

**LEGISLATIVE ASSEMBLY SECRETARIAT
NATIONAL CAPITAL TERRITORY OF DELHI
OLD SECRETARIAT, DELHI-54**

No. F.2/8/15/LA /6842
To,

Dated: 04.9.18

The System Analyst
IT Cell

Delhi Vidhan Sabha.

(for uploading the tender documents on official website)

Sub: Regarding approval for calling quotations for Annual Maintenance Contract for KTS/EPABX installed at the residence of Dy. Speaker, Delhi Vidhan Sabha (3, Ata-Ur-Rehman Lane, Civil Lines, Delhi - 110054

Sir,

The Legislative Assembly Secretariat intends to award the work of AMC of Panasonic KTS/EPABX system installed at the residence of Dy. Speaker, Delhi Vidhan Sabha (3, Ata-Ur-Rehman Lane, Civil Lines, Delhi - 110054. Therefore, quotation in sealed cover is invited for the same as per proforma detailed below. The rates of quoted items in sealed cover must be submitted in favour of "Head of the Office/ Dy. Secretary, Room No. 127, Delhi Legislative Assembly Secretariat" and should reach the under signed on or before **28/09/2018 by 3:00 PM** and the quotations will be opened on the same day i.e. **28/09/2018 at 3:30 PM** by the Purchase committee in the presence of bidder(s). The approved rates of L-1 Bidder shall be valid for a period of One Year from the acceptance of the rates by the Assembly Secretariat.

S.No.	Descriptions of the items.	Quantity/ Unit	Rate quoted (in Rupees)		GST	Total Amount in Rs. (in figure and in words)
			In figure	In words		
1.	EPABX/KTS system Panasonic Model: KXTA 616 8 Extensions alongwith wiring/cabling, KTS phones, Anaolog Phones, Junction Box, Cordless Phone etc.	01				

All papers to be submitted and terms & conditions in token of having accepted them should be signed by the proprietor of the firm.


(MUKESH C. SHARMA)
DEPUTY SECRETARY (CT)

TERMS & CONDITIONS

- 1) Sealed quotations are invited from the reputed Firms/ Institutions / Agencies having Service Tax number/GST/TIN/VAT/PAN. The sealed quotations on the prescribed proforma duly filled in and addressed to the Head of the Office /Deputy Secretary, Delhi Legislative Assembly Secretariat".
- 2) The envelope containing the quotation should be marked "QUOTATIONS FOR AMC OF EPABX SYSTEM INSTALLED AT THE RESIDENCE OF HON'BLE DY. SPEAKER."
- 3) The columns should be clearly filled in ink legibly or typed and the applicant shall take care that the rate may be written in such a way that interpolation is not possible.
- 4) The contract rates shall be valid upto the period of One Year from the date of issuance of work order by this Secretariat. The Secretary shall reserve the right to curtail or to extend the validity of contract on year-to-year basis on the same rates and terms & conditions at the discretion of the Secretariat.
- 5) No advance payment will be made and the payment will be made on quarterly basis.
- 6) The Secretariat will reserve the right to terminate the contract at any time if the services are not found satisfactory.
- 7) Payment will be released within one month of receiving the bill and on satisfactory report from the user department.
- 8) In the event of the firm's failure to comply with the order placed by the Secretariat with the date indicated on the order, the Secretariat will be entitled to make other arrangement from other source. The quotation will stand for a period of one year with effect from placing the order.
- 9) In case of urgency in the matter, if the firm fails to complete the said work within prescribed time limit from the issue of award order, the contract will be terminated.
- 10) If the quality and size of the material and installation of Intercom Connection does not found upto the mark, penalty as decided by the Competent Authority will be imposed in addition to the termination of the tender.

- 11) The quotations received after stipulated date and time will not be accepted/ entertained.
- 12) The lowest quoted bidder (L-1) shall be choosen on the basis of total bid price received.

SCOPE OF WORK

- 13) The scope of AMC services covers maintenance, of "Panasonic EPABX/KTS System (8x24) for 8 extensions alongwith wiring cabling, KTS Phone, Analogue Phone, Junction Box, Cordless Phone etc." installed at the residence of Hon'ble Dy. Speaker Delhi Vidhan Sabha (3, Atta-Ur-Rehman Lane, Civil Lines, Delhi - 110054).
- 14) For the AMC (Comprehensive) at site, the firm shall have to arrange genuine spares from Panasonic on their own and old replaced parts will be the property of the Secretariat.
- 15) The AMC service provider shall arrange cleaning of each Telephone instrument once in every quarter to have a cleaner look of the Telephone instruments which shall be authenticated by each user.
- 16) The firm will provide maintenance and repair services on all working days. On urgent requirment, contractor will have to provide service even on holidays/ Saturdays/ Sundays. Negligence on this account may lead to penal action against the contractor as deemed fit by Delhi Legislative Assembly.

Arbitration

- 17) In the event of any question, dispute or difference arising between the parties relating to the interpretation and applications of these provisions of this agreement, such disputes or differences shall be resolved amicably by the mutual consultations and on failure to do so, they shall be referred for arbitration to the nominee. The decision of Arbitration to the agreement in this regard shall be final and binding upon both the parties.
- 18) The venue of arbitration will be Delhi.

Documents to be submitted

- 19) The prospective bidders shall furnish the following documents alongwith the quotations.
- a. Self attested copy of PAN/GST/TIN /VAT No. & Service Tax No, whichever applicable.
 - b. An undertaking to this effect that the Agency has not been blacklisted by any of the Department/ Organisations of the Govt. of India/ Govt of NCT of Delhi, and no criminal case is pending against the said firm.
 - c. Terms and Conditions duly accepted /signed with the stamp of the prospective bidder.


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