

F. No. 04/02/2018- Store/ RNI

**GOVERNMENT OF INDIA
OFFICE OF REGISTRAR OF NEWSPAPERS FOR INDIA
9TH Floor, Soochna Bhavan, CGO Complex, Lodhi Road, New Delhi - 110003**

New Delhi , Dated : 31/07 / 2019

TENDER DOCUMENT

Office of Registrar of Newspapers for India, 9th Floor, Soochna Bhavan, CGO Complex, Lodhi Road, New Delhi invites sealed Quotation / Bids from reputed firms of Delhi / NCR in two bid pattern (Technical and Financial) for Comprehensive Maintenance Contract of maintenance of EPABX (Matrix) System along with telephone cable and instrument belonging to Office of Registrar of Newspapers for India on annual basis. Both the bids should be separately sealed and should be contained in a single sealed cover and superscripted as QUOTATION FOR AMC FOR EPABX SYSTEM. Tender should be accompanied with Bid Security in the form of a bank draft or FDR or Banker's cheque or Bank Guarantee of 'Rs.10,000/- (Rupees ten thousand only) from any commercial banks drawn in favour of DDO, RNI, Min. of I&B, New Delhi

1.	Tender F. No.	<u>F. No. 04/02/2018- Store/ RNI</u>
2.	Duration of Contract	Initially for one year from the date of award of contract
3.	Last date and time of submission	1200 Hours on 09.08 .2019
4.	Date of Opening of Technical Bids	1500 Hours on 09 .08.2019
5.	Date of opening of financial bids for technically qualified bidders	To be notified later
6.	EMD	Rs.10,000/- (Rupees Ten thousand only)
7.	Cost of Tender document	NIL
8.	Total Number of pages of Tender Document	14 pages
9.	Venue for the submission of Tender document	Tender Box kept at Dak Counter, O/o R.N.I. 9 th Floor, Soochna Bhavan, CGO Complex, New Delhi

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NOTICE INVITING TENDER

Annual Maintenance contract for EPABX (Matrix) System along with telephone cable and instrument belonging to Office of Registrar of Newspapers for India

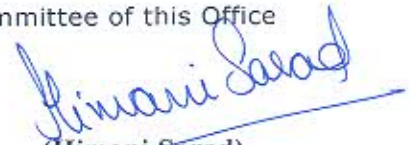
SEALED tenders on behalf of the President of India, are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed/registered, experienced Companies/Firms/ Agencies dealing in maintenance of EPABX (Matrix) System along with telephone cable and instrument, on the terms and conditions enumerated in the following paragraphs. The period of Annual Contract for annual maintenance will be initially valid for one year from the date of award of the contract and may be further extended for one year. EPABX (Matrix) System along with telephone cable and instrument

The complete Tender Document can be downloaded from the website of this Office (www.rni.nic.in)

2. The Earnest Money Deposit (EMD) of Rs.10,000/- (Rs. Ten thousand only), refundable (without interest), should be necessarily accompanied with the quotation of the Firm in the form of Demand Draft/Pay Order drawn in favour of "D.D.O., R.N.I., Min. of I&B, New Delhi", (failing which the tender shall be rejected summarily) along with other requisite documents has to be submitted in the Tender Box kept at office of RNI Dak Counter, 9th Floor, Soochna Bhavan, CGO Complex, Lodhi Road, New Delhi

3. The last date of receipt of tender is 09.08.2019 AT 1200 HOURS.

4. The Technical Bids will be opened by the Tender Opening Committee of this Office on the next day i.e. 09.08.2019 at 1500 hours.



(Himani Sarad)

Deputy Press Registrar (Admn.)

Office of RNI

INSTRUCTIONS TO THE BIDDERS

1 GENERAL INSTRUCTIONS

For the Bidding/Tender Document Purposes, Office of RNI shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to 'Contractor' and/ or Bidder or interchangeably.

