



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. 146 /118/106

Website: www.icmai.in e-mail: lpcdelhi.convenor@icmai.in

Local Purchase Committee

TENDER NOTICE

LPC/2023/Digital PBX System

Date: 13th March 2023

Date of Invitation: 13th March 2023

Date of Closure: 20th March 2023

SUBJECT: TENDER FOR SUPPLY, INSTALLATION AND COMMISSIONING OF DIGITAL PBX SYSTEM AT DELHI OFFICE OF INSTITUTE

Reputed and authorized Dealers/Suppliers of Digital PBX System are invited to offer their quotations for supply, installation and commissioning of makes approved (NEC, Panasonic etc.), having 64 Analog Extensions with CLI and 100 Pair MDF with System as per the following details.

Scope of work:

- a) To supply, installation and commissioning of Digital PBX System.
- b) To provide Installation including One Year On-site support.
- c) Any other work related to but not specifically mention above, required for completion of the job as per the intent and scope of work.

Interested vendors may contact Administration Department of the Institute. Contact id: lpcdelhi.convenor@icmai.in, phone no: **011-24666116/146/118/106** at office hours between 10 AM to 5 PM.

Instructions for bidders:

- a) The rates to be offered should include all incidental charges such as materials, supply, labour, transportation, loading, unloading, taxes etc. No other additional payments except installation part mentioned in Annexure 1 would be made.
- b) Any arithmetical error i.e. discrepancy between unit price and in total, error in total corresponding to the addition or subtraction of subtotals, discrepancy between words and figures shall be corrected by examining committee.
- c) Bidders shall bear all costs associated with the preparation and submission of its bid.
- d) Adequate precaution shall be taken to prevent 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.
- e) Bidders are requested to visit the sites, at their own cost, to assess the quantum of work.
- f) If any deviation is observed from the format given it would summarily be rejected.



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Terms & Conditions:

- a) Schedule of delivery –
 - Time – Within 15 days from acceptance of order.
 - Place – CMA Bhawan, 3 Institutional Area, Lodhi Road, New Delhi– 03
- b) Financial bids of only those bidders will be opened who have qualified in the technical bid analysis.
- c) The price quoted by the bidder should remain valid for 60 days.
- d) Period of Contract – “ONE TIME” will end automatically on satisfactory supply of the items. Period of warranty will remain same as per below para.
- e) If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- f) Canvassing in any form in connection with the contract is strictly prohibited.
- g) Payment will be made on the basis of actual expenditure, or the rate offered by bidder, whichever is lower.**
- h) L1 would be based on the darkened box in Annexure 2.**
 - i) Institute reserves the right to extend the last date for receipt of bid as its own discretion.
 - j) Once the supply order is placed, it will be the vendors’ responsibility to make the project functional. 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.
 - k) Wherever the wall is drilled or ground is dug for cable laying etc, it shall be restored to original condition. All debris etc. shall be disposed off to the nearest defined place by municipal authority or by Institute, as applicable.
 - l) The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
 - m) 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 this acceptance.
 - n) Institute reserves the right to modify the quantity included in the schedule of requirements at any time after acceptance of tender without a notice. The bidders shall have no claim to any payment of compensation.
 - o) 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.



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- p) Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response them will enable the Institute arrive at its own decision about such bids.
- q) 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.
- r) 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.
- s) Upon being selected as the successful bidder and being awarded the order, the bidder is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
- t) The order will be placed for the best interest of the Institute.

Warranty and Maintenance:

- a) The entire equipment/system shall be warranted to be free from defective workmanship, software or materials and any defects that may appear within 12 months (One year) as per the offer on model from the date of issue of work completion certificate, 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.
- b) During the said period of 12 months (DLP – Defective Liability Period) for complete equipment and additional warranty as per the offer on model of PBX system, the contractor (successful bidder) shall make inspection of the entire system free of charge as and when required, and attend to such other service that may be required of him.
- c) During Defect Liability period the contractor (successful bidder) shall provide on – site comprehensive maintenance, which includes preventive as well as corrective maintenance. The firm 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.
- d) Defect Liability Period shall cover each part of Digital PBX System and accessories and parts, replacement of any part necessary for keeping the machines 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 Digital PBX System.



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Payments:

- a) No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- b) The payment will be made in electronic mode only within 30 days of submission of bills.
- c) L-1 will be decided based on the Total Price

Submission of Bids

The quotations have to be submitted in the **Tender Box** kept at the ground floor of the Institute. **Address: CMA Bhawan, 3, Institutional Area Lodhi Road, New Delhi – 110003** in Sealed Envelope, Superscripted “**TENDER FOR SUPPLY, INSTALLATION AND COMMISSIONING OF DIGITAL PBX SYSTEM AT DELHI OFFICE OF INSTITUTE**”– consisting of the following to be submitted on or before 20th March, 2023 by 11 AM.

- a. Financial Bid in a sealed envelope superscribed with “**Financial Bid**”- separate envelope
- b. Technical Bid along with the Quotation signed by the bidder in as “**Technical Bid**”.- separate envelope

**CONVENOR
LOCAL PURCHASE COMMITTEE**



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ANNEXURE 1

Format of Technical bid

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	Name : Mobile Number :
3.	Full address of the Registered office with Email Address	
4.	RTGS Bank Account Details (attach separate Sheet if required)	
5.	Certificate of Authorized Dealership (Copy to be Attached)	
6.	Details of GSTN	
7.	PAN of the Proprietor / Firm	

Signature of bidder :

Seal :

Date :



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Annexure-2

Financial bids

Please exclusively mention -Model Make (NEC, Panasonic etc.) and fulfilling the specifications mentioned below (supporting document (brochure of product) must be provided along with Financial bid)

DIGITAL PBX SYSTEM (Specifications)	Qty	Rate	Taxes	Total Amount
Digital IP ready PBX system Equipped with Power Supply. ISDN PRI Card 64 Analog Extensions with CLI 2 Port Auto Attendant Welcome Greeting, with Voice Mail for 2 hours Day and Night with CS Control Customized Music on Hold	1			
100 Pair MDF with System to MDF Cables	1			
24 Keys, Hybrid (4W) Multiline Terminal with 3 Line Display, Sp-phone, etc	1			
12 Keys, Hybrid (4W) Multiline Terminal with 3 Line Display, Sp-phone, etc	1			
Installation Charges including One Year On-site support				
Total				

Bidder must visit the site before offering their rates

Declaration: We /our Company agree to all the terms and conditions as indicated in this EOI/ TENDER Notice and have physically visited and understood the scope of Work. We are not debarred by any other department of the Institute.

Signature of bidder:

Seal & Date: