



File No. 28/1/NCST/2021-Admn.
National Commission for Scheduled Tribes
Government of India

6th Floor 'B' Wing, Lok Nayak Bhawan
Khan Market New Delhi-110003
Dated:27.01.2022

ORDER

Sub: Tender Notice for **AMC of one NEC, KTS AND EPABX Intercom system** in National Commission for Scheduled Tribes, 6th Floor, 'B' wing , Lok Nayak Bhawan, Khan Market, New Delhi-110003.

The National Commission for Scheduled Tribes (NCST), Constitutional body set up under the provision of Article 338 A of the Constitution of India, invites sealed quotations for **NEC. KTS EPABX Intercom system** in National Commission for Scheduled Tribes 6th Floor, 'B' wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003.

The above mentioned services will be called by the Commission on urgent basis Preferably in one –week time frame from the date of issue of work order. Terms and Conditions in this regard are enclosed. Interested agencies /firms are requested to submit sealed quotation in the office of the US (Admn), (Room No 611), NCST,6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003 latest by 24-02-2022 AT 15.00 HRS.

(Rajesh Kumar Verma)
Under Secretary (Admn.)
Tel. 24657271
E-mail: us@ncst.nic.in

**F.No.28/1/NCST/2021-Admn
Government of India
National Commission for Scheduled Tribes**

**6th Floor 'B' Wing, Lok Nayak Bhawan
Khan Market New Delhi-110003**

Dated:27.01.2022

**Tender Document
For AMC OF
NEC,KTS & EPABX Intercom SYSTEMS**

**Last Date and Time of Receipt of Tender
24-02-2022 at 15.00 Hrs**

**Date and Time Of Opening Of Tender
24-02-2022 at 15.00 Hrs**

Terms and conditions:

1. AMC will be for a period of one year commencing from the date that the Agreement comes into force. This can be cancelled unilaterally by this office whenever the service is not found to be satisfactory or upto the mark.
2. The total amount of AMC will not exceed the lowest rates accepted by this office as per the quotations. The AMC charges are payable in four quarterly installments and nothing over and above this amount is payable.
3. The release of payment will be made on a quarterly basis (at the end of each quarter) on the production of 'Satisfactory Service Certificate'.
4. The firm is required to undertake preventive maintenance by checking one EPABX and Intercom at least once every month and servicing every 3 months and confirm that the systems are in good working condition.
5. All service request / calls for repair work must be attended to within 24 hours of the complaint being lodged with the AMC Provider. There should be adequate number of Telephone lines for lodging of service requests. If the AMC Provider firm fails to attend the calls within 24 hours, this office reserves the right to get the work done by other firms and deduct such expenses from the AMC charges. In the Case of exceptional and repeated delays, poor services, fault, break down etc., this office reserves the right to deduct such costs as deemed to be necessary by way of damages and may also cancel the AMC unilaterally.
6. Mere submission of Quotation does not entitle the firm to forward its claims for awarding the AMC even if it has quoted lowest rates, the AMC will be awarded to the eligible firm only after all the formalities as per the terms and conditions are complied with and valid documents are produced to the satisfaction of this office.
7. All quotations in the prescribed format should be submitted before the time and date fixed for the receipt of quotations. Quotations received after the stipulated time and date will be rejected.
8. The bidder must ensure that the conditions laid down for submission of offers detailed above are correctly and completely fulfilled. The quotations found to be deficient in any respect shall be summarily rejected. Similarly, conditional offers and offers with terms and conditions inconsistent with those contained in this document shall be rejected.
9. The envelope for submission of quotation should be sealed properly and required to be superscribed as " Quotation for NEC KTS & EPABX (Intercom) " to be addressed to Under Secretary(Admn..) Commission for Scheduled Tribes 6th Floor ' B' Wing, Lok Nayak Bhawan ,Khan Market, New Delhi-110003- and to be put in Tender Box placed in office of US (Admn),NCST(Room No 611).
10. The bids shall be opened on 24-02-2022 at 3.00 p.m. in the office of Under Secretary (Admn.)(Room No- 611-A) National Commission for Scheduled Tribes, 6th Floor 'B' Wing, Lok Nayak Bhawan, Khan Market ,New Delhi-110003.

Subject: Annual Maintenance Contract for KTS, Intercom and repairing of telephone lines reg.

This is regarding finalization of new maintenance contract for Key Telephone Systems (KTS) and its instruments and EPABX system installed in the office of NCST.

2. At present, following KTS and EPABX Systems are operation in NCST, New Delhi

S.No.	Description	Location
Key Telephone System		
1	Key Telephone System NEC	Chairman
2	Key Telephone System NEC	Member
3	Key Telephone System NEC	Secretary
4	Key Telephone System NEC	Joint Secretary
5	Key Telephone System NEC	Director (ADMN.)
6	Key Telephone System NEC	Director (SSW)
7	CABLE 2PAIR 3PAIR 5PAIR	
EPABX System		
7	EPABX Intercom System NEC SV-91	52 Intercoms installed in the Offices/ Sections

FINANCIAL BID

Format for the Financial Bid for "AMC of NCK, KTS and EPABX system of National Commission for Scheduled Tribes 6th Floor, 'B' Wing , Lok Nayak Bhawan, Khan Market, New Delhi-110003.

(All columns are necessary to be filed. Enclosures (Wherever Applicable) must be enclosed)

S.No	Particulars	Bidders Response
1.	Name of the Organization/Agency/Firm	
2.	Address and Telephone Number of the Organization /Agency/Firm	
3.	Name of the Managing Director/Director/Owner/Proprietor	
4.	PAN No. (copy to be enclosed)	
5.	GST No .(copy to be enclosed)	
6.	GST Registration No.(copy to be enclosed)	
7.	Experience (in number of years)(enclosed photocopy of experience certificate)	
8.	AMC of one NEC, KTS AND EPABX Intercom system in National Commission for Scheduled Tribes, 6 th Floor , B wing ,Lok Nayak Bhawan , Khan Market, New Delhi-110003	
9.	Taxes /VAT/GST applicable.	(In Words)
110.	Total Cost	

Signature.....
Name.....
(Proprietor/Director/Owner/ with stamp.

Important Terms:-

1. Details as above may be given on organization/Agency/Firm Letter head signed by the Authority Signatory.
2. Application should strictly adhere to the application format.
3. Financial Bids may be submitted in a super scribed envelop.
4. In case of any discrepancy the amount quoted in figures only will be considered.