

F.No. 25016/2/2014-GA
Government of India
Ministry of Environment, Forest and Climate Change
(GA Section)

Indira Paryavaran Bhavan,
Jor Bagh,
New Delhi-110 003

Dated 2nd March, 2017

"LIMITED TENDER NOTICE"

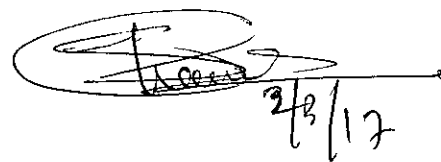
Subject: Annual Maintenance Contract (AMC) for repairs/maintenance of Direct Telephone Lines in the Ministry of Environment, Forest and Climate Change.

Date of Submission of Tender on or before 28th March, 2017 latest by 3.00 PM
Date of opening of Tender on 28th March, 2017 at 3.30 PM

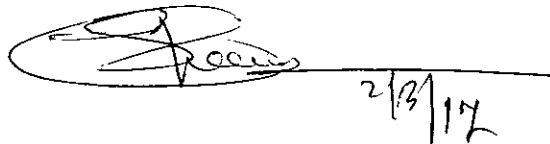
Sealed quotations are invited for the annual maintenance of Direct MTNL Telephone Lines in the Ministry of Environment, Forest and Climate Change. There are 220 (Approx) lines working in Indira Paryavaran Bhavan, Ali Ganj, Jor Bagh Road, New Delhi -110 003 at the estimated cost of Rs. 1,50,000/- (Rupees One lakh fifty thousand only) excluding service tax as applicable. However, the number of telephone instruments to be maintained may increase or decrease as per requirement. The contract shall be initially for a period of one year and can be extended for a further period of two years subject to satisfactory performance.

2. The bid shall consists of two parts- Technical bid and Financial bid. Both the bids are to be placed in two separate sealed envelopes (clearly super scribing Technical Bid and Financial Bid) which in turn are to be placed in a sealed cover or the rates quotes by them find mention in their Technical Bid shall be rejected forthwith. All the information sought under the head 'Condition' and other information to be supplied' is to be given in Technical Bid while prices quoted for the same will have to be mentioned only in the Financial Bid. The Financial Bid of only those parties shall be opened whose Technical Bid are found to be eligible while the disqualified bidders Financial Bid shall be returned unopened.

3. The envelope containing the quotation from must be super scribed "Quotation for Annual Maintenance of Telephone Direct Telephone Lines in the Ministry of Environment, Forest and Climate Change" and should be dropped in the tender box kept at Ground Floor, Indira Paryavaran Bhavan, Jor Bagh, New Delhi on or before the closing date.


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4. The Technical Bids shall be opened in Indira Paryavaran Bhavan, Ali Ganj, Jor Bagh Road, New Dlehi -110 003 at 3.30 PM in the presence of one representative of each of the bidders who wishes to be present. The financial bid shall be opened after evaluation of Technical bid.
5. The bidder may send quotations along with the copy of their registration/trade certificate prescribed performa. The sealed quotations addressed to the Under Secretary (GA) Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhavan, Aliganj Jor Bagh Road New Delhi-110 003 should be dropped in the Tender Box kept at Ground Floor of the Ministry of Environment, Forest and Climate Change by 3.00 PM on 28th March, 2017.
6. The firms fulfilling criteria should submit following documents in Technical Bid:
- i) Name of the firm with full address and telephone number
 - ii) PAN/TIN (VAT) No.
 - iii) The firm should have minimum of two years experience in the field of maintenance of telephone lines in Government/Departments/PSUS (proof to be attached)
 - iv) Earnest money of Rs. 5,000/- (Rupees Five thousand only) in the form of Demand Draft of any nationalised bank drawn in favour of the Pay and Accounts Officer, Ministry of Environment, Forest and Climate Change New Delhi-110 003
 - v) The firm should not have black listed by any Government Department and no criminal case should have been registered against the agency/firm or its owner/proprietor/partner anywhere in India. An undertaking to this effect on Rs. 50/- stamp paper, duly notarised (name of notary must clearly be visible), must be submitted alongwith Tender (format enclosed)
 - vi) The firm should have a turnover Rs. 2.00 lakh during each of the last two financial years i.e. 2014-15 and 2015-16 (proof of balance sheet duly certified by Chartered Account should be attached).
 - vii) The firm must have valid Service Registration Certificate issued by the appropriate authority.
 - viii) It returns for the last three Financial Years.
7. "Financial Bid" should include rates.
8. The contractor has to make available the service of technician on emergency occasion after/ before office hours as and when required.
9. The bidder shall have minimum 3 years experience of providing telephone maintenance services.



