**INVITATION TO TENDER**

M/s 00000  

**Our Ref. No.** GI.PRS 2017-000257-01  

**Tender Due at** 14:00 hrs IST on 26/04/2018  

Dear Sirs,

Please submit your sealed quotation, in the Tender Form enclosed here along with the descriptive catalogues /pamphlets /literature, superscribed with Our Ref.No. and Due Date for the supply of the following items as per the terms & conditions mentioned in Annexure(Form No.  null).

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of items with Specifications</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Comprehensive Annual Maintenance Rate Contact for Maintenance Job of Existing Field Cable &amp; Laying of New Cable in IIRS Campus for a Period of 1 year from Placement of Order for EPABX. Details as per Annexure.</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

**Delivery At** IIRS, DEHRADUN  

**Mode of Despatch** ON SITE  

**Duty Exemptions** NILL  

**Special Instructions** NILL  

**Specific Terms**  

**Instructions to Tenderers**

R  

PURS. A STORES OFFICER  

For and on behalf of the President of India  

The Purchaser

[Signature]

26/4/2018
Specific terms and conditions to the tender

1. Please submit the Technical Details / Catalogue / Make/ Model/Data Sheets.
2. The offer should be valid for a period of 90 days from the date of opening of Tender.
3. Please send the quotations ONLY in 'SEALED COVER' indicating our tender enquiry No. and due date by speed post so as to reach us on or before the due date & time. IIRS will not be responsible for any postal delays.
4. E-mail/ fax quotations 'WILL NOT BE ACCEPTED'.
5. Please quote the percentage of GST applicable.
6. Our standard delivery term is FOR, IIRS. In case any vendor offers delivery term of Ex-works, Packing and Forwarding charges if any should be indicated separately either as a percentage of the quoted rate or as a Lump sum amount.
7. Liquidated Damages – The delivery period quoted should be realistic. The delivery period so quoted and mentioned in the order is the essence of the order/contract. In case of delay in delivery of material as per the delivery schedule, Liquidated Damage @ 0.5% per week or part thereof on the undelivered portion subject to a maximum of 10% of the contract value shall be levied. Wherever, installation and commissioning is also involved, the supply will be deemed to have been completed only when the entire Stores is supplied, installed and accepted.
8. Security Deposit: - Wherever the offer value is Rs. 5.00 Lakhs or above, the successful tenderer should submit Security Deposit @ 10% of the order value by way of Bank Guarantee / FD Receipt. The Bank Guarantee shall be obtained from any Scheduled Bank on Rs.200/- Non Judicial Stamp Paper and should be valid beyond 2 months from the completion of all contractual obligations.
9. In order to avail of the benefits extended to by Govt. of India to the Micro and Small Sectors, please submit attested copy of the valid Entrepreneur Memorandum Part-II signed by the General Manager, District Industries Centre / Udyog Adhar / NSIC Registration Certification along with your offer.
10. If any bidder submits forged / false document along with the tender, offer of such vendors will be summarily rejected and such bidders will be blacklisted for all future tenders.

***

Purchase & Stores Officer

[Signature]

[Date] 23/3/2018
1. **Period of Contract:** The contract shall be valid for a period of one year from the date of placement of order. However, IIRS reserve the right to extend the same for further periods on mutual agreement or short close the same by giving one month prior notice in writing without any financial obligations on either side.

2. **Payment:** Payment shall be made on pro-rata quarterly basis after satisfactory completion of servicing/maintenance of each visit. No other mode of payment shall be entertained.

3. **Parallel-Adhoc Contract:** IIRS reserves the right to enter into parallel/Adhoc contracts simultaneously with one or more agencies.

4. **Fall Clause:** The maintenance charges shall in no event exceed the lowest charges at which you service machines of identical description to any other party during the currency of this contract. If at any time, during the said period, you reduce the service charges of such system to any other customer, it shall be forthwith notified to us and the charges payable under the contract for servicing done after the date of coming into force of such reduction of service charges, shall stand correspondingly reduced.

5. **Arbitration:** All disputes, differences, claims and damages arising under or pursuant to this agreement shall be referred to Arbitration of a Sole Arbitrator to be appointed by Director, IIRS. Arbitration shall be held in Dehradun and shall be subject to and governed by the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof.

6. **Termination:** IIRS reserves the right to terminate the contract, if the performance of the contractor or his employees is found to be unsatisfactory during its currency by giving one month notice in writing.

7. **Down-Time Compensation:** In case of break down calls are not attended within 48 hours from the date of intimation, down time compensation at the rate of 0.5% of the annual maintenance charges per day shall be recovered from you.

8. **Sublet of Contract:** You shall not sublet, transfer or assign the contract or any part thereof without our prior written approval.

9. **General:**
   a. Your engineer should visit IIRS and report to in-charge EPABX one in month, preferable 1st week of every month. However, your engineer should attend the maintenance as and when called for urgent repair/maintenance immediately.
   b. In the event of damages to our/your property or personal injury to our/your personnel due to the negligence of your employees, the responsibility shall solely rest with you. IIRS shall not be responsible for any injury/loss of life of the contractor's personnel due to natural calamities/accidents etc.
   c. In case after award of contract, you fail to execute the same, we shall get the works done through other agencies at your risk and cost.
   d. Only qualified and experienced Service Engineers/Technicians shall be deputed to attend the maintenance work.
   e. The contractor shall make his own arrangement for transport, canteen, safety, medical and other amenities for his personnel deputed to IIRS.
   f. The work shall be done at our site during normal working hours between 09.00 hrs and 17.00 hrs. (Monday to Friday). However, IIRS reserves the right to deploy contractor's personnel on Holidays and beyond Office hours as per the requirements from time to time.
Details for contract of field cabling work for IIRS EPABX
During 2018-2019
Following are the detailed work / item for field cabling work of IIRS EPABX, during 2018-2019

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Annual Maintenance contract of existing EPABX Field Cable and laying of New Cables/ PVC channel in IIRS Campus as well as repairing of telephone sets, repairing of D.B. Box (10 pairs to 50 pairs)</td>
<td>01 Job</td>
</tr>
</tbody>
</table>
| 2.    | PVC Wire – Make: Delton  
• 2 pair wire  
• 5 pair wire  
• 10 pair wire  
• 20 pair wire  
• 50 pair wire  
• Drop wire                                                                 |           |
| 3.    | Jelly- field cable, make: Delton  
• 05 pair wire  
• 10 pair wire  
• 20 pair wire  
• 50 pair wire  
• 100 pair wire                                                                 |           |
• 05 pair wire  
• 10 pair wire  
• 20 pair wire  
• 50 pair wire  
• 100 pair wire                                                                 |           |
| 5.    | PVC Channel:  
• ¾” PVC channel  
• 1” PVC channel  
• 1-1/2” PVC channel  
• 2” PVC channel                                                                 |           |
| 6.    | PVC channel fitting charges with Rouplug and screw                                                                                                                                          |           |
| 7.    | Any other cable or any type of part if required to be layed or to be used related to telephone instrument as per actual                                                                                       |           |
| 8.    | New DB Box Required as per size as per actual                                                                                                                                                                                        |           |