



भारतीय भूचुम्बकत्व संस्थान

INDIAN INSTITUTE OF
GEOMAGNETISM

प्लॉट नं. 5, सेक्टर -18, कलंबोली हायवे, न्यू पनवेल,
नवी मुंबई - 410218

PLOT NO-5, SECTOR -18, KALAMBOLI
HIGHWAY, NEW PANVEL (W),
NAVI MUMBAI - 410218

निविदा संदर्भ/Tender Ref.: IIG/NEWPANVEL/T/02

दिनांक/ Date: 06-05-2022

निविदा सूचना / TENDER NOTICE

विषय : "भा.भू.सं, नए परिसर में टेलीफोन नेटवर्क" के रखरखाव के लिए वार्षिक रखरखाव अनुबंध (एएमसी) के लिए निविदा।

Subject: Tender for Annual Maintenance Contract (AMC) for maintenance of "Telephone network at IIG, New Campus.

भारतीय भूचुम्बकत्व संस्थान, पनवेल के कार्यालय परिसर में एक EPABX प्रणाली स्थापित है जो संचार प्रणाली की आवश्यकता को पूरी करती है। 300 लाइनों की सुविधा के साथ यह EPABX प्रणाली मे. एमटीएनएल से किराये के आधार पर खरीदी गयी है और रखरखाव भी मे. एमटीएनएल द्वारा की जा रही है। विस्तृत जानकारी कार्य के दायरे में उल्लेखित है।

Indian Institute of Geomagnetism, Panvel is having an EPABX System installed in the office complex which caters the need of communication system. This EPABX System with facility for 300 lines has been procured on rental basis from M/s MTNL and the maintenance is being looked after by M/s MTNL. Detailed information is mentioned in scope of work.

भारतीय भूचुम्बकत्व संस्थान, न्यू पनवेल में "टेलीफोन नेटवर्क सेटअप (मेन लाइन / इंटरकॉम)" के रखरखाव के लिए, टेलीफोन सेट (लगभग 200 नंबर) तथा संबंधित सहायक उपकरण की मरम्मत करने के लिए, AMC में इच्छुक पक्षकार से सीलबंद लिफाफे में निविदाएं आमंत्रित की जाती हैं, जिसमें टेलीफोन केबल बिछाना, केबल बिछाने की व्यवस्था में खराबी का पता लगाना, उसे सुधारना एवं नए इंटरकॉम कनेक्शन प्रदान करना, एक्सटेंशन स्थानांतरित करना या फिर से लगाना शामिल है।

Tenders in sealed envelope are invited from interested parties, in r/o AMC for maintenance of "Telephone network setup (Main line/Intercom)" at IIG, New Panvel, covering repairs of telephone sets (approx 200 nos.) & related accessories, telephone cabling, identifying faults in the cabling setup, rectifying the fault, providing new intercom connections, shifting or relocating of extensions.

"रजिस्ट्रार, भारतीय भूचुम्बकत्व संस्थान, प्लॉट नंबर 5, सेक्टर -18, कलंबोली हाइवे, न्यू पनवेल (प.), नवी मुंबई - 410218 को संबोधित सीलबंद निविदाएं 13/05/2022 को या उससे पहले कार्यालय में पहुंच जानी चाहिए।

The sealed tenders addressed to "The Registrar, Indian Institute of Geomagnetism, Plot No. 5, sector -18, Kalamboli Highway, New Panvel (w), Navi Mumbai - 410218 should reach the office on or before 13/05/2022.

