



# भारतीय लोक प्रशासन संस्थान

इन्द्रप्रस्थ एस्टेट, रिंग रोड, नई दिल्ली-110002

INDIAN INSTITUTE OF PUBLIC ADMINISTRATION  
INDRAPRASTHA ESTATE, RING ROAD, NEW DELHI-110002 (INDIA)

## Notice Inviting Quotation

No.: J-202(9)/1/2020-MAINT

Date: 04 June, 2024

M/s.....

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SUBJECT: - OFFER FOR "INSTALLATION/PROVIDING OF EPABX WITH ACCESSORIES AT THE INDIAN INSTITUTE OF PUBLIC ADMINISTRATION (IIPA) IN NEW DELHI ON RENT BASIS ALONG WITH 1NO. SKILLED TECHNICIAN.

Sealed quotations are invited on behalf of the Director General, IIPA for the "Installation/providing of 224 ports EPABX with Accessories such as MDFs, FCBC etc. along with 1 no. skilled technician for maintenance of intercoms & Plan Phones(MTNL) installed at IIPA on rent basis, as per enclosed Tender document.

The quotations must reach IIPA by 14/06/2024, 03.00 p.m.

Encl: Tender Document

**(Ashok Sharma)**  
Electrical Supervisor

Date:

Contractor's Seal and Signature



EM/Tender/EPABX/2024-26

Sealed quotations are invited on behalf of the Director General, IIPA for the "Installation/providing of 224 ports EPABX having 1 no. PRI card for 30 channels with Accessories along with 1 no. skilled technician for maintenance of intercoms & Plan Phones (MTNL) installed at IIPA on rent basis (Annexure enclosed) for Indian Institute of Public Administration, Indraprastha Estate, Ring Road, New Delhi- 110002. Interested Company/Firm/Contractor may submit their quotation up on or before 14/06/2024, 03.00 p.m. and drop the quotation in the Tender Box in the Room of Executive Engineer and an amount of 10% of the quoted A.M.C. price, Inclusive of taxes must be submitted with the quotation as Earnest Money Deposit (E.M.D.) only in the shape of Bank Draft/Pay Order of any Nationalized/Scheduled Bank drawn in favour of INDIAN INSTITUTE OF PUBLIC ADMINISTRATION New Delhi payable at New Delhi or through on line mode in Bank Account No. 18200100002699, IFSC Code- UCBA0001820, UCO Bank, IIPA Branch. The bids without EMD will be summarily rejected.

The Director General,  
The Indian Institute of Public Administration,  
I.P. Estate, Ring Road, New Delhi-110002.

OFFER FOR "INSTALLATION/PROVIDING OF 224 PORTS EPABX having 1 no. PRI card for 30 channels) WITH ACCESSORIES ON RENT BASIS AT INDIAN INSTITUTE OF PUBLIC ADMINISTRATION (IIPA) IN NEW DELHI ALONG WITH 1NO. SKILLED TECHNICIAN FOR MAINTENANCE OF INTERNAL WIRING, PLAN PHONES (MTNL) INSTALLED AT INDIAN INSTITUTE OF PUBLIC ADMINISTRATION (IIPA) IN NEW DELHI

## **TECHNICAL SPECIFICATION**

### **SCHEDULE 'A'**

#### **1.0. GENERAL**

The Indian Institute of Public Administration (IIPA) seeks installation/providing of 224 ports EPABX having 1 no. PRI card for 30 channels with Accessories such as Operator Console, MDFs,FCBC etc. along with 1 no. skilled technician for maintenance of intercoms & Plan Phones (MTNL) installed at IIPA on rent basis installed at Indian Institute of Public Administration New Delhi -110002.

#### **2.0. SCOPE OF WORK**

The firm has to install a 224 ports EPABX having 1 no. PRI card for 30 channels with accessories such as operator console, MDFs, Float charger, with batteries on rental basis. Also, the firm will deploy a skilled technician on all working days/office hours, including Saturday/Sundays/Holidays, if necessary who will look after the calls & complaints related to internal wiring, intercoms and plan phones.

#### **3.0 TERMS & CONDITIONS**

##### **i a) PERIOD OF CONTRACT**

The period of contract will be for two year and extendable for another 1 year on satisfactory performance and mutual agreement on same rates, Terms & conditions.

i b) **PAYMENT TERMS**

On satisfactory completion of monthly servicing and on certification by the IIPA's Engineer, half yearly payment will be recommended on pro-rata basis on production of pre-receipted bill in the IIPA format.

The IIPA will not make any payment in advance.

The Contractor shall quote the Bank Account details for the payment through ECS along with PAN and MICR No.

*Applicable taxes will be deducted as per norms.*

ii) **EARNEST MONEY DEPOSIT & Security Deposit/ Performance Guarantee:**

The Quotationer has to submit an interest free Earnest Money Deposit (E.M.D.), amounting to 10% of the quoted A.M.C. price, (Inclusive of taxes) with the quotation only in the shape of Bank Draft/Pay Order of any Nationalized/Scheduled Bank drawn in favour of INDIAN INSTITUTE OF PUBLIC ADMINISTRATION New Delhi payable at New Delhi or through on line mode in Bank Account No. 18200100002699, IFSC Code- UCBA0001820, UCO Bank, IIPA Branch.

