

No.MMTC/Admn/Tel/AMC/2016

October 28' 2016

To,

M/s. _____

Dear Sir(s)

Sub: Quotations for maintenance of EPABX System

MMTC Limited, a Govt. of India Enterprise, having its registered office in SCOPE Complex, Lodi Road, New Delhi-110003 is engaged in trading of various commodities both in domestic and international markets. For maintenance of internal and external 450 telephone lines/instruments and wirings. Tenders are invited in sealed envelope from experienced and professionally competent Contract Agencies having valid licence/certificate for maintenance and minimum experience of 3 years in relevant field and have performed/performing such services in reputed organizations/Govt organizations/Public Sector Undertakings. The terms and conditions are enclosed. Agency(s) interested to participate in the tender may submit their quotations in the prescribed format in two separate sealed covers (a) Technical Bid (annexure – I) along with demand draft/bankers cheque for a sum of Rs. 20,000/-(Rupees Twenty thousand only) as EMD drawn in favour of MMTC Limited, New Delhi and (b) Price Bid (annexure-II) on or before 18.11.2016 latest by 1600 hours(IST) and addressed to Shri S.B. Mathpal, Additional General Manager(A), MMTC Limited, Core No.1, SCOPE COMPLEX, Lodi Road, New Delhi-110003 and dropped in the tender box kept at 2nd floor. The envelope containing tender documents should be superscribed "Quotation for Maintenance of Internal & External 450 Telephone Lines/Instruments including Wirings". Technical bid will be opened first and after evaluation, the price bid will be opened. The agencies may depute their authorized representatives at the time of opening of Technical bid on 18-11-2016 and 1630 hrs.

Thanking you,

Yours faithfully,

(SB Mathpal)
AGM(A)

GENERAL TERMS & CONDITIONS

Sub: Quotations for maintenance of internal & external 450 telephone lines including wirings

Sealed tenders are invited from experienced and reputed contractor/service providers for maintenance of telephones(intercom and external) lines including maintenance of instruments & wiring line faults and have experience of 3 years in the field. The main assignments of the contractor would be as follows:

1. Proper Maintenance of MDF system properly.
2. Maintenance of intercom and external telephone lines
3. To set right all the telephone instruments.
4. Maintenance of all the wirings and to carry out the repairs of faulty lines.
5. To keep close coordination with MTNL for maintaining the lines in order
6. Deployment of one qualified & experienced technician of the contractor at MMTC Exchange room at Scope Complex on all the working days between 9.15am to 5.45pm to attend day-to-day faults at his own expense. No extra charge would be paid for the technician deputed by the Contractor. MMTC shall not be responsible in whatsoever manner for any dispute between the contractor and his employee i.e. Technician, employed by him for the work to be executed under the contract.
7. In case of emergency the technician is to be made available on holidays also.
8. The number of telephone lines to be maintained would be 450(internal/external) both. The number of the Telephone lines can be decreased /increased at the sole discretion of MMTC Ltd.
9. Interested parties may submit their quotations separately for maintenance of telephone lines/system and wiring valid for 3 years details of which are given herein below:

| Sl. No. | Name of Items | Rates (Rs.) Per meter |
|---------|----------------------------------|-----------------------|
| 1. | 2 Pair PVC Wiring | |
| 2 | 3 Pair PVC Wiring | |
| 3 | 5 Pair PVC Wiring | |
| 4 | 10 Pair PVC Wiring | |
| 5 | 20 Pair PVC Wiring | |
| 6. | Jumpering of intercom/connection | |
| 7 | Krone Module | |
| 8. | Shifting and fixing PVC cable | |

10. The Contractor will submit their monthly bills after the end of each month and the payment would be released on satisfactory performance of service. After deduction of statutory charges like TDS etc. if applicable.

11. Copy of VAT/Sales Tax Registration Certificate shall be submitted (if applicable).

12. The period of contract shall be of 3 years from the date of commencement of the Contract. However, MMTC reserves the right to terminate the contract without assigning any reason in case the services are found to be unsatisfactory and not upto the mark

13. A demand draft/bankers cheque for Rs. 20,000/-(twenty thousand only) as EMD drawn in favour of MMTC Limited, New Delhi is to be submitted alongwith the quotation without which the quotation will not be accepted.

14. In case of unsuccessful bidders the EMD amount would be refunded to the parties without any interest.

15. Under Public Procurement Policy(PPP) issued by Ministry of Micro, Small, & Medium Enterprises, Government of India for Micro & Small Enterprises (MSEs), a minimum 20% share out of the total procurement of goods and services by Central Ministries/Departments/Public Sector Undertakings are to be made from MSEs. Further out of 20% target of annual procurement from MSEs, a sub-target of 4% is earmarked for procurement from MSEs owned by Scheduled Casts (SC)/Scheduled Tribes (ST) entrepreneurs. Preference and benefits as applicable will be given to firms registered with the Ministry of MSME as per guidelines prescribed under MSMEs Act, 2006.

Signature
Name & Address of the bidder
(with official)

Place:

Date: