

Sub: Quotation for Supply and Installation and commissioning of Digital EPABX System in DERC.

Dear Sir/Madam,

1. This Commission intends to Install Digital EPABX System in DERC Building.
2. Accordingly, quotations are invited in sealed cover for Supply and Installation and Commissioning of Digital EPABX System in DERC as per following specifications :-

SI No	Description	Qty
(a)	Unify X-5 communication server based on PCM/TDM, ISDN BRI, PRI system with facility to connect 16 P&T, 16 digital extensions and 52 analog extensions Expandable and following features: (a) 5 party conference (b) Networking Features (c) Built in ACD identification (d) Least Cost Routing (f) CSTA/TPI open standard (g) VoIP (h) Inbuilt IP Card Equipped for hardware: (a) Analog Trunks-16 (b) Digital Extension-16 (c) Analog Extension- 52 Main System TDM/ User Software & Licence: (a) Analog Trunks-16 (b) Digital Extension-16 (c) Analog Extension- 52	01
(b)	Digital Phone with 3 menu keys, 8 free programmable keys, 2 fixed function keys, volume keys, Loudspeaker, Keypad with 12 Keys, LCD 2 lines graphic display, 10 red LEDs for key signaling, wall mountable	07
(c)	Digital Phone to be used as office phone e.g. for desk sharing, people working in teams, display(tiltable graphical display, backlit, optical call alert) keypad, 8 fixed function keys (partly equipped with LEDs) , 6 freely programmable touch keys(illuminated), with LEDs(function, speed dial or line keys), Control keys , 5 way navigator, Acoustics, Hands free talking(full duplex), Interfaces, Headset jack, Wall mountable.	05
(d)	CMA Module	01
(e)	Base Station	02
(f)	DECT Handset with Charger(S5)	04
(g)	Analog Phones with caller ID display, super clear sound system, 30 group phone book, Hands free speaker, Date/Time display, LCD Screen, 10 phone number single key dial	52
(h)	MDF Box	01
(j)	UPS	01

3. The format for providing financial bid, to be given in the letter head of your firm is enclosed at **Annexure 'A'**.
4. The bidder has to provide general information about the firm in the format given at **Annexure 'B'**
5. The detailed terms and conditions is enclosed at **Annexure 'C'**.
6. The last date and time of receipt of quotation is **28.03.2016 at 1600 Hrs.**
7. Quotations received after stipulated date and time will not be considered under any circumstances. The quotations received by the stipulated date and time will be opened by the Purchase & Works Committee at **28.03.2016** on same day i.e. **1630 Hrs.**

(Nalini Dubey)
Personnel Officer

(In the letter head of firm)

QUOTATION FOR SUPPLY AND INSTALLATION AND COMMISSIONING OF DIGITAL EPABX SYSTEM IN DERC

To

The Secretary
DERC, New Delhi

Sir,

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish applicable EMD as per para 7 of Annexure 'C' for obtaining the Supply Order.
3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or has been banned / blacklisted / suspended business dealings neither by any Government Department, nor any criminal case registered against them / the firm. I/We further undertake to report to Secretary DERC, New Delhi immediately if any such action is taken in future against the firm / Proprietor / Partners / Directors during the currency of the Contract with you.
4. **Financial Bid** - for Supply, Installation and Commissioning of Digital EPABX System in DERC, our lowest rates inclusive of all taxes are as given below:-

SI No	Description	Qty	Rate	Amount
(a)	Unify X-5 communication server based on PCM/TDM, ISDN BRI, PRI system with facility to connect 16 P&T, 16 digital extensions and 52 analog extensions Expandable and following features: (a) 5 party conference (b) Networking Features (c) Built in ACD identification (d) Least Cost Routing (f) CSTA/TPI open standard (g) VoIP (h) Inbuilt IP Card Equipped for hardware: (d) Analog Trunks-16 (e) Digital Extension-16 (f) Analog Extension- 52 Main System TDM/ User Software & Licence: (d) Analog Trunks-16 (e) Digital Extension-16 (f) Analog Extension- 52	01		
(b)	Digital Phone with 3 menu keys, 8 free programmable keys, 2 fixed function keys, volume keys, Loudspeaker, Keypad with 12 Keys, LCD 2 lines graphic display, 10 red LEDs for key signaling, wall mountable	07		
(c)	Digital Phone to be used as office phone e.g. for desk sharing, people working in teams, display(tiltable graphical display, backlit, optical call alert) keypad, 8 fixed function keys (partly equipped with LEDs) , 6 freely programmable touch keys(illuminated), with LEDs(function, speed dial or line keys), Control keys , 5 way navigator, Acoustics, Hands free talking(full duplex), Interfaces, Headset jack, Wall mountable.	05		
(d)	CMA Module	01		
(e)	Base Station	02		
(f)	DECT Handset with Charger(S5)	04		
(g)	Analog Phones with caller ID display, super clear sound system, 30 group phone book, Hands free speaker, Date/Time display, LCD Screen, 10 phone number single key dial	52		
(h)	MDF Box	01		
(j)	UPS	01		
			Total	

5. The rates quoted at para 4 above are valid for 60 days w.e.f. today.

(Signature of Bidder with seal)

Name
DesignationNew Delhi
Date:

General Information

1.	Full name of the Supplying Agency	
2.	Complete Address	
3.	Name of Proprietor / Partners / Directors	
4.	Contact Number.	Office : Residence
5.	Commercial Registration Number. (attach proof)	
6.	PAN Number (attach copy of PAN Card)	
7.	Service Tax Number	
8.	Bank Account Details	

: Declaration:

I/We hereby declare the I/We have read & understood all the terms & conditions mentioned in the Tender inviting letter and I/We undertake myself/ourselves to abide by them. I/We further, declare that all the information given above is true.

