



भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
विज्ञान और प्रौद्योगिकी विभाग
टेक्नोलॉजी भवन, मेहरौली मार्ग
नई दिल्ली-110 016

GOVERNMENT OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY
DEPARTMENT OF SCIENCE AND TECHNOLOGY
TECHNOLOGY BHAVAN, NEW MEHRAULI ROAD
NEW DELHI-110 016



Telegram : Sciencetech
दूरभाष/Tel : 26962819, 26567373,
26562134, 26562122 (EPBAX)
फैक्स/Fax : 26569908, 26864570,
26863847, 26862418

No.10-9/2012-Admn.II (A)

Dated: 08.03.2017

To

As per list attached

Sub: Inviting sealed Limited Tender along with quotations for Maintenance, Shifting and providing of new telephone extension connection in Department of Science & Technology, DST.

Sir,

Sealed quotations on a single bid basis are invited for providing the following services :-

1. Providing new extensions of telephone from exchange.
2. Maintenance of extension of telephone of this Department.
3. Shifting of telephone extensions (providing wire etc. if needed)
4. Repair of telephone instruments.
5. Telephone instruments for new connections/replacement.

2. The firm will have to provide a Technician to be stationed for full time in DST having a minimum of 5 years' experience for above mentioned work.

3. The contract period will be initially for three years which can extended for another two years on mutual agreement. The interested firms possessing at least 5 years experience in this field may submit the tender alongwith earnest money of Rs. 25,000/- in the form of DD/Pay Order in the name of D.D.O., DST payable at New Delhi to the Under Secretary (Admn.II-A), Hall-E, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-110016 on or before 31.03.2017 upto 2:30 PM. The sealed quotations will be opened on same day at 3:00PM in the presence of bidder or their authorized representatives, who may wish to be present. Bidders are also requested to be present. It may be noted that the Department reserves the right reject any/all tenders without assigning any reason thereof.

4. The prices should be quoted for the maintenance excluding all applicable taxes & duties. Prices should be quoted both in words & figures.

5. The terms and conditions along with the proforma for the tender are attached herewith which shall be duly attested by the interested firms.

6. This being a Limited Tender Enquiry, only the firms listed herewith are eligible to offer their tenders/quotations and no party/firm other than the listed firms are eligible to participate in it. Quotations received from such firms will not be entertained.

Encl: As above

Yours faithfully,

(H.K.Bhatt)

Under Secretary to the Govt. of India
(Tel No.-26590501)

TERMS AND CONDITIONS

1. **The agency shall provide** a full time On-Site Engineer/Technical Officer for performing above work. The services would be provided from 8.45 AM to 5.45 PM on all working days. In addition, the services may be required occasionally on non-working days/holidays and the service providers shall be bound to render such services. Any refusal in this regard shall be deemed as a violation of the Service Contract and will be dealt with accordingly.
2. The name of the trained technician/engineer on site & back up engineer along with his Professional qualifications/resume shall be provided in the quotation itself. Change/replacement of technician will not be allowed barring exceptional circumstances or request from this Department if his services are not found satisfactory or up to the standard.
3. Interested parties submitting the tenders must inspect beforehand the telephone lines installed at Technology Bhavan, DST, New Delhi. The quoted rates shall not be less than the minimum wages of Govt. of NCT/Delhi and should include all statutory obligations. The rate quoted should be consolidated and inclusive of Service Tax, Employer EPF contribution, ESI contribution etc. bonus, insurance, leave salary and any other applicable statutory contribution. No escalation/enhancement in rates finalized under the Agreement shall be allowed under any circumstances. Rates quoted shall remain unchanged during the currency of the contract.
4. The service provider shall be responsible for complying with all the statutory provisions of the applicable labour laws applicable to the contractors and DST. Breach or ignorance of the applicable laws, by contractor or employees if any, noticed at any point of time shall render the contractor liable and responsible for the consequences under labour laws and other applicable laws.
5. The agency will have to get the character and antecedents of the Engineer/Technical Officer verified from the Delhi Police within a period of 15 days and a copy thereof may be sent to this Department.
6. Tenderer must specifically confirm that the terms & conditions stated in this letter are acceptable to them. In the absence of such a confirmation, the offers are liable to be rejected straight away without any reference to the tendering firm.
7. The quotation has to be accompanied by earnest money of Rs.25,000/- (Rupees Twenty Five Thousand Only) in the form of a Demand Draft in favour of D.D.O., Department of Science & Technology payable at New Delhi.
8. The successful bidder will be required to furnish the performance security for an amount of 10% of the contract value payable in Indian Rupees in favour of the Government by way of Demand Draft or Bank Guarantee. The Bank Guarantee should be furnished in the format which will be provided to the successful bidder by this Department. The Bank Guarantee will have to be furnished within 15 days of the receipt of notification of award from the purchaser. Bank Guarantee issued by a Nationalized/Scheduled bank located in India will only be accepted.
9. The Payment to the service provider shall be made on monthly basis. No advance payment will be made for whatsoever reason. The Service Provider shall submit following documents with bill:
 - i. Attendance sheet duly signed by DST representative.
 - ii. Salary statement
 - iii. Proof of EPF treasury challans, ESI/ Insurance, Gratuity, Bonus etc.
 - iv. Monthly statement of wages.
 - v. Proof of service tax deposited for previous months.Bill shall not be processed without above mentioned documentary evidence.

