



**Government of India
Tender Notice**

Tender Inquiry No.Pr.CCIT/MUM/Tel. Network Cabling/2021-22 Date 21.02.2022

Tender Closing Date: 07.03.2022 at 01.30 PM

Tender Opening Date: 21.02.2022 at 11:00 A.M

The Pr.CCIT, Mumbai invites tender from bidders/contractors for the following works:


Nature of Work
Annual Maintenance Contract (AMC) of (1) Telephone Network cabling, Telephone Instruments (1000-1200 nos.) and Plan [1+1](40-50 nos.) and (2) Telepax make EPAC system quipped with 72 extensions (Hotlines)

Sealed quotations are invited from the interested parties for outsourcing of services required for Annual Maintenance Contract (AMC) of (1) Telephone Network cabling, Telephone Instruments (1000-1200 nos.) and Plan [1+1](40-50 nos.) and (2) Telepax make EPAC system quipped with 72 extensions (Hotlines) installed at Aayakar Bhavan building in Mumbai for one year. In this regard, the Scope of Work, Eligibility Criteria, Payment Terms and other Terms and Conditions are enclosed herewith in the tender form. The Envelopes containing Financial Bid and Technical Bid should be closed in separate envelopes and these two envelopes should be enclosed in a single envelope and same to be submitted at Room No.345 Aayakar Bhavan, M K Road, Mumbai - 400 020 super scribed with **"Tender- AMC for Telephone Network cabling and Instruments"** latest by 01.30 P.M on 07.03.2022.

The detailed tender documents containing guidelines for submission of tender/quotations can be downloaded by visiting the CPP portal at <https://www.eprocure.gov.in/epublish/app> and departmental website at www.incometaxmumbai.gov.in or the same can be obtained from the office of the Income Tax Officer (HQ) Admin-III, Room No.345, 3rd Floor, Aayakar Bhavan, M K Road, Mumbai-4000 20.

Place: Mumbai
Date: 21.02.2022




(SANTOSH KUMAR JHA)
Income-tax Officer (HQ),
Administration-III, Mumbai

LIMITED TENDER ENQUIRY DATED 21-02-2022

Last date 07.03.2021 at 1.30 PM

PROCUREMENT OF SERVICES FOR ANNUAL MAINTENANCE CONTRACT OF (1) TELEPHONE NETWORK CABLING, TELEPHONE INSTRUMENTS (1000-1200 NOS.) AND PLAN [1+1] (40-50 NOS.) AND (2) TELEPAX MAKE EPAC SYSTEM EQUIPPED WITH 72 EXTENSIONS INSTALLED AT AAYAKAR BHAVAN, MUMBAI

Sealed quotations are invited from bidders qualifying the eligibility criteria and other terms and conditions mentioned hereunder for undertaking the **Annual Maintenance Contract (AMC)** of (1) Telephone Network cabling, Telephone Instruments (1000-1200 nos.) and Plan [1+1](40-50 nos.) and (2) Telepax make EPAC system quipped with 72 extensions (Hotlines) installed at Aayakar Bhavan building in Mumbai for one year starting from the date of award of contract which is however extendable further at the discretion of the Department.

A. Specification of Services required:

- (i) Non-comprehensive Annual Maintenance Contract for -
 - (a) Telephone Network cabling (EPABX field cabling network upto MDF Junction and other cabling related to telephones), Telephone Instruments and Plan [1+1] and
 - (b) Telephone Network cabling (EPAC field cabling network for hotlines) and maintenance of Telepax make EPAC system quipped with 72 extensions (Hotlines)
- (ii) Preventive Maintenance visits, weekly by Engineer within normal working hours to up-keep the telephone network.
- (iii) Provision of a Technician on all working days to attend any number of break down calls any day during the validity period of the agreement.
- (iv) Deputation of Engineer as and when required

B. Eligibility Criteria :

- (i) The Bidder must have minimum experience of 3 years in the Service/maintenance of telephone networking & cabling and handling of EPABX and EPAC.
- (ii) The bidder must have a minimum annual turnover of Rs. 20 lacs from the service/maintenance of Telephone Network Cabling and Instruments in any of the last 3 financial year's i.e. 2018-19, 2019-20 and 2020-21.
- (iii) Necessary documentary proof and details should be submitted with the quotation documents in respect of item numbers (i), and (ii) mentioned above.

