

Government of India

**Office of the Principal Accountant General (Audit-I), West Bengal
2, Govt. Place (West), Treasury Buildings (1st floor), Kolkata – 700001
(Indian Audit and Account Department)**

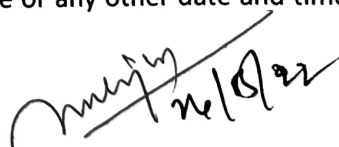
Dated: 26.05.2022

NOTICE INVITING QUOTATION

Sealed quotations are invited from reputed, experienced and financially sound telephone firms/agencies for (i) **Comprehensive Annual Maintenance Contract (CAMC) of Intercom/BSNL telephone extension lines** and (ii) **Supply & installation of two pair PVC telephone lines with PVC pipe fitting accessories including labour charges per new connection or shifting of lines** in this Office as per enclosed specification (Annexure A) and terms and conditions (Annexure B).

The bid filled in the specified format (Annexure C) along with required documents packed in an envelope super-scribed "**Quotation for Comprehensive Annual Maintenance Contract (CAMC) of intercom/BSNL telephone extension lines and others**" should be submitted (by hand only) to Senior Audit Officer, Record Section (Audit-I), 1st Floor, Treasury Buildings, 2, Government Place (West), Kolkata- 700 001 by **12.00 PM on 6th June, 2022**. Bids received after the stipulated date and time shall not be entertained.

The bid shall be opened at 12:30 PM on **6th June, 2022** by Purchase Committee of this office. Authorized representatives (as per Annexure D) of the firms may attend at the time of opening of the bids. If, due to any exigency, the due date for opening of bids declared "Holidays", the bids shall be opened on the next working day at the same time or any other date and time as decided by the competent authority.


Sr. Audit Officer (Record & Estate)

Copy to (through e-mail only) for information & wide circulation:-

1. Sr. A.O. (Rec.), O/o the Pr. A.G. (A&E), W.B., Kolkata - 700001
2. Sr. A.O. (Rec.), O/o the DGA(Central), 8, K.S. Roy Road, Kolkata - 700001
3. Sr. A.O. (Rec.), O/o the A.G.(Audit-II),W.B., 3rd MSO Building, CGO Complex (5th floor), DF Block, Salt Lake, Kolkata - 700064
4. Sr. A.O. (Rec.), O/o the Director General of Audit (Mines), 1, Council House Street, Kolkata-700001.
5. Sr. A.O. (Rec.), O/o of the Pr. Dir. of Audit, Eastern Railway, New K G building, Old Strand Road, Kolkata-700001.
6. Notice board.
7. Forwarded to EDP section for uploading in the departmental website & <http://www.eprocure.gov.in>.

Annexure A

Specifications of Various Jobs:

Sl. No.	Particulars	Specification
1.	Comprehensive Annual Maintenance Contract (AMC) of Intercom/BSNL telephone extension lines	Total 79* Connection (61 Intercom & 18 Direct BSNL Line)
2.	New telephone connection or shifting of lines	Supply and installation of two pair PVC telephone lines with PVC pipe fitting accessories including labour charges with one year free maintenance.

*The quantities may increase or decrease as per office requirement

Annexure B

General Instructions and Terms & Conditions:

- 1.** All entries in the bid documents should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the Authorized signatory may be attached. No overwriting or cutting is permitted in the quotation. In such cases, the bid shall be summarily rejected. Incomplete quotations will be discarded.
- 2.** The conditional bids shall not be considered and likely to be rejected in very first instance.
- 3.** The Office is not bound to accept the lowest rate and reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the office in this regard shall be final and binding on the firm. Any enquiry after submission of the quotations will not be entertained.
- 4.** The Competent Authority reserves the right to cancel the NIQ or Contract at any time without assigning any reason thereof.
- 5.** The Firm must furnish valid registration for GST. In absence of this, the quotation will not be considered valid.
- 6.** The contract will be for a period of one year from the date of acceptance of award of contract.
- 7.** The Contractor/Vendor shall be responsible for any injury to their workmen during performing the servicing/maintenance work etc.
- 8.** Neither any advance nor any extra amount will be paid to the agency by this office.
- 9.** The payment will be made after successful installation subject to submission of bill in triplicate carrying GST Number & bank mandate form regarding banking detail, duly endorsed by the respective Bank. Necessary statutory deductions as applicable will be made.
- 10.** No minor shall be engaged at work.
- 11.** The Agency should inspect (on any working day between 11:00 am to 04:00 pm) the site of execution of work before bidding to have acquainted with the site condition.
- 12.** All the material supplied are required to be procured from reputed company while adhering to the requisite specification as mentioned above. The rate should be inclusive of all applicable taxes, carriage charges & installation charges, if any. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills.
- 13.** The selected firm should be able to take complaints on telephone and attend to all complaints, independently. He should also be well behaved and well mannered.
- 14.** The complaints lodged with the firm will be required to be attended and rectified by him on the same day. Any complaint that cannot be rectified by him on the same day will be required to be rectified by next working day positively.
- 15.** The selected firm should be capable of attending all the complaints. If the firm fails to attend to a complaint within stipulated time, a penalty on a daily basis for delay, equivalent to pro-rata contract charges payable per day (calculated on current quarterly bill) or charged that may be required to be paid to an outside agency, to have the complaint attended to, whichever is higher will be deducted from the firm's bill towards contract charges. In case of delay any item that is got repaired from outside agency will be at the risk and responsibility of the selected firm.