I) निविदा का विवरण / Details of Tender:

निविदा संख्या. और प्रकाशित तारीख Tender No. & published date	निविदा संख्या : IIG/NEWPANVEL/T/12 तारीख : Tender No.: IIG/NEWPANVEL/T/12 Date:
प्रति वर्ष निविदा लागत Tender Cost per annum	रु. 30,000/- लगभग Rs. 30,000/- approximately
निविदा प्रारूप Tender format	एक बोली Single bid
निविदा प्राप्ति की आखिरी तारीख और समय Last date & time of receipt of Tender	13/05/2022 को 15:00 बजे 13/05/2022 at 15:00 Hrs.
बोली खोलने का कार्य Opening of Bid	13/05/2022 को 15:30 बजे 13/05/2022 at 15:30 Hrs.
ईएमडी/बयाना धन जमाराशि	शून्य / Nil
कार्य-संबंधी सुरक्षा Performance Security	अनुबंध मूल्य का 10% 10% of contract value

II) Scope of work

1. IIG, New Panvel requires services of well-established and reputed agencies to provide AMC of Telephone setup at its office i.e. Indian Institute of Geomagnetism, Plot No. 5, sector -18, Kalamboli Highway, New Panvel (w), Navi Mumbai - 410218. All telephone lines should be operational 24/7.

2. The tender should be quoted for AMC of all the items as mentioned below:

Sr. No.	Particulars	Description	Quantity (nos.)
1.	Telephone instrument / connection	Intercom/ Extension	200
2.	Telephone instrument / connection	Main line	08

3. The tender will be considered on the basis of total price of all the above mentioned items

III) Eligibility/Qualification criteria

1. The Agency should be located either in Mumbai/ Navi Mumbai. An attested copy of registration certificate of offices in Mumbai/ Navi Mumbai shall be enclosed.
2. The bidder i.e., an individual/ proprietorship firm, partnership firm/ company should be registered under relevant Companies Act (Copy of the relevant document to be enclosed).
3. The bidder shall have minimum 5 years (ending 31/03/2022) experience in providing such services to Government offices/PSU/Autonomous offices and shall have executed/completed at least 3 contracts of such nature. (Proof to be enclosed).
4. ITR for latest last three years, 18-19/19-20/20-21.
5. Self-attested photocopy of PAN and GST registration.
6. In case of small service provider, a declaration on their letter head that the bidder is a Small Service Provider and exempted from GST Registration and/or exempted from payment of GST is to be submitted.

IV) Submission of Bids:

1. The interested parties/firms meeting all the requirements are requested to send their tenders in sealed cover to the following address on or before 13.05.2022.

“The Registrar,
Indian Institute of
Geomagnetism, Plot No. 5,
sector -18,
Kalamboli Highway, New Panvel (w),
Navi Mumbai -410218

“Tender for maintenance of Telephone network at IIG Campus (Main line/Intercom)”
should be mentioned on the envelope.

2. Bid with any deficiency will summarily be rejected.
3. Tenders received after the due date and time shall not be entertained.

V) Opening of Bids

1. Tenders shall be opened in the office of IIG as per schedule.
2. Tenders shall be opened in presence of representative of the bidders, who choose to attend.
If due to any unavoidable circumstances, the bid is not opened in pre-scheduled date and time, in that occasion, the bid will be opened on the next working day, at the same time.
3. Bidder's authorized representative who will be present shall sign the attendance form.

VI) Terms & Conditions

1. All pages of the tender document should be signed by the bidder with stamp and it shall be responsibility of the firm to maintain all the telephone lines in good working order and take prompt action to rectify the faults.
2. If complaints are not attended on the same day, then a penalty will be deducted from the contractor's bills: -

Sr.No	No of days	Penalty
1	1-3	1% of total quoted amount
2	4-6	2% of total quoted amount
3	More than week	5% of total quoted amount

3. The firm shall provide standby telephone instrument till the telephone instrument is repaired by the firm in case of any delay.
4. The firm shall take prior permission from the undersigned / Section In-Charge, for taking any telephone instrument outside the office premises for repairs
5. The rates quoted by the firm will not be enhanced during the period of contract in any case.
6. Servicing of the telephone instruments and cabling network by experienced service engineers of the firms has to be done on monthly basis. Monthly reports of the same shall be provided by the firm to IIG on quarterly basis along with the bills.
7. Any mishap or accident at the time of carrying out the maintenance shall be the responsibility of the firm. Firm shall abide by all the applicable labour laws/act.
8. Payment shall be made on quarterly basis against submission of bills in triplicate.
9. The firm must ensure that its employees follow discipline and restrict unwarranted movements in the office premises.
10. The AMC will be initially for a period of one year and may be extended for a further maximum period of two years by IIG subject to satisfactory performance on the same terms & conditions of the contract.