I further declare that my/our firm has never been blacklisted / debarred from any tendering process in the past.

(Signature of Bidder with seal)
Name:

**Terms and conditions for Supply and Installation and commissioning of
Digital EPABX System in DERC**

1. **Description of Work.** Supply, Installation and Commissioning of Digital EPABX System in DERC.
2. **Manner of depositing the Bids.** The bidder has to submit complete proposal in the form annexed as Annexure 'A'. Details of digital EPABX system in compliance to technical specifications placed at Annexure 'A'. No change in the amount of bid shall be permitted after submission of the bids. All the documents shall be duly signed and stamped by authorized person of supplier. Sealed Bids should be either dropped in the Tender Box placed at Commission's Reception or sent by registered post at the address of Commission so as to reach on or before by **1600 Hrs on 28.03.2016**. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. Unsealed bids sent by FAX or e-mail, will not be considered.
3. **Specifications.** Supply and Installation of Digital EPABX System by the bidder shall strictly conform to the technical specifications as per annexure 'A'.
4. **Pre Bid Meeting.** A pre bid meeting will be organized by the Commission on **23.03.2016** to discuss the requirement and specification of the digital EPABX system.
5. **Time and date for opening of Bids.** The bids will be opened on **28.03.2016 at 1630 Hrs**. If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of representative.
6. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction, unsigned bids shall be summarily rejected and may lead to forfeiture of EMD. Conditional tenders will be rejected.
7. **Validity of Bids.** The prices quoted in the Bids should remain valid for **60 days** from the last date of submission of the Bids.
8. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs. 56,000/-** along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft in favour of The Secretary, Delhi Electricity Regulatory Commission payable at New Delhi from any of the public sector banks. EMD of the unsuccessful bidders will be returned to them at the earliest latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the successful Supply and Installation of digital EPABX system in DERC Building. Quotation without earnest money will be rejected as non participative.
9. **Bid quotation amount, Taxes and Duties.** Price shall be inclusive of cost of product, all statutory taxes, duties, labour charges, levies and all cartage charges, installation and commissioning. **Bid price shall be firm and final.** No escalation whatsoever shall be payable. The bidder/supplier will be entirely responsible for all taxes and levies payable by him to the respective authorities.
10. **Warranty/Guarantee.** The period of Warranty/Guarantee of the product shall be clearly specified for digital EPABX system. The Warranty/ Guarantee will commence from the date of final handing over of successfully installed digital EPABX system in DERC to the satisfaction of Commission.
11. **Terms of Delivery and Installation.**
 - (a) The successful bidder will have to supply and install the items as per the list tabulated at annexure 'A' within 15 days from the date of conclusion of the contract or signing of supply order unless the period is extended by mutual agreement.
 - (b) The items should be supplied in good condition without any damages visible/non visible. Damaged items must be replaced by the contractor immediately with new item in good condition at his own expenses.
 - (c) The Warranty/Guarantee shall commence from the date of commissioning and handing over of digital EPABX system to the Commission.

12. **Liquidated Damages.** The supply, installation and commissioning of digital EPABX system mentioned at annexure 'A' shall be completed within the time schedule as given at para 11(a) to be reckoned from the date of supply order/ award letter failing which the contractor shall be liable to pay liquidated damages as compensation for an amount equal to 0.25 % or such smaller amount as the commission may decide on the said bid price of the whole work for every day's delay but not exceeding 10% on the total value of the order..

13. **Payment terms.**

- (a) No advance payment will be made.
- (b) The invoice shall be raised in favor of The Secretary, Delhi Electricity Regulatory Commission.
- (c) Payment will be released through cheque in the name of successful bidder after Supply, Installation and commissioning of digital EPABX system. Payment shall be made for the actual quantity of items supplied.
- (d) Payment shall not be more than the contracted value as given in the award letter.

14. **Termination of Contract.** The Commission shall have the right to terminate this Contract in part or in full in any of the following cases :-

- (a) The Supply, Installation and commissioning of digital EPABX system is delayed for causes not attributable to natural calamity for more than 15 days after the scheduled date of Work Order.
- (b) The bidder is declared bankrupt or becomes insolvent.
- (c) For any other reasons which is in the opinion of Commission warrants cancellation of contract award.

15. **Indemnity Bond.** The Contractor shall indemnify DERC against from:

- (a) Any third party claims, civil or criminal complaints /liabilities, site mishaps, fire hazards & other accidents including death of any person/s or dispute and /or damages occurring, or arising out of any mishaps at site due to his/his employee/representative fault or negligence.
- (b) All claims, demands, actions, proceedings, losses, damages, liabilities, cost, charges, expenses or obligations that are occasioned to or may occasion to you as a result of nonpayment of any statutory dues levied/Taxes e.g. leviable on the Contractor or the Contractor committing breach of any of the rules, regulations, orders, directives, instructions that may be issued by any authority under the Central Government/State Govt. or any statute or law for the time being in force.
- (c) Any damages, loss, death or expenses due to or resulting from any negligence or breach of duty on his/his employee/representative part.

16. The sealed proposal should be submitted to the following address:-

The Secretary,
Delhi Electricity Regulatory commission
Viniyamak Bhawan, C-Block, Shivalik
Malviya Nagar, New Delhi-110017

17. DERC Reserve the right to accept or reject any/all proposal without assigning any reason or incurring any liability whatsoever.

(Nalini Dubey)
Personnel Officer