10. Tenderers are requested to keep their offers open for acceptance by this Department for 90 days from the date of tender opening. If any bidder withdraws his tender before the said period or before finalization of the contract, this Department shall without prejudice to any other right or remedy, be at liberty to forfeit the EMD of such a bidder.
11. The firm should have at least 5 years experience in maintenance of extension lines in Government Departments. Firm should maintain the PB Cables and AMP MDF Cable between Exchange Room and MDF Room. Cable should be repaired or replaced with the original cables. Operator Console telephone will be maintained by the firm.
12. Liquidated Damages:
If the Service Provider fails to maintain any or all the equipments etc. during the contract period, this Department may at its sole discretion, without prejudice to its other remedies under the contract, deduct from the contract value as liquidated damages, a sum equivalent to 1.0% (One Percent) of value of the delayed services for each week or part thereof, of delay until actual performance, upto a maximum deducting of 10% (Ten Percent) of the delayed services of the contract price. Once the maximum is reached, the purchaser may consider termination of the contract.
13. The firm will also have to provide telephone extensions from exchange, maintenance extensions, shifting of telephone instruments for new connections/replacement.
14. No additional charges will be borne by this Department for any parts etc.
15. A monthly report may be given by the firm for maintenance of telephone lines.
16. The successful bidder will have to enter into an Agreement before the tender is allotted. However, the Department reserves the right to Cancel/Short close the Agreement by giving notice of two months. The service provider can similarly cancel/short close the Agreement, after serving a notice of 2 months.
17. Sealed envelopes containing quotation should be superscribed "**Quotations for Annual Maintenance Contract of Telephone Extension etc.**" and should reach the undersigned in **Department of Science & Technology, Hall 'E', Technology Bhavan, New Mehrauli Road, New Delhi-110016** latest by 2.30 PM on or before 31.03.2017. The quotations will be opened on the same day at 3.00 PM.
18. Any rotation of Technicians will be done only with the prior consent of this Department.
19. The Department reserves the right to reject any or all quotations without assigning any reason.
20. The contract period shall be initially for three years which may be further extended for another two years on mutual agreement.



(H.K. Bhatt)
Under Secretary to the Govt. of India
(Tel No.- 011-26590501)

PROFORMA FOR BIDDERS

Name of the Firm/Company/Service Agency	
Complete Address & Telephone No.	
No. of Year of experience in providing services for Technician in Govt. Sector	
Registration No. for PF and ESI	
Name & Address of the Govt. Offices where at present Technician is engaged on regular/monthly basis/copy of contract letter to be attached	
PAN No.	
Service Tax Registration No.	
Name & Telephone No. of Proprietor	
Rates for AMC	

PROFORMA FOR FINANCIAL BID

S.No	Component of Rate (In Rupees)	Per Person
1	Monthly Rate	
2	Administrative/ Service charges	
3	Service Tax	
	Total (S.No. 1 to 3)	

Signature of the authorized signatory
of the Tenderer with seal of the Firm.

Note:

1. The wage structure should be in conformity with the latest Minimum wages notified by Labour Department, Government of NCT, Delhi.
2. Statutory liabilities as per applicable rates.

LIST OF THE FIRMS

1. M/s Mass Management Services Pvt. Ltd.,
320, 3rd Floor, Chamber-II, 6,
Bhikaji Cama Place, New Delhi-110066.
2. M/s Support Services,
J-192, Arjun Nagar, Safdarjung Enclave, Arjun Nagar, New Delhi.
3. M/s Evolution Management Services Pvt Ltd,
B-9, Ansal Chamber-2,
Bhikaji Cama Place, New Delhi- 110066.
4. M/s Max Corporate Services,
D-55B, Sec-26, Noida, Gautam Budh Nagar, UP.
5. M/s Pride Management,
D-45 Moti Nagar, New Delhi-110045.
6. M/s Aman Security Services,
18/6, 1st Floor, Karan Enclave, G.T.Road,
Ghaziabad, UP-201001.