The E.M.D. of the successful quotationer will be retained/ withheld as performance guarantee & will be paid after 60 days after completion of the contract period and all the contractual obligations.

The E.M.D. of unsuccessful bidders will be refunded within 45 days of award of the work

Quotations not accompanied by E.M.D. shall be rejected. MSME registered firms alongwith NSIC certified firms are exempted from EMD submission. However, if a MSME comes out to be the lowest quotationer same has to deposit 10% of the quoted A.M.C. price (Inclusive of taxes) as Security Deposit/Performance Guarantee with 14 days after issue of AMC award letter.

iv) **RECORD IN A MEASUREMENT BOOK**

The check of measurement of this work will be recorded in a measurement book and the same shall be countersigned by your authorized representative.

Date:

Contractor's Seal and Signature



v) **Undertaking**

An undertaking shall be furnished immediately after placement of the order duly affixing a Special Adhesive stamp to the value of Rs.20/-

vi) **LIQUIDATED DAMAGES:**

- a) The technician has to attend any complaint immediately after receiving of it. In case of breakdown of any kind the same shall be normalised by the firm within 24 hours from the time of receipt of breakdown message from the IIPA. In case the firm is not responding to IIPA's urgent calls, 0.5 % of the total contract value per week (a week is defined as 7 days inclusive of holidays) or part thereof subject to a maximum of 10% of the total contract value will be deducted from the firm's bill.
- b) Advance information of at least 24 hours shall be given by the firm before undertaking maintenance and servicing works.

**4.0 OTHER TERMS AND CONDITIONS**

- I. The firm shall inspect the site before quoting.
- II. Quotation should be submitted with the documents along with attested copies of GST registration certificate , PAN Card and work completion certificates.
- III. The firm shall have the Service Centre at New Delhi with trained personnel/Service Engineers, any phone instrument etc. which could not be repaired at site and is repairable, shall be taken to firm's Service Centre and may be repaired without any charge.
- IV. The firm shall engage their own conveyance for Transporting the men and materials, tools and plants required for the work.
- V. The Contractor shall arrange their own tools and plants and other materials and components required for the above work.
- VI. The firm will provide updated list of the total intercom active connection after 1 month and SLD (Single Line Diagram) & require data (If required and as required)

*Dr*

- VII. All dismantled materials/equipments which are property of IIPA are to be returned to the Department.
- VIII. If any loss occurs to IIPA's system or equipments due to firm's careless, the firm will have to pay for the loss at current market rate whose deduction will be done on the bill.
- IX. The materials or equipments to be used should be got approved from the authority in advance.
- X. The site and equipments should be clean after completion of the repairing work and all equipments should be clean in routine checkups.
- XI. The safe custody of men and materials, tools and plants required for the work shall be the responsibility of the contractor and IIPA will not have any responsibility in this regard. Safety norms fixed for this type of work shall be strictly adhered to contract labours engaged for this work shall be covered under Group Insurance Scheme.
- XII. The Director General, IIPA reserves the right to terminate the agreement at any time without giving any notice on account of breach of any condition stipulated in the agreement on the part of contractor/firm.
- XIII. The period of contract will be for two year.
- XIV. The service will require from 9.00 a.m. to 5.30 p.m. on all working days, except weekends i.e. Saturday/Sunday & Holidays. No extra payment will be made for holiday's duties by the Institute, if required.
- XV. The Institute reserves the right to terminate the contract any time, if the services of the technician are found unsatisfactory in attending the calls or his/her other duties.

Date:

Contractor's Seal and Signature

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SCHEDULE OF PRICES AND QUANTITIES

SCHEDULE 'A1'

S.No.	Description of work	Unit	Qty	Rate in Rs.	Amount (Rs.)
	"Installation/providing of 224 ports EPABX having 1 no. PRI card for 30 channels with Accessories such as 1 no. Operator Console, MDFs, FCBC with batteries etc. along with 1 no. skilled technician for maintenance of intercoms & Plan Phones (MTNL) and wiring network installed at IIPA in New Delhi on rent basis for one year	Job	1		
	GST @ ____ %				
	Total Amount Rs.				

- 1- The contractor shall quote individually for all the Items Mentioned above and shall not say any of the above items as "Included"
- 2- 2- If any of the statutory levies mentioned above is not required the same may be stated as NIL.
- 3- If any of the statutory levies is required other than the one mentioned above, the same may be indicated separately along with the rate at which it is changed.
- 4- No extra shall be payable for non awareness of the site/equipment conditions and constraints. Hence, it is mandatory for the Agencies to inspect the site and equipment with the Electrical Supervisor after taking prior approval between 10 A.M. to 5 P.M. on all working days

If any clarifications about the work, Contractor may contact "Electrical Supervisor, 2<sup>nd</sup> floor of IIPA Office Building, tel. 23468399.

Date:

Contractor's Seal and Signature

