



**EdCIL (INDIA) LIMITED**  
Plot No. 18A, Sector – 16A, Noida, UP -201301  
Telephone No. 0120-2512001-006

EdCIL\IS-UNIT\VC\CAMC\2018

Dated 9/5/2018

### **LIMITED TENDER NOTICE**

**Sub: On-Site Comprehensive Annual Maintenance Contract (C-AMC) for Video Conferencing Equipment Installed at EdCIL, Noida.**

EdCIL (India) Limited, a Government of India Enterprise Under the Ministry of Human Resource Development, invites sealed quotations for C-AMC for Video Conferencing Equipment at Corporate Office of EdCIL (India) Limited, Plot No. 18A, Sector 16A, Noida, UP 201301. The equipment to be covered under C-AMC is summarized at 'Annexure-II'. The technical eligibility conditions, and financial terms are given below:

**1 TECHNICAL ELIGIBILITY CONDITIONS:**

- 1.1 The bidder should be reputed authorized service partner of OEM (Polycom). The bidder must submit an authorization letter from OEM for submission of bids against our tender enquiry, failing which the bid will be rejected.
- 1.2 The bidder should be a private limited, proprietary, partnership firm registered with Registrar of Companies having at least one of its service centre located in NCR. The bidder must submit a copy of the Registration Certificate, failing which the bid will be rejected.
- 1.3 The bidder should have successfully undertaken C-AMC of Video Conferencing equipment during 3 Years with Government Departments, Ministries and Public Sector Units. The bidder should have average turnover of not less than Rs.20.00 lakhs per annum for the last 3 years. The proof of Job Orders, Turnover and Certificates stating that the bidder rendered satisfactory AMC services to client should be submitted, failing which the bid will be rejected
- 1.4 The bidder should have executed minimum one single C-AMC order for a value of Rs. 1.50 lakh or three orders for a value of Rs.75 Lakh each in respect of Video Conferencing viz., Poly Com Group 700, Mic (2 Nos.), Camera for Group 700, Sony LED TV 65", Ninja With 1 TB HDD in recent years with relevant job orders, failing which the bid will be rejected.
- 1.5 The bidder should submit self-attested copies of documents related to valid Registration Number for GST, Sales Tax, Service Tax, PAN and latest income tax clearance certificate for F.Y. 2017-18 duly certified by CA, failing which the bid will be rejected.
- 1.6 The bidder may inspect the equipment mentioned in the Annexure – II.

**Note: Please note that the bidder must enclose all the above required Documents to be technically eligible. In case any document is not enclosed it will be presumed that bidder does not meet eligible criteria. No further correspondence will be made in this regard with the bidder.**

## **2 FINANCIAL TERMS & CONDITIONS**

- 2.1 The financial bid should contain the total cost as per 'Annexure-III.
- 2.2 The rates should be mentioned in figures as well as in words exclusive of taxes. All applicable taxes (if any) should be indicated separately. In case, nothing is mentioned, it will be presumed that no tax is charged / applicable for vendor.
- 2.3 The firms agreeing to all terms and conditions as mentioned in Limited Tender only should apply in the requisite proforma as per 'Annexure-III' in sealed cover accompanied by EMD..

## **3 EARNEST MONEY DEPOSIT (EMD)**

- 3.1 The bidder(s) should furnish Earnest Money Deposit (EMD) of 6,500/- by way of Demand Draft (DD)/Banker's Cheque drawn on any Scheduled Bank favoring 'EdCIL (India) Limited' payable at 'New Delhi'. The tender bids received without EMD or submission of EMD in any other form mentioned above is liable to be rejected (to be read along with Clause 3.2).
- 3.2 The firms registered as MSEs with National Small Industries Corporation (NSIC) or with similar statutory government bodies as per norms are exempted from depositing EMD. However, they have to enclose valid registration certificate(s) otherwise the bids are liable to be rejected.
- 3.3 The EMD will returned to all bidders except successful bidder after issue of CAMC order. If the successful bidder is exempted from EMD deposit, he should furnish performance security for an amount equal to 10% of the total order value within seven days of issue of Job Order by means of Demand Draft (DD)/Banker's Cheque drawn on any Scheduled Bank favoring 'EdCIL (India) Limited' payable at 'New Delhi'. The EMD of successful bidder will be retained as performance Security. Bidder have to pay the remaining amount if pending after adjusting EMD amount towards performance security. The performance security will be returned to bidder after completion of CAMC period.
- 3.4 No interest will be payable by EdCIL on the EMD/Performance Security deposited.
- 3.5 The amount remitted towards EMD is liable to be forfeited if the bidder withdraws the offer or not interested to undertake/execute the work after submission of the tender or after the acceptance of offer by EdCIL or fails to sign the contract or to remit the security deposit.
- 3.6 If the successful tenderer fails to furnish performance bank guarantee of 10% of total annual contract value, the EMD shall be liable to be forfeited by EdCIL and EdCIL will have the choice to award the contract to the second lowest bidder

## **4 SUBMISSION OF QUOTATION**

- 4.1 The tender document should be submitted in two separate sealed envelopes super scribing 'TECHNICAL BID FOR ON-SITE COMP
- 4.2 COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR VIDEO CONFERENCING OF EDCIL CORPORATE OFFICE" as per 'ANNEXURE-I' and "FINANCIAL/PRICE BID as per 'ANNEXURE-III'. These envelopes should then be kept in another sealed (outer) envelope super scribing 'ON-SITE COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR VIDEO CONFERENCING FOR EDCIL CORPORATE OFFICE, addressed to CGM (DES), *EdCIL (India) Limited, Plot No. 18A, Sector 16A, Film City Noida UP – 201301* with the Name,

Address & Phone No. of the Bidder on it and sent to the addressee so as to reach on or before the prescribed date and time.