11. The successful bidder will have to enter into an agreement before the tender is allotted.
However, IIG reserves the right to cancel/terminate the agreement/contract by giving notice of one month.
12. Successful bidder will have to provide performance security of 10% of the contract value. No interest shall be payable on performance security. The performance security will be refunded without any interest two months after expiry of the contract period.
13. The performance security is liable to be forfeited, if the services of the firm are found to be unsatisfactory, or delay in providing in services or if there is breach of contract or if there is any damage caused to IIG office property due to negligence or otherwise of the firm or its employees.
14. The decision of IIG regarding the satisfactory performance of work shall be final and binding on the firm.
15. The bidder should submit an undertaking that they are not blacklisted by any Govt.
Department / PSU / Autonomous Bodies. (Attach of Annexure)
16. IIG reserves the right to increase the quantity of telephone extensions.
17. IIG reserves the right to reject any or all the tenders without assigning and reason thereof.

VII) Arbitration

In case of any dispute arising out of or connected with or incidental to this contract, the Institute and the Contractor will address the dispute for a mutual resolution and failing which the matter shall be referred for arbitration to an arbitrator appointed by the Director, IIG. The arbitration proceedings will be conducted in accordance with the Arbitration and Conciliation Act, 1996. The decision of the arbitrator shall be final and binding on both the parties. The venue of arbitration shall be IIG, New Panvel, Navi Mumbai.

TECHNICAL BID

Tender for Annual Maintenance Contract (AMC) for maintenance of “Telephone network setup (Main line/Intercom)” at IIG, New Panvel.

Sr.No.	Description	Details
1.	Name of the firm	
2.	Address of the firm	
3.	Contact Person, Name, E-mail of firm and other details	
4.	Name, address and contact details of Head of firm	
5.	Experience certificate - Documents in support of 05 years experience in providing such services (Work Orders enclosed)	
6.	Annual financial turnover	
7.	Photocopy of GST registration	
8.	GST Registration and/or exempted from payment of GST	
9.	PAN no.(Proof enclosed)	
10.	Bank Account number & IFSC code (Cancelled cheque enclosed)	
11.	ITR for the last three years (Proof enclosed)	
12.	Reg. if any	

Financial Bid

Tender for Annual Maintenance Contract (AMC) for maintenance of “Telephone network setup (Main line/Intercom)” at IIG, New Panvel

Sr. No.	Particulars	Description	Quantity (nos.)	Total (Rs.)
(A)	AMC for a period of one year			
1.	Telephone	Intercom/ Extension	200	
2.	Telephone	Main line	08	
Total (Including applicable taxes)				
(B)	As and when required during the AMC period (for installation/ shifting of telephone			
3.	Rate for new telephone Set installation	For intercom purpose	01	
4.	Rate for new telephone set	Standard make phone with caller ID and speaker	01	
5.	Rate for installation of wires (with labour charges)	Standard make	01 meter	
6.	Casing Patti	Standard make	01 meter	
7.	Socket with face plate and back plate	Standard make	01	
8.	Two pair telephone cable	Standard make	01 meter	
9.	Roject Box	Standard make	01	
10.	Polycab 50 pair jelly field cable	Standard make	01 meter	
11.	Telephone Line cord	Standard make	01 meter	
12.	Underground Cabling, If any	Standard make	Per Meter	

(Signature of the authorized Signatory)
Name in full and seal

Note:

1. Rates should be inclusive of labour charges and applicable taxes.
2. Any number of breakdown calls within the AMC period should be attended promptly free of cost.
3. The comparison of the financial bid shall be on the basis of total annual basic price for (A) (including all applicable taxes) quoted by the bidder.
4. Bidders should fill in the rates for all the above mentioned items.