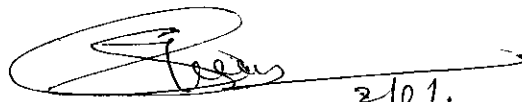
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10. Work to be attended by the technician:

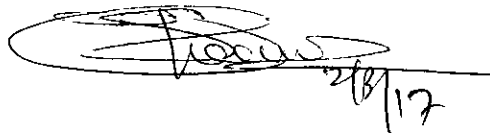
- i) Repairing of telephone instruments.
- ii) Repairing of damaged wiring connections.
- iii) Shifting of telephone lines, etc.

11. The following additional terms and conditions would have to be followed by the tenderer/successful bidder.

- i) The Earnest money of Rs. 5,000/- (Rupees Five thousand only) in the form of demand draft of any nationalized bank drawn in favour of the Pay and Accounts Officer, Ministry of Environment, Forest and Climate Change, New Delhi -110 003 accompanying the quotation in the Technical Bid if the bid is received without the EMD, it would not be considered and would be rejected summarily
- ii) Rates will remain unchanged throughout the contract period of one year
- iii) Tender documents may be directly down-loaded from the Ministry's website www.moef.nic.in and Central Public Procurement Portal website <http://eprocure.gov.in>
- iv) The contract can be extended for a further period of two year, subject to satisfactory performance.
- v) In the event of defects remaining unattended for more than one clear working day a penalty of Rs. 100/per instrument per day will be imposed on the firm.
- vi) In case of penalty being imposed on the firm is for more than three occasions during the contract period, the contract will be terminated and awarded to another firm at the risk and cost of the defaulting firm.
- (vii) The firm should engage at least one person for maintaining lines between the exchange on 1st basement of Indira Paryavaran Bhavan and the instrument in each room on all working days from 9.00 AM to 5.30 PM in the Ministry.
- (viii) The firm will be responsible for smooth and satisfactory working of the telephone lines in all respects. The firm will obtain certificate from the users that telephone lines have been working satisfactory during the relevant period and submit the service reports of all telephone lines alongwith the bills for payment on quarterly basis.


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- (ix) The Ministry of Environment, Forest and Climate Change also reserves the right to reduce or increase the number of telephones lines offered for comprehensive maintenance contract.
- (x) The payment will be made on quarterly basis after completion of work in time with satisfactory service report from users.
- (xi) The successful tenderer will be required to furnish a security deposit of Rs. 10,000/- (Rupees Ten thousand only) within 10 working days from the date of acceptance of his tender. The security deposit shall be in the form of fixed deposit/bank guarantee drawn on any nationalised bank in favour of pay and Accounts Officer, Ministry of Environment, Forest and Climate Change, New Delhi 0110 003 . The Security deposit shall be refundable after the successful completion of the contract.
- (xii) Before quoting the rate, the Physical inspection of MDF and each room can be done by the firm on normal working hours on any working day.
- (xiii) The lowest bidder shall be decided on the basis of total of the rates quoted for the items mentioned in the Financial Bid Format.
- (xiv) The bid shall remain valid for 180 days from the date of opening of bids. A bid valid for a shorter period shall be rejected by MoEF&CC as non responsive. A bidder accepting the request of MoEF&CC for an extension to the period of bid validity, in exceptional circumstances will not be permitted to modify his bid.
- (xv) The contract between the MoEF&CC and the contractor can be cancelled by the Contractor by giving prior notice of at least 45 days. The MoEF&CC reserves the right to terminate the contract at any time or stage during the period of contract, by giving seven days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Ministry.