- 4.3 The sealed quotations, complete in all respects, should be sent to address mentioned above latest by **3:00 PM on 24/5/2018.** The quotations received afterwards will be rejected.
- 4.4 EdCIL shall not be responsible for non-receipt/non-delivery of the tender documents due to any reasons whatsoever. Tenders received after due date in unsealed condition will not be taken into consideration under any circumstances.
- 4.5 Each page of the bids shall be numbered. It must bear the signature and seal of the tenderer at the bottom. All offers shall be either typewritten or written neatly in indelible ink. Any correction should be properly authenticated.

## **5 OTHER TERMS AND CONDITIONS:**

- 5.1 Repairs of the equipment against the complaint lodged will be attended on-site immediately in case of minor faults (within three hours).
- 5.2 The major faults shall be resolved within 24 working hours by replacement of faulty equipment with available spares or by providing similar standby equipment to user. If any delay in service a penalty of 1% of contract value per week with a maximum of 5% of contract value will be deducted from the bill.
- 5.3 The Video Conference System (Poly Com Group 700, Mic (2 Nos.), Camera for Group 700, Sony LED TV 65", Ninja With 1 TB HDD) are normally required to be repaired in EdCIL only. In case of exceptional cases when the Video Conference System cannot be repaired in the office premises and required to be taken to the workshop/service centers for repairs, EdCIL will not make any extra payment.
- 5.4 The C-AMC provider should use only original/genuine spare parts (Including LENS of VC Camera, TV Panel and Screen) of OEM (Polycom & Sony) during repairs and replacement of all spare parts, Lens, components, sub-assemblies and assemblies.
- 5.5 **The C-AMC contract would be initially for a period of one year from the date of commencement of contract and further extension may be considered on satisfactory services on year to year basis for a maximum of three years with mutual consent in writing on same terms and conditions.**
- 5.6 The job demand very high standards and C-AMC work done in slipshod and unprofessional manner shall be liable for termination/cancellation of contract.
- 5.7 The bidder should not be blacklisted by any Government Department and Public Sector Units, Central Vigilance Commission.
- 5.8 The tender bids/quotations shall remain open for acceptance for 90 days. No revision/modifications in the rates quoted will be allowed during the period.
- 5.9 EdCIL is not bound to accept the lowest Tender and reserves the right to accept or reject any quotation/ tender in whole or in parts without assigning any reason thereof and also for termination of contract without notice if C-AMC services are found to be unsatisfactory.

- 5.10 If at any stage, it is found that the parts supplied by the maintaining agency are duplicate or of inferior quality, the AMC may be summarily terminated and the Bank Guarantee may be revoked and EdCIL may take any other suitable action.
- 5.11 In the evaluation and comparison of Bids, EdCIL reserves the right to reject any or all tenders.
- 5.12 EdCIL reserves the right to increase/Decrease the quantity of items as mentioned in this tender document at the time of award of work or at a later stage, In case of decrease of the quantity the CAMC charges will be deducted accordingly.
- 5.13 No Travel expense will be borne by EdCIL.
- 5.14 In case, replacement of part become necessary, the part of the same make and at least the same configuration as in the original hardware shall be used. A document containing details of all such replacement is to be maintained separately.
- 5.15 In case the repair of equipment takes more than 24 hours, standby equipment should be made available to the user concerned else the bidder shall be liable to pay penalty of 2% of the total contract value. If the repair of equipment takes more than one week then for each additional week thereafter the bidder shall be liable to pay penalty of additional 2% of the total contract value up to maximum of 10% of the total contract value.**

## **6 PAYMENT TERMS:**

- 6.1 The payment to successful bidder will be made in return of satisfactory C-AMC services of equipment on pro-rata basis after completion of each quarter.
- 6.2 All payments shall be made only through RTGS/NEFT/Bank Transfer.

The bidders are requested to read carefully and understand the terms and conditions of the maintenance contract in the foregoing paragraphs before submitting their quotations. No violations of the aforesaid terms and conditions shall be permitted once EdCIL accepts your quotations. In case of any doubt, clarification may be sought through consultation. All pages of the tender document should be signed by the authorized signatory of the company confirming that bidder is abiding to all the terms and conditions.

