

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

GOVERNMENT OF INDIA

OFFICE OF REGISTRAR OF NEWSPAPERS FOR INDIA

9<sup>TH</sup> Floor, Soochna Bhavan, CGO Complex, Lodhi Road, New Delhi - 110003

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New Delhi , Dated : 07/06/ 2019

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

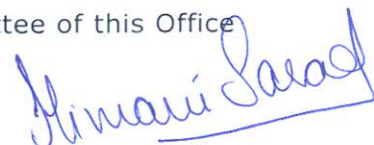
SEALED tenders on behalf of the President of India, are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed/registered, experienced Companies/Firms/ Agencies dealing in maintenance of EPABX (Matrix) System along with telephone cable and instrument, on the terms and conditions 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](http://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, 9<sup>th</sup> Floor, Soochna Bhavan, CGO Complex, Lodhi Road, New Delhi

3. The last date of receipt of tender is 26.06.2019 AT 1200 HOURS.

4. The Technical Bids will be opened by the Tender Opening Committee of this Office on the next day i.e. 26.06.2019 at 1500 hours.



(Himani Sarad)

Deputy Press Registrar (Admn.)  
Office of RNI

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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](http://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)

*Anwarul Sarwar*



## 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 :

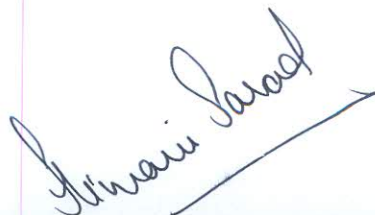
documents shall be acceptable with the bid documents:

- (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 3 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, 9<sup>th</sup> Floor, Soochna 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 ...../0 /2019 addressed to DPR(Admn.) o/o RNI, 9<sup>th</sup> Floor, Soochna 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 .0 .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.

*Anwarul Karim*

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)**

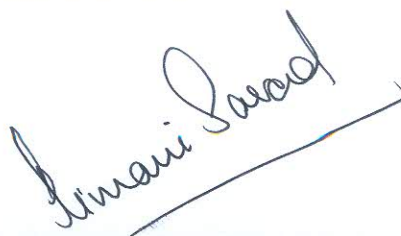
The successful Firm will have to deposit a Performance Security of Rs.20,000/- (Rupees Twenty thousand only) in the form of Fixed Deposit Receipt (FDR) made in the name of the Company/Firm/Agency but hypothecated to the DDO, Office of RNI, Min of I&B, New Delhi within fifteen days of the award of the 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.

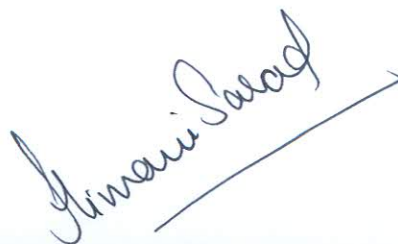
Name of the proprietor, Residential and official Address and Telephone numbers of the firm to be given on the letterhead of the firm.

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 shall be forfeited.

The work is to be carried out in the premises of this office. The work which cannot be done in the office premises would be allowed to be done outside, No extra charges will, however, be payable on this account.

In no case, any part thereof, shall be taken out of the premises without formal written permission of this Office. No transportation charges will be paid on this account. The air conditioners or part thereof, taken to the workshop will have to be brought back within two days, failing which the cost of the machine/part will be recovered from the firm and, if considered necessary, the contract will be terminated without further notice. It will be the responsibility of the firm to depute experience mechanics for doing the repairing jobs if any during AMC period. Complaints will be attended immediately after receiving the intimation over phone or in writing. In case, the complaint(s) of maintenance/repair of the are not attended to within 24 hours, penalty of Rs.100/- per day per will be levied. Frequent failure to repair the machine shall warrant the blacklisting of the Firm.

For regular and proper maintenance of the machines for attending to the complaints received from officers, it shall be obligatory on the part of the firm to depute sufficient number of qualified mechanics. In case of emergency, the complaints would also be required to be attended to on holidays.





The selected firm will complete the servicing of all EPABX (Matrix) System along with telephone cable and instrument, within 15 days from the award of the contract and will put all the machines in working conditions. Certificates of for the successful completing the task has to be provided to the Administration Section.

The firm shall have to attend all complaints on receipt of information from the users directly with the prior approval of Administration Section. The services should be provided on regular basis during office hours and in case of emergency beyond office hours or on holidays etc.

The existing numbers of EPABX (Matrix) System along with telephone cable and instrument, mentioned above may change during the contract. For any such alterations, intimation shall be given to the contractor and if any new addition is not maintained through warranty clause but through AMC, charges for maintenance shall be payable to the contractor at the rates agreed upon. Similarly, the deletion shall also be intimated to the contractor and charges shall be deducted proportionately from the payment due to the contractor.

The firm will be required to undertake maintenance/repairs of EPABX (Matrix) System along with telephone cable and instrument, at office of RNI, 9<sup>th</sup> Floor, CGO Complex, Lodhi Road, New Delhi.