C. Payment terms:

- (i) The AMC Charges are payable on half yearly basis i.e. 50% of the contractual amount will be paid after 6 months of the initiation of contract period and balance 50% after satisfactory completion of the contract period on submission of bills duly certified by the competent authority.
- (ii) No payment shall be made for the part of work.
- (iii) No payment shall be made if the contract is terminated because of unsatisfactory work.

D. Other Terms and Conditions of the Contract:

- (i) Bids ones submitted shall not be allowed to be withdrawn and any default after acceptance of the bid shall be deemed to be non compliance of terms of contract.
- (ii) The technical bid must accompany with copies of three Return of Income filed for A. Yrs 2018-19, 2019-20 and 2020-21 with proof of turnover in these years (Return of Income and Balance Sheet).
- (iii) The Financial Bid will be opened only if the bidder fulfills the eligibility criteria and conditions stipulated in the "Technical Bid"

- (iv) The Income Tax Department reserves the right to accept or reject any bid without assigning any reason.
 - (v) Two separate bids viz. Technical Bid and Financial Bid are to be submitted by each bidder.
 - (vi) Tender bid should be submitted in a big sealed envelope marked as **"Tender- AMC for Telephone Network cabling and Instruments"** containing two smaller sealed envelopes marked as **"Technical Bid' & 'Financial Bid'**
 - (vii) This office reserves the right to terminate the contract at any stage even during the initial period also after giving a week's notice to the firm.
 - (viii) For each default of service Rs.500/- will be charged as penalty.
 - (ix) Rates quoted should be all inclusive.
 - (x) The vendor will not have any legal right to proceed against the Department in the event of late payment due to unforeseen reasons.
 - (xi) No demand for revision of rate on any account shall be entertained during the contract period.
 - (xii) The quotation documents are to be submitted in the office of the ITO (HQ)Admn.-III, Mumbai at Room No.345, Third floor, Aaykar Bhavan, M. K. Road, Mumbai 400 020 on or before 1.30 p.m on **07.03.2022** on Bid will not be accepted thereafter.
 - (xiii) The quotation will be opened at 3.30 p. m on 07.03.2022 in the Room of Addl. CIT (Co-ordination), 3rd Floor, Aaykar Bhavan, Mumbai.
- The bidders can contact the O/o the ITO (HQ) Admn.-III, Mumbai at Room No.345, 3rd floor, Aaykar Bhavan, M. K. Road, Mumbai 400 020 for further details during office hours.

AMC – Telephone Network cabling & Instruments

ANNEXURE-B

FINANCIAL BID

1	Name & Address of the Bidder	
2	Telephone Nos. of the Bidder	
3	Rate (Excluding Taxes) for one year contract in rupees.	Rs.(in fig.) _____ (in words) _____ _____
4.	GST (if applicable)	
	Total	

(Name & Sign of the Authorised Signatory)

**AMC – Telephone Network cabling & Instruments
ANNEXURE –A**

TECHNICAL BID

1	Name & Address and Telephone Nos. of the Bidder		
2	P.A.N		
3	Existing Clients of the Bidder(List to be attached for the last 3 Asst. years i.e. 2018-19, 2019-20 and 2020-21 (Proof to be attached as per Tender Notice)		
4	Annual Turnover(Proof to be attached)	A.Y. 2018-19	
		A.Y. 2019-20	
		A.Y. 2020-21	
5	Details regarding experience in the field(Proof to be attached)	Name of the Organization: _____ Contract Period: _____	
6	GST no. & Registration Certificate (Copy to be attached)		

(Name & Sign of the Authorized Signatory)