16. No. materials or parts related to intercom system will be taken out by the firm to the workshop without prior approval of the Competent Authority.
17. Payment will be made on quarterly basis (at the end of every quarter) after satisfying that the services provided have been of the desired level and that the preventive maintenance checks were fully performed.
18. The competent authority reserves the right to conduct performance review of the contracting firm at any time during the contract period and deficiencies if any noticed will result in termination of the contract. It further reserves the right to suo-moto terminate the contract by giving one month notice at any point of time without assigning any reasons.
19. It shall be responsibility to the contractor to hand over all the system to the Office in working condition at the completion of the contract. Any repair required in the intercom line / telephone handset on the expiry of the contract, if it is found that some repairing work is required, repairing cost of that shall be borne by the firm and such an amount would be deducted from the bills of the firm.
20. The firm would provide necessary tools and instruments to their service engineer for the purpose of servicing the equipment covered by the contract.
21. Payment will be released within 30 days from the date of submission of bills in triplicate in favour of "O/o Principal Accountant General (Audit-I), West Bengal". The successful bidder shall submit a 'Mandate Form' for availing NEFT/RTGS facility meant for credit clearing services provided by the banking authority for receiving e-payment.
22. In case any firm is already done same kind of work with any other Ministry/Department of State/Central Government or other reputed Organization (details thereof may also be furnished along with the quotations) will be preferred.
23. The articles should be delivered at the Record Section (Audit-I), 1st Floor, Treasury Buildings, 2, Government Place (West), Kolkata- 700 001 or any other place as desired by the authority within the campus area.
24. The successful bidder will have to submit Security Deposit (SD) equal to 3 per cent of the Contract Value (refundable without interest after two months of termination of contract) in the form of Demand Draft from any scheduled nationalized bank branch in Kolkata in an acceptable form for a minimum period of one year plus 60 days thereafter in favour of **'Pay & Accounts Officer, Office of the Principal Accountant General (A&E), West Bengal, Kolkata, payable at Kolkata** at the time of awarding of such AMC.
25. Violation of any of the condition of the NIQ should be treated as breach of contract and the security deposited money may be forfeited as per discretion of the competent authority. The agency is also liable to blacklisted as per discretion of the competent authority.
26. Any firm who has been blacklisted by any Government Organization is not permitted to participate in the tendering process. Any agency engaging blacklisted agency is also liable to blacklisted.
27. All disputes and differences arising out of or in connection with this bids/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.
28. Any additions / modifications of the NIQ will be uploaded in the office website <https://cag.gov.in/ag1/west-bengal/en/tenders>. Interested bidders may look the website for further updates, if any.

Annexure C

To
Deputy Accountant General (Admn.),
O/o the Principal Accountant General (Audit-I), W.B,
2, Government Place (W), Treasury Buildings, 1st Floor,
Kolkata – 700 001

Subject: Quotation for CAMC of intercom/BSNL telephone extension lines and others

Sir/Madam,

With reference to your NIQ No. Pr.AG(Audit-I)/Rec./EPABX/2021/23/69 dated 26.05.2022,
I am to submit my quotation for CAMC of intercom/BSNL telephone extension lines.

Sl. No.	Particulars	Quantity	Rate */Unit (₹)	Amount *(₹)
1.	Comprehensive Annual Maintenance Contract (AMC) of Intercom/BSNL telephone extension lines	79#	to be filled	to be filled
2.	New telephone connection or shifting of lines	1	to be filled	to be filled

The quantities may increase or decrease and amount will be revised accordingly.

* Inclusive of the applicable charges & taxes

I further affirm that I have read and fully understood the bid and agree to abide by all the terms and conditions laid therein. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Yours faithfully,

Date:

Signature with seal (of the authorized person)

Name:

Address :

Contact No.:

FAX/ E-mail :

Annexure-D

LETTER OF AUTHORISATION FOR ATTENDING THE OFFICE

To
Deputy Accountant General (Admn.),
O/o The Principal Accountant General (Audit-I), W.B,
2, Government Place (W), Treasury Buildings, 1st Floor,
Kolkata – 700 001

Subject: Authorization for attending the office on **12:30 pm on 6th June'2022** in the bid for Quotation for **CAMC of intercom/BSNL telephone extension lines**

Sir,

Following person is authorized to attend the office for the tender mentioned above on behalf of _____ (Bidder).

Name of the Representative	Specimen Signature

Yours faithfully,

Date:

Signature with seal (of the authorized person)

Note: Maximum one representative will be permitted to attend the office. Permission for entry to the office may be refused in case authorization as prescribed above is not received.