

File No. 6/5/2013-Genl/286
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade
(General Section)

Udyog Bhawan, New Delhi.
Dated : 30th May 2013

Tender Notice

Sub:- Quotation for Annual Maintenance Contract for the servicing/maintenance of Ahuja PA System, Delegate Unit, Chairman Unit, Amplifier and Onkey Recorder - regarding.

The Directorate General of Foreign Trade invites quotations for Annual Maintenance contract for servicing/maintenance of 1 No. of Ahuja PA System, 10 Delegate Unit, 1 No. of Chairman Unit, 1 No. of Amplifier in Conference Room No. 4 and 1 No. of DTS PS System, 16 Nos. of Delegate Unit, 1 No. of Chairman Unit, 1 No. of Amplifier and 1 No. of Onkey Recorder in Conference Room No. 108. Interested firms are requested to send their quotation. The last date of receipt of quotation is by **3.00 P.M 17th June, 2013**. The quotations in sealed cover superscribed "Tender for Annual Maintenance contract of P.A. System" 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. 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% of the value of the contract amount** upon award of the contract. The technical bid will be opened on **17th June, 2013 at 3.30 P.M.** The financial bids of only those firms, which will qualify the technical bid, will be opened 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 quoted rate 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

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

Terms and conditions

- (1) The currency of the contract will be initially for one year which may be extended for another one year, if work/services are found satisfactory.
- (2) It shall be the responsibility of the contractor to carry out maintenance work of Ahuja PA System, Delegate Unit, Chairman Unit, Amplifier and Onkey Recorder satisfactorily throughout the year;
- (3) It shall be the responsibility of the contractor to hand over back to this office all the equipments under contract in working condition, at the end of the contract period;
- (4) The mechanic/Engineer deputed by the firm will report to General Section of this office in Udyog Bhavan at least twice a week even if there is no complaint. Normally, a mechanic of the firm should be available within an hour of making complaint. In case that mechanic/Engineer is not available due to leave etc, the firm shall make arrangement for another mechanic/Engineer. If need be the firm's mechanic/engineer shall have to attend complaints after office hours and on Saturdays/Sudays/Holidays. The Ahuja PA System, Delegate Unit, Chairman Unit, Amplifier and Onkey Recorder have to be set right on the same day or latest by the next working day. The mechanic/engineer should have minimum of 2 years experience of repair/service work of Ahuja PA System, Delegate Unit, Chairman Unit, Amplifier and Onkey Recorder. The mechanic/engineer should have their own mobile No./Help desk No. In case of need, the firm shall provide qualified engineer(Diploma/Degree Holder) also.
- (5) The work is to be carried out in the office premises itself. However, only such work which cannot be done in the office premises will be allowed to be done outside with the written permission of the Foreign Trade Development Officer or any higher officer. No extra payment would be made on this account;
- (6) If a complaint is not rectified within 24 hours from the date of booking of the complaint, penalty of Rs. 20/- per working hour may be levied. Further, this Directorate may put appropriate cut in the payment if service is not found upto the mark;
- (7) The contractor will ensure Ahuja PA System, Delegate Unit, Chairman Unit, Amplifier and Onkey Recorder are serviced every quarter;
- (8) The rate quoted by the firm shall be valid for a period of one year from the date of award of the AMC which may be extended for another one year with the consent of both the parties;
- (9) If the work is found un-satisfactory or in disregard of the contract, this office is at liberty to entrust the job to any other firms/party at the risk/expenses of the contractor.
- (10) Payment will be made on quarterly basis;
- (11) The contract is not transferable;
- (12) The firm should have 5-10 years experience in the field.
- (13) The successful bidder shall have to deposit Security Deposit of 5% of the value of the contract amount in the form of a Demand Draft, FDR or a Commercial Bank Guarantee from a commercial Bank in favour of DGFT. Security deposit shall be valid for a period of sixty days beyond the period of the contract. The security amount shall be deposited with this Directorate within 15 days from the date of award of the contract.

- (14) This office shall not be responsible for damages of any kind for mishap/accident/injury caused to the worker(s) while performing duty for the Department. All liabilities, legal or monetary shall be borne by the firm.
- (15) No transportation charges on this account will be paid by this office
- (16) No advance payment in any case would be made.
- (17) The quotations should be accompanied with Attested copies of PAN Number and Service Tax Number of the firm. Income tax clearance certificate for the last two years must be attached.
- (18) The Department reserves its right to terminate the maintenance contract at any time without assigning any reason and the decision of this Directorate shall be final and binding;. The firm will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for services already performed in terms of the contract, the same would be paid to it as per terms and conditions.
- (19) Only Delhi based firms are allowed to participate in tendering process.

PROFORMA FOR TECHNICAL BID

To,

The Deputy Director General of Foreign Trade
Directorate General Of Foreign Trade
Room No-202, Udyog Bhawan
New Delhi-110011

Sub:- Quotation for Annual Maintenance Contract for the servicing/maintenance of Ahuja PA System, Delegate Unit, Chairman Unit, Amplifier and Onkey Recorder - 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. 6/5/2013-Genl dated 30th May, 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 Copies to be enclosed) : _____
5. Name of the organizations with similar contract : _____
(Copies of contracts & Satisfactory certificates from concerned Departments/PSUs etc. are 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 are competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having been obtained, through fraudulent means/concealment of information.

(Signature of Authorised Person)

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-202, Udyog Bhawan
New Delhi-110011

Sub:- Quotation for Annual Maintenance Contract for the servicing/maintenance of Ahuja PA System, Delegate Unit, Chairman Unit, Amplifier and Onkey Recorder - 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. 6/5/2013-Genl dated 30th May, 2013. The information regarding financial details as desired is as per following details:-

S.N.	Item	Rate
1.	1 No. of Ahuja PA System, 10 Delegate Unit, 1 No. of Chairman Unit, 1 No. of Amplifier, 1 No. of DTS PS System, 16 Nos. of Delegate Unit, 1 No. of Chairman Unit, 1 No. of Amplifier and 1 No. of Onkey Recorder	

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 been obtained, through fraudulent means/concealment of information.

(Signature of Authorised Person)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.