

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

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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

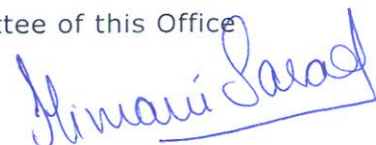
SEALED tenders on behalf of the President of India, are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed/registered, experienced Companies/Firms/ Agencies dealing in maintenance of EPABX (Matrix) System along with telephone cable and instrument, on the terms and conditions 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)

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 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

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 :

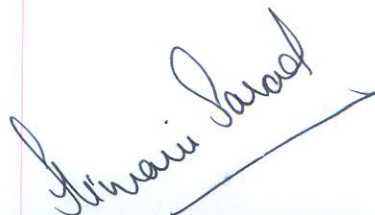
documents shall be acceptable with the bid documents:

- (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.