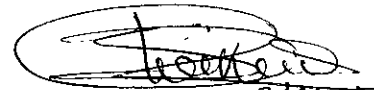
Handwritten signature and date: 28/17

12. MoEF&CC will not have obligation

- (i) Not be responsible for theft, burglary, fire or any mischievous deeds by the staff of the contractor.
- (ii) The Contractor shall be the employer for his workers and MoEF&CC will not be held responsible fully or partially for any dispute that may arise between the contractor and his workers

13. Arbitration:

- (i) In the event of any question, dispute or difference arising under the agreement or in connection therewith (except as to the matters, the decision to which is specifically provided under this agreement) , the same shall be referred to sole arbitration of Secretary, Ministry of Environment Forest and Climate Change or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties, contractor will no objection in any such appointment that arbitrator so appointed is an employees of MoEF&CC or a Government Servant or that he has expressed his views on all or any of the matters in dispute. The adjudication of such Arbitrator shall be Arbitrator and shall be governed by the provisions of the Arbitration and Conciliation Act 1996, or any statutory modification of re-enactment thereof or any rules made thereof.
- (ii) The venue of Arbitration proceeding shall be office of MoEF&CC at New Delhi or such other place as the arbitrator may decide.
- (iii) The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award subject to aforesaid Arbitration and conciliation Act, 1956 and the rules make there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.
- (iv) The courts at Delhi only shall have the jurisdiction to decide any dispute that may arise in relation to the contract.



(C.S. Thakur)

Under Secretary to the Government of India
Telephone No.011-14695338

(To be submitted alone in Envelope)
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE
FORM OF TENDER

1. TENDER FOR Telephone : Annual Maintenance Contract of MTNL Lines Direct.
2. Period of Contract of two : 1 Year and can be extended for a further period of two Years subject to satisfactory performance.
3. Name and Address of the tenderer (in Block letter) :
4. Status of the tenderer (Proprietorship/ Partnership/Ltd. Company)
5. Name of proprietor, partners/Managing Director as the case may be, to be indicated
6. Office of AMC price per year for Telephone : Lines.
7. I/We have carefully read and understood the terms and conditions of the contract as contained in the Tender Document issued by the Ministry of Environment, Forest and Climate Change including the following :
 - (a) Earnest Money Deposit of the Rs. 5,000/- (Rupees Five thousand only) is liable to be forfeited by MoEF&CC, if on award of Contract. I/we do not accept the award or do not fulfill any of the conditions stipulated in tender document and in General terms and conditions within the prescribed time.
 - (b) On account of non acceptance of award or on account of non completion of tender conditions within the prescribed time, I/We shall be debarred by MoEF&CC for further participation in the tenders at its MoEF&CC or any other place under the control of MoEF&CC for a period of three years.
 - (c) In case the documents submitted by my/our firm along with tender are found inadequate/ false/ incorrect, tender of any/our firm will liable to be rejected without assigning any reasons. In addition , MoEF&CC reserves its right to forfeit the EMD of my/our firm and debar my/our firm from participation in the further tender of MoEF&CC.

8. MoEF&CC reserves itself the right to reject the conditional offer without assigning any reason thereto.
9. The MoEF&CC does not bind itself to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to provide the service at the rate quoted/

Signature of the tenderer with Seal_____

Name_____

Status_____

Address_____

Telephone No. Office_____

Residence address_____

..8..

Name of the company along with

Address & Telephone/Mb. No.:

Financial Bid

ANNEXURE-II

**FINANCIAL OFFER (BID)
(FOR MTNL TELEPHONE LINES)**

Tender No. MOEF & CC/AMC/ Telephone/2016-2017

S.No.	Items	Qty	Rate per unit	Total
1.	MTNL Lines	210		
	Repairing of Telephone			
	Repairing of damaged Wiring Connection			
	Shifting of Telephone Lines etc.			

TOTAL Value in words:

Service Tax and other government taxes, if applicable, shall be charged extra.

Note: The lowest bidder shall be decided on the basis of lowest rate quoted.

Signature & full address of the Tenderer.

Note: The lowest bidder shall be decided on the basis of total cost of the tender.