



INDIAN AUDIT & ACCOUNTS DEPARTMENT

Office of The Director General of Audit (Central), Kolkata

8, Kiran Shankar Roy Road, Kolkata-700 001



TENDER REFERENCE No : Record-I/AMC/EPABX system/2019-20 dated 03.07.2019.

DATE OF ISSUE OF TENDER DOCUMENT :03.07.2019

LAST DATE FOR RECEIPT OF TENDER DOCUMENT : 17.07.2019 at 03.00 pm.

TIME AND DATE OF OPENING OF THE TENDERS: 18.07.2019 at 03.30 pm.

PLACE OF OPENING OF THE TENDERS: O/o the D.G.A(C), Kolkata, 8, Kiran Sankar Roy Road,
G.I.Press Bldg. (East Wing),Kolkata: 700-001

Name of Work: Comprehensive Annual Maintenance Contract (AMC) for NEC Aspilla make
EPABX system at the O/o the Director General of Audit, Central, Kolkata.

Period of Contract: One year (01.08.2019 to 31.07.2020)

GENERAL TERMS AND CONDITIONS

1. Sealed quotations are hereby invited from the vendors/agencies/organizations and/or from those preferably who have an experience in Government or Semi.-Government, etc. for the work of: Comprehensive Annual Maintenance Contract (A MC) for EPABX systems.
2. Vendor with **valid authorisation certificate of NEC Aspilla make EPABX system** will only be participated/preferred/entertained.
3. Time period of the contract: One year (01.08.2019 to 31.07.2020).
4. GST/Sales tax or any other tax or duties on material and on services in respect of this contract will be payable by the Contractor and nothing extra will be paid by O/o the Director General of Audit, Central, Kolkata for increase in such taxes or duties even if imposed or levied either before or after the quotations are opened.
5. Quotation, which do not fulfil all or any of the conditions or are incomplete in any respect, are liable to summarily rejected.
6. The contractor should confirm any ambiguity and discrepancy related to the work before submitting the quotation in writing.
7. Canvassing/Recommendation in connection with the quotation are prohibited and the quotations submitted by the vendor/contractor who resort to canvassing are liable for rejection.
8. Quotation submitted shall remain valid for 90 days from the date of receiving for the purpose of acceptance and award of work, validity beyond 90 days from the date of receiving shall be by mutual consent.
9. The bidder shall quote rates both in figures and words. He shall also workout the amount for each item of work and shall write in both figures and words. If any difference is found between the rates quoted by the bidder in words and in figures or in the amount worked out by him, the following procedure shall be followed.
 - 9.1 When there is a difference between the rates in figures and in words, the rates, which

Correspond to the amounts worked out by the bidder, shall be taken as correct.

9.2 When the bidder has not worked out the amount of an item or it does not correspond with the rate written either in figures or in words, the rate quoted by the bidder in words shall be taken as correct.

9.3 When the rate quoted by the bidder in figures and in words tallies but the amount is not worked out correctly the rate quoted by the bidder shall be taken as correct and not the amount.

10. Before making quotation, the bidder shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the O/o the Director General of Audit, Central, Kolkata in any circumstances.

Payment Terms:

11. The payment to the firm shall be made on advance/quarterly basis, at the time of commencement of work (in full)/end of each quarter subject to satisfactory performance.
12. If performance is not found satisfactory, payment for that quarter will be forfeited and if unsatisfactory performance is continued then contract is liable to be terminated.
13. Director General of Audit, Central, Kolkata reserves the right to accept or reject any quotation in full or in part without assigning any reason.
14. One-month notice will be given by either party for termination of the contract during the tenure of contract for breach of clause or otherwise.

Corrupt or Fraudulent Practices:

15. Bidders & Suppliers shall observe the highest standard of ethics during the procurement and execution of the contract.
16. Director General of Audit, Central, Kolkata will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
17. Director General of Audit, Central, Kolkata will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for this bid, or in executing the contract.
18. As per extant rules under Income Tax Act TDS/Cess will be deducted from each amount of bill submitted by the vendor/contractor.

Terms for Maintenance:

19. Proper maintenance of EPABX systems, direct lines, extensions and to maintain the system in proper working condition.
20. On-site repairing of faulty telephone instrument.
21. Shifting of existing connection from one place to other within respective premises.