCED Campus at Kant Kalwar to look at the *EPABX system/telephone connection/lines* before submitting the quotation on any working day / hours with pre- intimation and permission of competent authority of iCED.
- x. The contractor shall be responsible for discharging all tax liabilities to concerned Government Department and for complying with the extant labour laws in respect of the service rendered to iCED.

  
**Senior Administrative Officer (Admn.)**  
**iCED, Jaipur**

**DETAILS OF THE AUTHORISED MANUFACTURER/AGENCY/SUPPLIER**

1. Name of the Firm /Agency :  
(With Tel./Mob. Nos.)
2. Office Address :  
(With Tel./Mob. Nos.)
3. Contract Person(s)' name for AMC :  
(With Tel./Mob. Nos.)
4. VAT /TAN/Service Tax/UAN/TIN Nos. :No. ....  
:No. ....  
:No. ....
5. Past experience :
6. Whether Terms & Conditions issued by iCED are acceptable to the firm and whether each page of Terms and Conditions ( Annexure -I) and quotation (Annexure-2) has been signed with seal. :
7. Other details, if any :
8. Bank Account Details :  
(Name of the Bank, account number, Branch Address, IFSC code etc.)

(Signature of Owner/Authorized Representative with Seal)

**Quotation for ANNUAL MAINTENANCE CONTRACT (AMC) FOR E-PABX & for 230 Telephone connections and lines**

<b>Sl. No.</b>	<b>Description</b>	<b>AMC rate in figures for per Month (in Rs.)</b>	<b>AMC rate in words for per Month (in Rs.)</b>
<b>1.</b>	Annual Maintenance Contract of E-PABX System of Coral Make and 230 Telephone connections and lines. Required spare parts for maintenance/repair will be supplied by the iCED (Major works like cable replacement, cost of laying new cable will be paid by iCED).		

(PRICE QUOTED SHOULD BE EXCLUSIVE OF ALL TAXES WHICH IF ANY BE MENTIONED SEPERATELY)

(Signature of Owner/Authorized Representative with Seal)