The tender document can be downloaded from the websites of this Office web site www.rni.nic.in

1. While all the efforts have been made to avoid errors in the drafting of the tender document, the Bidders are advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
2. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, bids not meeting the minimum eligibility criteria, Bids not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents, are liable to be rejected.
3. For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter sent by registered post with acknowledgement due to this Office. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.
4. The contract shall be awarded to the selected bidder(s) on fixed rates for annual maintenance from the date of the award of the contract. However, the contract may be extended for further period of one year, if mutually agreed by both the parties.
5. The rates may be quoted in financial bid Taxes GST if any, may be specifically and separately indicated in the quotation. (As Tax, GST Extra)

2 MINIMUM ELIGIBILITY CRITERIA

The following shall be the minimum eligibility criteria for selection of bidders :

Experience:

The Bidder shall have experience in the similar field in the Ministries/Departments/ Government Organizations for the last three (3) years. Documents supporting the Minimum Eligibility Criteria to be attached with bid document:

In proof of having fully adhered to minimum eligibility criteria at following :

documents shall be acceptable with the bid documents:

(a) Self-attested copy of registration certificate of agency for the similar job;

(b) Self-attested copy of authorization letter from the Matrix company for taking the AMC.

- (c) Self-attested copy of PAN Card/TIN number;
- (d) Self-attested copy of VAT, GST Registration Certificate;
- (e) Self-attested copy of Service Tax registration Certificate;
- (f) Self-attested copies of the award letter from three Ministries/Departments/Govt. Organizations for the last three (3) years.
- (g) Self-certification to the effect that the firm has not been banned/black listed by any Ministry/Department in the past.

3 EARNEST MONEY DEPOSIT:

3.1 The units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry of Department shall be exempted from the payment of Earnest Money as defined under Rule 170 and 171 of General Financial Rules (GFR), 2017. In such case, copy of the certificate showing registration with the above mentioned institutions to be enclosed along with the bid.

In case the unit is not covered under 3.1 above, it shall submit the offer along with an Earnest Money Deposit (EMD), refundable, of Rs.10,000/- (Rupees Ten thousand only) in the form of Demand Draft/Pay Order drawn in favour of "D.D.O, RNI, Min. of I&B, New Delhi" failing which the tender shall be rejected out rightly.

Any request by the bidders to consider their EMD furnished by them to this office for any other contract/tender cannot be considered as EMD for this tender.

Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the Government.

No claim shall lie against the Government/Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit i.e. no interest will be payable in EMD.

The EMD may be forfeited in the following cases:

If the bidder fails to accept the award letter based on his offer (bid) and within the prescribed time;

4 VALIDITY OF BIDS

Bids shall remain valid and open for acceptance for a period of 60 days from the last date of submission of bids; In case, client call the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder; The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof. No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained.

5 PREPARATION OF BIDS

Language: Bids and all accompanying documents shall be in English or in Hindi.

Technical Bid:

Technical Bid should be prepared as per the instructions given in the Tender Documents along with all required information, documents in support of the minimum eligibility criteria, valid EMD of requisite amount, Technical Bid Submission Form duly signed by the person authorized to sign the tender bids; Earnest Money Deposit of Rs.10,000/- (Rs. Ten thousand only)

All self-attested supporting documents in proof of having fully adhered to minimum eligibility criteria as referred above.

Financial Bid:

Bidder shall prepare the financial Bid in the Price Schedule as provided in the Tender Document.

6 SUBMISSION OF BIDS

The Bidding Firms have to submit the tenders in two bid system

- (i) Technical Bid and
- (ii) Financial Bid

The interested agencies are advised to submit two separate sealed envelopes super-scribing "Tender for maintenance EPABX (Matrix) System along with telephone cable and instrument, in Office of RNI"(separately mentioning Technical Bid & Financial Bid on each envelop) ". Both sealed envelopes should be kept in a third sealed envelopes super scribing " Tender for maintenance EPABX (Matrix) System along with telephone cable and instrument, in Office of RNI" and dropped the same in the Tender Box kept at office of RNI, Dak Counter, 9th Floor, Sookna Bhavan, CGO Complex, Lodhi Road, New Delhi.

The Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft/Pay Order drawn in favour of D.D.O, RNI, Min. of I&B, New Delhi" failing which the tender shall be rejected summarily.

The Bid shall be submitted not later than 1200 hours of 09/08/2019 addressed to DPR(Admn.) o/o RNI, 9th Floor, Sookna Bhavan, Lodhi Road, New Delhi". Bids must be submitted within date and time stipulated in the Tender Document. No Bid shall be accepted after the specified date and time. The tender shall be completed in all respect and should be signed with date by the Authorized Signatory of bidder with company stamp on all the pages of this tender.