The term "Maintenance" shall include keeping the system in perfect working condition at all time, and covers the telephone instruments ( single and twin sets) backup system and cables. Maintenance also includes on – call corrective as well as periodic preventive maintenance service visits by service engineer of the AMC holder. Replacement / repair of any of the part of the EPABX system and telephone instruments during the currency of the contract shall be at the exclusive risk, responsibility and the cost of the contractor. All un-serviceable / replaced parts shall have to be returned to the dealing assistant.

The contractor will ensure that the machines give uninterrupted and trouble-free service. All breakdown calls should be attended to promptly and within stipulated time.

AMC shall include corrective and preventive maintenance, repairs and replacement of all defective parts of same make.

The contractor shall be responsible for smooth and satisfactory working of the machines. In case it is found that the selected firm is engaged in malpractices, the contract will be terminated and they will be banned from having business relations with the Ministry.

If the Firm commits breach of any of the terms and conditions or is not able to complete the work in time or the quality of work is not of the desired level, the contract will be cancelled and performance security deposit shall be forfeited and the work will be assigned to another firm at the risk and cost of the Firm.



As most of the items of work will be of urgent and time bound nature, the work will have to be completed within the stipulated time frame.

Use of the word 'Noted' against any of the conditions shall mean bidder agrees to comply with that / those conditions of this office. All prices and other information in this regard having a bearing on the price shall be written both in figures and words in the prescribed offer form.

The bid should be submitted in the prescribed form as in this tender document. All columns of the bid form should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form. All relevant product literature if any must be enclosed with the bid.

If the formalities regarding qualification bid are not complied with, Financial bid of that firm will not be opened.

### 15 Service covered by the contracts are as follow:

Four periodical service visits per year during the period of contract, when the EPABX machine attachment will be thoroughly checked cleaned, serviced and adjusted including all required parts.

Any additional visit during the contract period, as and when required, in the event of breakdown malfunctioning of the equipment, on intimation in this regard by the RNI within maximum 48 hour.

#### 15. 1 CONTRACTOR'S LIABILITY

If at any stage, it is found that the performance, quality of work and material is not satisfactory, the contract is liable to be terminated with one month notice.

The firms are also required to prove their competence to undertake such repairing job by furnishing certificate/document regarding satisfactory service from at least three different Ministries/Departments. The firm shall also indicate their registration number, Income — PAN number, GST, TIN number, address of the registered office.

The firm must have an office or workshop of its own in Delhi/NCR.

The contractor shall not sub-contract or sub-let, transfer or assign the contract or any other part thereof. In the event of the contractor contravening this condition, the client shall be entitled to place the contract elsewhere on the contractors risk and cost and the contractor shall be liable for any loss or damage, which the client may sustain in consequence or arising out of such replacing of the contract.





The firm contractor shall be responsible for any injury or accident to the mechanic/ person employed by them.

#### 16 VALIDITY OF CONTRACT

The period of Annual Maintenance Contract for maintenance of Matrix EPBAX System will be valid up to one year from the date of the award of the Contract. During the period of non-existence of AMC the services of the firm would be utilized on need basis and payment will be made on pro-rata basis.

The period of the contract may be curtailed/ terminated earlier owing to deficiency in service or substandard quality of work by the selected Firm. This office, however, reserves right to terminate this initial contract at any time after giving one month notice to the selected Firm.

#### 17 PAYMENTS

For payment purpose, the bills should be submitted month-wise, requisitions-wise along with the work completion report/user certificates.

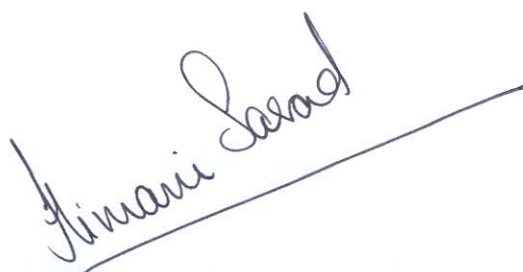
All payments shall be made in Indian currency by means of Electronic Clearance Service (ECS – RTGS) or Cheque. The selected company is requested to provide the RTGS form attested by the Bank concerned along with a copy of canceled Cheque.

The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Office

#### 18 TERMINATION

In case of breach of any of terms and conditions of the contract by the selected firm, the competent Authority of the client shall have the right to cancel the contract without assigning any reason thereof, and nothing will be payable by the client in that event and the Performance Security deposit in the form of Fixed Deposit Receipt shall be forfeited and en-cashed. The decision of the Press Registrar, Office of RNI will be final.

The contractor goes bankrupt and becomes insolvent. This Office, reserves right to withdraw/relax any of the terms and conditions mentioned in the tender document so as to overcome the problem encountered by the contracting parties.