Yours faithfully,

(Avinash Kumar)  
MT-(DES)

**TECHNICAL BID FOR ON-SITE COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT VIDEO  
CONFERENCING FOR EDCIL CORPORATE OFFICE, NOIDA**

**Name of the Firm/Agency** : .....

S. No.	Particulars	Information/Remarks	Encl Page No.
1	Name of Bidder (Private Limited, Proprietary, Partnership Company) (Enclose Registration Certificate with Authority)	Yes/No (Enclose Copy of Registration)	
2	Full Address of Bidders' Registered / Branch Office at New Delhi/NCR  Telephone: Fax: Email: Cell:	Address: ..... ..... ..... ..... .....	
3	EMD of Rs. 6,500/- by way of Demand Draft (DD)/Banker's Cheque drawn on any Scheduled Bank favoring 'EdCIL (India) Limited' payable at 'New Delhi/NCR'  <b>OR</b> Registration certificate (s) of the firms registered with competent government bodies/agencies viz., NSIC, KVIC for exemption from depositing EMD to be enclosed with Technical Bid.	DD. No: ..... Date: ..... Bank: ..... Place: ..... . Agency: ..... Reg. No: .....  Yes/No (Enclose Copy)	
4	Authorization Letter from any One OEM(Polycom) for Submission of Bids against EdCIL's Tender Enquiry	Yes/No (Enclose Original)	
5	Proof & Particulars of Service Centre(s) in Delhi/NCR	Yes/No (Enclose Copy)	
6	Proof of Job Orders w. r. t. C-AMC from Government Departments, Ministries and Public Sector Units in Financial year 2014-15, 2015-16, 2016-17	Yes/No (Enclose Copy)	
7	Proof for Job Order w. r. t. C-AMC Services of Polycom Video Conferencing Group 700, Camera, Mic, TV, and Recorder during last 3 Financial Years Financial year 2014-15, 2015-16, 2016-17	Yes/No (Enclose Copy)	
8	Proof of average Turn Over of not less than Rs. 20 Lakhs per Year in repair Maintenance of Computer Equipment	Yes/No (Enclose Copy)	
9	Proof of one Job order having value 1.50 Lakh or three job orders having value 0.75 Lakh in Financial year 2014-15, 2015-16, 2016-17	Yes/No (Enclose Copy)	
10	Permanent Account Number (PAN)	No: ..... (Enclose Copy)	
11	GST registration	No: ..... (Enclose Copy)	

**CERTIFICATE**

*It is certified that the firm M/s..... has not been blacklisted by any Govt. Organization/ DGS&D/ NCCF/ KendriyaBhandar/ PSUs during last three years.*

I/We have been carefully read and fully understood Notice Inviting Quotation and conform to undertake the job of AMC as per terms and conditions enumerated therein.

Signature & Seal of the Original Equipment Manufacturer or Bidder

Date: .....2018

Place: .....

**ANNEXURE – II****List of Video Conferencing Equipment for CAMC of EdCIL Corporate office,**

<b>S.No. (A)</b>	<b>Description (B)</b>	<b>Make &amp; Model (c)</b>	<b>Equipment Serial Number (D)</b>	<b>Qty (E)</b>	<b>Date of Purchase (F)</b>
1.	Poly Com Video Conferencing System	Group 700	82162144C5D1CW	1	2016
2.	MIC for Group 700		82162002BDC302 82162302BF3BD2	2	2016
3.	Camera for Group 700		081462376	1	2016
4.	65" HD LED Television	Sony & KD-65X2300D (65")	4000923	1	2016
5.	Ninja recorder with 1 TB HDD		B1A04NJA50896	1	2016

**FINANCIAL/PRICE BID FOR ON-SITE COMPREHENSIVE ANNUAL MAINTENANCE  
CONTRACT FOR VIDEO CONFERENCING EQUIPMENTS OF EDCIL CORPORATE  
OFFICE**

NAME OF BIDDER: .....

S.NO.	ITEM	DESCRIPTION	MAKE/ MODEL	QTY	UNIT COST (Rs)	TOTAL COST (Rs)	TOTAL COST(Rs) (including Taxes)
1.	PolyCom VC	Polycom Group 700	720P	1			
2.	PolyCom MIC	Polycom Mic		2			
3.	Polycom Camera	Polycom Camera		1			
4.	Sony LED TV 65”	Sony LED TC 65”	KD- 65X2300D	1			
5.	Ninja With 1 TB HDD			1			
6.	GRAND TOTAL						
GRAND TOTAL AMOUNT IN WORDS (.....)							

Note:

- (i) **The Bidder should quote for all the items and quantity mentioned above, failing which the bid will be rejected.**
- (ii) **They lowest Bid will be decided based on the total lowest cost for the package.( all items and quantities)**
- (iii) *The price bid should be submitted is separate sealed envelope as per Clause '4' of Limited Tender otherwise the bid will summarily be rejected.*
- (iv) *The price quoted should be mentioned in figures as well as in words exclusive of taxes.*
- (v) *All applicable rates of taxes (if any) should be indicated separately at S. No 7 above. In case, nothing is mentioned, it will be presumed that no tax is charged / applicable for bidder.*

Signature of the  
Bidder With Stamp & Seal

Date: ..... 2018

Place: .....

