

Sub : Annual Maintenance contract of Internal Telephone Cabling

Dear Sir,

A Siemens EPABX system number Hipath/Hicom 330-E has been working in India Trade Promotion organization Pragati Bhawan, since 1997-1998, having following configuration.

- a) Analog Extension : 288 Nos.
- b) Digital Extension : 24 Nos.
- c) Trunk 42 Nos.
- d) Operator Console: 02 Nos.

The scope of work and terms & conditions of the Annual Maintenance contract of Internal Telephone Cabling are enclosed as Annexure I & II respectively with this letter for your information. Before submitting the quotations for the above jobs, parties may visit and inspect the present EPABX, Internal cabling, Internal Phones functioning in Admn. Block and Annexe Building of our office on any working day between 10.00 AM to 5.00 PM.

Sealed bids for the Annual Maintenance Contract for re cabling to the fault if any in our Internal Telephone Cabling along with earnest money of Rs.5000/- (Interest free) by depositing cash in ITPO Office/demand draft favour of "India Trade Promotion Organisation, New Delhi" are to be submitted latest by 3.00 P.M. on 21/10/13 to the undersigned, which will be opened on the same day at 4.00 P.M. Interested parties may attend the opening of bids. The earnest money will be retained by our office in case of successful bidder as Security deposit. In case of unsuccessful bidder it will be returned.

Thanking you,

Yours faithfully,

(Sudhakar Sachar)
Manager(Admn.)

Annexure - I

Scope of work

- a. Checking of all MTNL lines from siemens of MDF
- b. .Maintenance of entire cabling network of EPABX system installed in ITPO.
- c. Repairing of Rosset Boxes, and keep the same in working orders.

- d. Checking of all Distribution extension lines and keep the same is working order.
- e. Checking of all extension lines & D.B. Frame and keep the same in working orders.
- f. Repairing of faculty analog instruments (Siemens make).
- g. Regular visit to ITPO for proper running of EPABX/Maintenance of entire cabling.
- h. Complaint shall be attended within 24 hours on receipt of the complaint failing which penalty as deemed considered by ITPO shall be imposed.
- i. The awardee party will depute one Technician during the IITF.
- j. The awardee party will not open/alter/modify/change/temper etc. With the cabling connected with the EPABX System of M/s Siemens, without the prior written approval of the ITPO.
- k. In case awardee party does not turn up for maintenance of cabling etc. ITPO will have the right to get the job done from other party and contract firm shall bear the cost of additional repairs.

ANNEXURE-II

TERMS & CONDITIONS FOR AMC FOR INTERNAL TELEPHONE CABLING,

1. The AMC will be effective for a period of one year from the date of Award of the contract and signing of Agreement.
2. No increase in rates will be acceptable during approved period of AMC.
3. This AMC can be terminated by ITPO at any time without assigning any reasons..
4. The awardee party shall be responsible for the compliance of all statutory enactments & other provision such as Labour Laws etc. The ITPO shall not be responsible for any violations whatsoever committed by awardee party nor the ITPO can be held responsible for claims raised by the employees of the awardee party against them.
5. That the AMC charges shall be paid by ITPO on quarterly basis. Payment shall be made by way of a cheque in favour of awardee party.
6. That in case of any disputes between the parties same shall be referred to CMD, ITPO or his nominees to act as a sole arbitrator in accordance with Arbitration and cancellation act, 1996. The Award of the arbitrator shall be final and binding on the parties.
7. The agreement shall be within jurisdiction of Govt. of National Capital of Delhi
8. If the awardee party do not fulfill the Terms & Conditions and failed to provide the service. ITPO, shall get the work executed through some other, source & the differences in cost will be borne by the awardees outstanding bills/security deposit.