7 BID OPENING PROCEDURE

The Technical Bids shall be opened on 09.08.2019 at 1500 hours by the Tender Opening Committee in the presence of such bidders, who may wish to be present themselves personally or through their representatives.

The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose. The date, time and venue of opening of the Financial Bids shall be intimated to the technically qualified bidders in due course.

Absence of bidder or their representative shall not impair the legality of the opening procedures. After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated later to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document.

Bids shall be declared as valid or invalid based on the preliminary scrutiny, i.e. verification of EMD, by the Tender Opening Committee. However, detailed evaluation shall be done only in respect of valid Bid,

The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, and time remaining unaltered.

8 CLARIFICATION ON TECHNICAL BID EVALUATION:

The Technical Bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the client shall not be considered. The client's request for clarification and the response shall be in writing.

If a bidder does not provide clarifications of its bid by the date and time set in the client's request for clarification, its bid may be rejected.

Client also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.

9 TECHNICAL BID EVALUATION (SEGREGATED TYPE)

The bidder(s) who will qualify in the technical evaluation stage shall only be called for opening of Financial Bids. The date, time and venue of opening of the financial bids shall be intimated to the technically qualified bidders.

10 FINANCIAL BID OPENING PROCEDURE

The Financial Bids of all the technically qualified bidders shall be opened on the appointed date and time in the presence of the qualified bidders/their representatives, who choose to be present at the time of opening of the financial bids. Absence of bidders or their representatives shall not impair the legality of the process. The financial bid price, as indicated in the financial bid submission form of each bidder shall be read out on the spot, however, it shall be clearly stated that the final financial bid prices would be arrived at after detailed scrutiny/correction of arithmetical error in the financial bid. If there is a discrepancy between words and figures, the amount in words shall prevail.

11 RETURNING OF EARNEST MONEY DEPOSIT (EMD)

The Earnest Money Deposit of the unsuccessful bidders in the Technical Bid evaluation stage shall be returned after opening of the eligible Financial Bids.

The Earnest Money Deposit of the unsuccessful bidders in the

Financial Bid evaluation stage shall be returned on award of contract to the successful bidder.

The Earnest Money Deposit (EMD) of all the bidders shall be returned, in case of cancellation of Tender after the opening of Technical Bids and prior to opening of financial bids.

(GENERAL CONDITIONS OF CONTRACT)

12 PERFORMANCE SECURITY DEPOSIT (PSD)

The successful Firm will have to deposit a Performance Security of Rs.20,000/- (Rupees Twenty thousand only) in the form of Fixed Deposit Receipt (FDR) made in the name of the Company/Firm/Agency but hypothecated to the DDO, Office of RNI, Min of I&B, New Delhi within fifteen days of the award of the Contract. The PSD shall remain valid for a period of 15 (12+3) months from the date of commencement of the contract. The PSD would be refundable only after successful completion of the contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.

The Performance Security Deposit (PSD) will be forfeited by order of the Competent Authority in this office in the event of any breach or negligence or nonobservance of any terms & conditions of the contract or for unsatisfactory performance.

13 COMMENCEMENT OF SERVICES

The contract shall become legally binding and in force only upon Submission of Performance Security Deposit

The successful firm will be required to start working immediately from the date of award of the Contract. This office shall, however, has the right to terminate the contract at any time with one month notice.

14 TERMS & CONDITIONS

No increase in amount shall be considered at all during the currency of the Contract.

No other charges like transportation fare etc., will be payable.

The firm should have PAN Card, VAT/ GST registration and Service Tax Registration and other requisite government clearances that are necessary for carrying out such work.

The firm must be authorized Service partner of the brand of Matrix system and should furnish documentary proof for the same.

Name of the proprietor, Residential and official Address and Telephone numbers of the firm to be given on the letterhead of the firm.

Selected Firm shall be required to inspect all the EPABX (Matrix) System along with telephone cable and instrument, and put these into operation immediately failing which the contract may be cancelled without assigning any reasons and the security money deposited by the contractor

