



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003.

TELEPHONES: +91 11 24666100 Extn. 122/131

Website: [www.icmai.in](http://www.icmai.in) e-mail: [lpcdelhi.convenor@icmai.in](mailto:lpcdelhi.convenor@icmai.in)

## Central Purchase Unit

### TENDER NOTICE

Ref. CPU/Admin/Audio-Visual/2020

March 03, 2020

### Last Date of Submission of Bid- Friday, 13<sup>th</sup> March 2020 (3:00 PM)

Reputed and reliable service provider are invited to offer their Rate for maintenance service to be provided to the different make AV system installed at 4<sup>th</sup>, 2<sup>nd</sup> and 1<sup>st</sup> Floor of the Institute, CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi-110 003. Details given below -

### **I. Maintenance of Installed Equipments (in 1<sup>st</sup>, 2<sup>nd</sup> and 4<sup>th</sup> floor of CMA Bhawan) for a one year which is extendable for further period of two years.**

S.No.	Particular	Qty.
1	Audio Conference Controller cum amplifier	01
2	Delegate Unit	13
3	Ceiling Loudspeaker	14
4	DVD Recorder	01
5	Multimedia Projector	02

### **II. Repair of Installed Equipments – To be confirmed by physical verification of current systems before quoting price bid.**

#### **Scope of work:**

#### **Repair & Maintenance Services shall consist of:**

- i) Repair of existing system/s if required.
- ii) Corrective maintenance of equipments – whenever the office reports fault in the above systems, the senior engineer of Service Provider will report within 24 hours of receipt of complaint from the expert deployed by the bidder as in terms & conditions and the machine will be made operational immediately.
- iii) Preventive maintenance of equipments – preventive maintenance will be done on quarterly basis.

#### **A. The repair and maintenance Service includes:**

- i) Repair/replacement of all spare parts that are required to be repaired/replaced for the smooth and efficient functioning of the system;
- ii) Adjustment/Oiling of all mechanical parts;
- iii) Operational service of AV unit for 10 days per annum which may increase as per requirement of this office and for which no extra charges will be paid by the Institute.
- iv) Preventive maintenance for all of the following:
  - o All kind of service/maintenance;
  - o Audio System (amplifiers, speakers, mixers, microphone)



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- Systems, etc.)
- Control system (controller, interface, wireless networking module);
- Software/upgrade, if any.
- Any other service or maintenance required for full operation of the system. No extra charges shall be paid.

### B. Maintenance Service Does not include

The spare/consumable items which does not form part of the maintenance contract must be clearly mentioned by the bidders in Financial Bid. The bidders should also quote the price of those items separately in their Financial Bid as per Performa, so that, those items, if required can be procured during the course of the present AMC for replacement etc.

### Eligibility criteria:

- A) Bidder (other than MSME registered) must be a profit making organization in the previous three financial years with an annual turnover of at least Rs.30 lakhs per year is preferable. Audited bank statement of 2016-17, 2017-18 and 2018-19 to be enclosed by bidders other than MSME registered bidders.

### Instructions for bidders -

- Before Submitting the Bids, Interested vendors must visit the Institute to physically check the condition of the A/V systems installed in three floors. The visit to be paid during office hours 10.00 am to 5.00 pm during Monday – Friday except National Holidays. Contact details: 011-24666106/122/131.
- The rates to be offered should include cost of repair, comprehensive Annual Maintenance price for Year I which may be extendable for further period of two years for AMC on same rates and terms & conditions as quoted in current Financial Bid and Tender Document. Taxes as applicable will be extra.
- Bidders shall bear all costs associated with the preparation and submission of its bid.
- Adequate precaution shall be taken to prevent & safeguard danger from electrical equipment. No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person.

### Terms & Conditions:

- i) The price quoted by the bidder should remain valid for 180 days.
- ii) If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- iii) The repairing/replacement cost of all spares, materials (except consumable items) shall be borne by the contractor, if not, the same to be indicated with cost in the Technical Bid.
- iv) In case of carrying out any equipment outside the building, viz., Institute for repair work, the contractor shall be required to make alternative arrangement till the repaired part is replaced.
- v) Canvassing in any form in connection with the contract is strictly prohibited.



