

File No. 10/2/2013-Genl | 5)
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade
(General Section)

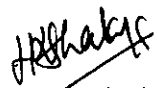
Udyog Bhawan, New Delhi.
Dated :- 9th April, 2013

Tender Notice

Sub:- Quotation for Annual Contract for engagement of two telephone Operators on contract basis to run Digital EPABX System (Make-SIEMENS) in the Office DGFT, New Delhi – regarding.

The Directorate General of Foreign Trade invites quotations from desirous firms for Annual Contract for engaging two Telephone Operators on contract basis to run Digital EPABX System (SIEMENS Make) for a period of One Year. The quotations in sealed cover superscribed "Quotation for annual Contract for engagement of Telephone Operators" containing Technical and Financial bids in separate sealed covers should be addressed to the Foreign Trade Development Officer (General Section) Room No. 202 (Tele: 23063451), Udyog Bhawan, New Delhi may be delivered on any working day up to 12.00 P.M. on **25th April 2013**. Thereafter quotations will not be accepted. The quotation should be accompanied with an **EMD of Rs. 10,000/-** drawn in favour of "Accounts Officer, Central Pay & Accounts Office (DGFT), New Delhi without which the quotation will not be considered. The successful bidder will be required to provide a **Security Deposit of 5% value of contract amount** upon award of the contract. The quotations will be opened on **25th April 2013 at 12.30 P.M.** The financial bids of only those firms which will qualify the technical bid shall be opened after 2-3 working days. Those Tenderers who wish to be present, may do so at this office.

2. The prospective bidders are requested to go through the enclosed Terms and Conditions of the contract carefully. **The bid documents (Technical and Financial) are to be submitted as per Annexure I & II.** The rate quoted should be inclusive of all charges except taxes. Incomplete or ambiguous bids, without documentary proof, will not be considered.


(Harit Kumar Shakya)
Foreign Trade Development Officer
Tele: 23063451

- ✓ Copy to EDI for putting tender notice on DGFT's website.
2. CPP Portal

TERMS & CONDITIONS

1. The Telephone Operators should be well conversant with the English language and should be fluent both in spoken English and Hindi. They will maintain good behavior while dealing with officers/staff members of this office.
2. The operators should have ample experience in the field of manning telephone exchange of Govt./Semi-Govt. or organizations and should be able to rectify minor fault in the exchange.
3. The contractor will pay the wages and other allowances for engaging operators to run Digital EPABX System (Make-SIEMENS) and in case any of the operator proceeds on leave the contractor will provide his/her substitute immediately.
4. The Contractors, in case, any of the operator misbehaves with any officers/staff members of the Directorate will change the operator immediately.
5. Before, he accepts this contract an agreement of contract will have to be signed by the contractor for the period of the contract.
6. The contract can be cancelled or terminated any time by this Directorate without assigning any reason.
7. The contract is not transferable.
8. The rate quoted by the firm shall be valid for a period of two years from the date of award of contract which may be extended for another one year with the consent of both the parties.
9. The Earnest Money will be treated as Security Money and the same shall be valid for a period of 60 days beyond the period of the contract. The Security Money will be forfeited if services are not found satisfactory or if there is any refusal to change the Telephone Operator if so required by this Directorate.
10. The quotations should be accompanied with Attested copies of PAN and Service Tax Numbers of the firm.

Annexure-I

PROFORMA FOR TECHNICAL BID

To,

The Deputy Director General of Foreign Trade
Directorate General Of Foreign Trade
Room No-207, Udyog Bhawan
New Delhi-110011

Subject:- Quotation for Annual Contract for engagement of telephone Operator on contract bas to run Digital EPABX System (Make-SIEMENS) in the Office DGFT, New Delhi – regarding.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General of Foreign Trade letter No. 10/2/2013-Genl dated 9th April, 2013. The information regarding technical details as desired is as per following details:-

1. Name of tendering Company/Firm/Agency : _____
2. Name of Proprietor/Director of Company/Firm Agency. : _____
3. Full Address of Reg. Office : _____
Telephone No : _____
Fax No. : _____
Email Address : _____
4. The details of the PAN, Service tax number and other Statutory Registration.(Attested Copy) : _____
5. Name of the organizations with similar contract : _____
(Copies of contracts & Satisfactory certificates from concerned Departments etc. is to be enclosed)
6. EMD details (Amount, Name of the Bank, Branch: _____
DD date and No. etc.)

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorised Signature)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.

Annexure-II

PERFORMA FOR FINANCIAL BID

To,

The Deputy Director General of Foreign Trade
Directorate General Of Foreign Trade
Room No-207, Udyog Bhawan
New Delhi-110011

Subject:- Quotation for Annual Contract for engagement of telephone Operator on contract bas to run Digital EPABX System (Make-SIEMENS) in the Office DGFT, New Delhi – regarding.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General Of Foreign Trade letter No. 10/2/2013-Genl dated 9th April, 2013. The information regarding financial details as desired is as per following details:-

Description	Rates per Telephone Operator
Telephone Operator	

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorised Signature)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.