*Himani Sarad*

19 GOVERNMENT LAWS AND SETTLEMENT OF DISPUTE


Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this contract) arising out of or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period of 30 days, then the matter will be referred for adjudication of the arbitration of a sole arbitrator to be appointed by the Press Registrar in accordance with the provisions of the Arbitration and conciliation Act 1996 and Rules made thereunder including any modifications, amendments and future enactments thereto. The venue of the arbitration will be New Delhi and the decision of the arbitrator shall be final and binding on the parties. The arbitrator so appointed shall be an official of this Office

20 Jurisdiction of Court:

This contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the Courts in Delhi, All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by this office

To

Director (NIC) with a request to upload the tender document on the website of this Office

A handwritten signature in blue ink, which appears to read "Anwarul Karim", is written over a horizontal line.



ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Self - attested copy of registration certificate;
2. Self -attested copy of authorization letter from Matrix company for AMC.
3. Self— attested copy of PAN/TIN;
4. Self-attested copy of VAT Registration Certificate;
5. Self-attested copy of Service Tax Registration Certificate;
5. Self- attested copy of Income Tax Registration Certificate;
6. Details of agreement made by Company with at least 3 Ministries/Departments/Govt. Organizations during the last 3 years;
7. Undertaking to be furnished by the service provider that the service provider has not been blacklisted/ banned by any Ministry/Department of Government of India.

*Amairi Bad*

# APPLICATION - TECHNICAL BID

For award of AMC for Service Maintenance EPABX (Matrix) System along with telephone cable and instrument, belonging to Office of RNI.

1.	Name of the Bidder (in Block letters) Attach certificate of registration		
	Name of proprietor/Director o f Company /Firm/Agency		
2.	Full address of Registered Office		
3.	Telephone No./FAX No./E-mail address		
4.	Full address of Operating/Branch Office		
5.	Telephone No./FAX No./E-mail address		
6.	Self-attested copy of PAN No.		
7.	Self-attested copy of TIN number		
8.	Self-attested copy of VAT/GST registration		
9.	Self-attested copy of Service Tax		
10.	Bank D.D./P.O. No. & date		
11.	Drawn of Bank		
12.	A m o u n t o f D D . / P . O .		
13.	Undertaking to the effect that the service provider having no legal suit/criminal case or has not been blacklisted/ banned by any Ministry/ Department! Govt. Organization		
14.	Self-attested copies for experience in the similar fieldin the Govt.Ministry/ Department for the last two consecutive		
S, No.	Details of client along with address, telephone and Fax numbers	Duration of Contract	
		From	To

(if the space provided is insufficient, a separate sheet may be attached)

15. Additional information, if any: \_\_\_\_\_  
(Attach separate sheet, if required)

Date:

Signature of authorized person

Place:

Name: Seal:



DECLARATION

1. 1, \_\_\_\_\_ Son / Daughter / Wife of Shri  
Proprietor/Director/authorized signatory of the  
agency/Firm, mentioned above, is competent to sign this declaration and execute  
this document;
2. I have carefully read and understood all the terms and conditions of the tender for  
maintenance EPABX (Matrix) System along with telephone cable and instrument,  
in the office of RNI, New Delhi and undertake to abide by them;
3. The information / documents furnished along with the above application are true  
and authentic to the best of my knowledge and belief. I/we, am/are well aware of the  
fact that furnishing of any false information / fabricated document would lead to  
rejection of my tender at any stage besides liabilities towards prosecution under  
appropriate

Signature of authorized person

Date:

Full Name:

Place:

Seal:

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

**Application – Financial Bid**

For Annual Maintenance of EPABX (Matrix) System along with telephone cable and instrument, installed in this office of RNI, 9<sup>th</sup> Floor, Soochna Bhavan, CGO Complex, Lodhi Road, New Delhi – 110003

Name of the Firms : .....

Sl. No.	Particulars	Rates ( in Rs.) Tax shall be Extra	
		In Figure	In words
1.	Rates for Comprehensive Annual Maintenance Contract (CAMC) of Matrix EPABX System (a 93 eternity genx)		
I.	Cable rates (Delton) (per meter) includes installation	In Figure	In words
a	Single Pair		
b	Two pair		
c	Four Pair		
d	Five Pair		
e	Ten Pair		
f	Twenty pair		
g			
II.	Associated material ( Per Meter) ISI Mark includes installation and GST etc.		
a	PVC Pipe 1/2"		
b	PVC Pipe 1 "		
c	PVC Pipe 1.5 "		
d	PVC Pipe 2 "		
e	PCV Channel 1"		
f	PVC Channel 1.5"		
III.	Telephone Rosset ( Per Piece)		
IV.	Telephone Instrument Cord (Per Piece)		
V.	Telephone Coil Cord (Per Piece)		
VI.	CLI Phone (PBT)		
VII.	Matrix Key Phone Digital (Model: EON48S)		
	Total :		

Selection Criteria : The firm which quotes the overall minimum rate shall be considered on the lowest bidder and shall be awarded the contract. In case two or more firms quote the same rates the L-1 shall be decided by the tender committee based on their past experience and performance. The decision of the Tender Committee shall be final in this regard.

Signature of Proprietor  
Seal of the Firm/ agency