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- vi) **L1 will be decided based on: consolidated sum of Repair and Maintenance (Annexure II) Part of I, II & III.**
- vii) Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- viii) Once the order is placed, it will be the vendors' responsibility to make the project functional; all the time. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
- ix) The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
- x) Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute.
- xi) Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.
- xii) The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.
- xiii) The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
- xiv) Upon being selected as the successful bidder and being awarded the Order, the bidder is expected to reply to all complaints that may be raised by the Institute from time to time.
- xv) The participating bidder has to submit this tender document signed and sealed on each page as acceptance of the terms and conditions mentioned herein.
- xvi) Any damage is caused to any equipment/or items available at the office premises due to negligence of the contractor's work force shall be entirely on contractor, the amount so involved on this account shall be deducted from the payment due to contractor.
- xvii) The vendor shall have to make his own arrangements for storage of materials required while performing the work and Institute in any manner shall not be held responsible for the storage and safe custody of the said materials at work site.
- xviii) The order will be placed for the best interest of the Institute.

### Maintenance

- The entire equipment/ system shall be maintained to be free from defective workmanship, software or materials and any defects that may appear which in the opinion of the Institute have arisen from bad workmanship or materials, shall upon intimation by the Institute, be made good by the bidder at his own cost within the time specified.
- During the contract period the contractor (successful bidder) shall make inspection of the entire system free of charge as and when require, and attend to such other service that may be required of him.
- During the contract period (successful bidder) shall provide on-site comprehensive maintenance, which includes preventive as well as corrective maintenance. The firm



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awarded with the maintenance contract shall carry out preventive maintenance of equipment on quarterly basis/ as per requirement and shall maintain the proper record thereof.

- Contract Period shall cover each part of A/V System and accessories including plastic body and parts, replacement of any part necessary for keeping the A/V system active and free from any defects/disturbance, any unscheduled call for corrective and/or preventive maintenance services, taking appropriate measures/steps in time to set right the malfunctioning of the A/V system.

### Payments

- No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy. Taxes will be extra as applicable.
- The payment will be made in electronic mode only within 15 days of submission of bills.

### Submission of Bids - SINGLE BID SYSTEM:

- i) The technical & financial bids should be signed and stamped by the authorized person.
- ii) As a token of acceptance of Terms and Conditions, each page of the tender document should be duly Numbered, Stamped and Signed by the authorized signatory.

Sealed cover superscribed as “Bid for AMC of Audio Visual Systems of ICAI-New Delhi” to be dropped in the Tender Box at 3<sup>rd</sup> Floor of CMA Bhawan. The same may be send by post/courier which must reach the Institute within the stipulated date and time. The Master cover should be addressed to The Deputy Director (CPU), The Institute of Cost Accountants of India, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi 110 003.

**The quotations must be submitted on and before 3:00 p.m., March 13, 2020 (Friday).**



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### Annexure – I

#### Format of bid

<i>Sl. No.</i>	<i>Details Requested</i>	<i>Provide Details</i>
1.	Name of the Company/ Vendor	
2	Contact person & Mobile number	
3	Full address of the office With Email Address	
4	Turnover of last three consecutive years (other than MSME) (It should be at least Rs.50 Lakhs average for following years - attach proof) 2018-19 2017-18 2016-17	
5	Additional Information , if any (attach separate Sheet if required)	
6	Details of GSTN (if available)	
7	RTGS Bank Account Details	



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Annexure - II

### (A) FINANCIAL BID

#### (I) AMC of A/V System 1<sup>st</sup> Floor

S. No	Description	Rate (Rs.)	Taxes (Rs.)	Total Amount (Rs.)
1	Comprehensive Annual Maintenance of A/V System			
2	Comprehensive Repair of A/V System on 1 <sup>st</sup> Floor (if any)			
	<b>Total</b>			

#### (II) AMC of A/V System 2<sup>nd</sup> Floor

S. No	Description	Rate (Rs.)	Taxes (Rs.)	Total Amount (Rs.)
1	Comprehensive Annual Maintenance of A/V System			
2	Comprehensive Repair of A/V System in 2 <sup>nd</sup> floor (if any)			
	<b>Total</b>			

#### (II) AMC of A/V System 4<sup>th</sup> Floor

S. No	Description	Rate (Rs.)	Taxes (Rs.)	Total Amount (Rs.)
1	Comprehensive Annual Maintenance of A/V System			
2	Comprehensive Repair of A/V System in 4 <sup>th</sup> floor (if any)			
	<b>Total</b>			
	<b>Total (I) + (II) + (III)</b>			

### B. Rates of various equipments not covered under AMC

S. No.	Description of items	Unit	Rate (inclusive of tax) Rs.

Date:

Signature of bidder:

Place:

Seal: