



भारत सरकार  
GOVERNMENT OF INDIA  
कार्यालय, प्रधान मुख्य आयकर आयुक्त

OFFICE OF  
THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX  
आयकर भवन, महर्षि कर्वे मार्ग, मुंबई ४०० ०२०  
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No. MUM/PR.CCIT/ADMN-II/AMC - TELEPHONE /2016-17

DATE: 30.01.2017

### NOTICE INVITING QUOTATIONS

Sealed quotations are invited from bidders qualifying the eligibility criteria and other terms and conditions mentioned hereunder for undertaking the **Annual Maintenance Contract (AMC)** of (1) Telephone Network cabling, Telephone Instruments (1000-1200 nos.) and Plan [1+1] (40-50 nos.) and (2) Telepax make EPAC system quipped with 72 extensions (Hotlines) installed Aayakar Bhavan building in Mumbai for one year starting from the date of award of contract which is however extendable further at the discretion of the Department.

**A. Specification of Services required:**

- (i) Non-comprehensive Annual Maintenance Contract for -
  - (a) Telephone Network cabling (EPABX field cabling network upto MDF Junction and other cabling related to telephones), Telephone Instruments and Plan [1+1] and
  - (b) Telephone Network cabling (EPAC field cabling network for hotlines) and maintenance of Telepax make EPAC system quipped with 72 extensions (Hotlines)
- (ii) Preventive Maintenance visits, weekly by Engineer within normal working hours to up-keep the telephone network.

Wf



- (iii) Provision of a Technician on all working days to attend any number of break down calls any day during the validity period of the agreement.
- (iv) Deputation of Engineer as and when required

**B. Eligibility Criteria :**

- (i) The Bidder must have minimum experience of 15 years in the Service/maintenance of telephone networking & cabling and handling of EPABX and EPAC.
- (ii) The bidder must have a minimum annual turnover of Rs.50 lacs from the service/maintenance of Telephone Network Cabling and Instruments during the last 3 financial year's i.e.2013-14, 2014-15 and 2015-16.
- (iii) Necessary documentary proof and details should be submitted with the quotation documents in respect of item numbers (i), and (ii) mentioned above in Sr.No.'B'

**C. Other Terms and Conditions of the Contract:**

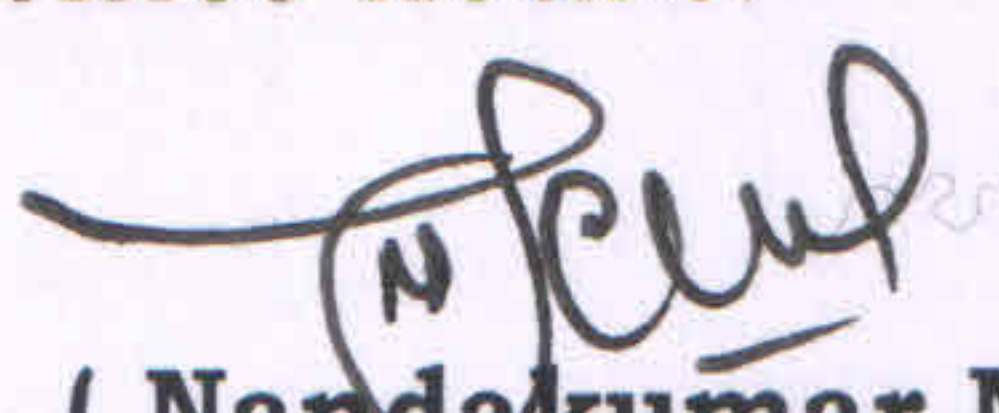
- (i) Bids ones submitted shall not be allowed to be withdrawn and any default after acceptance of the bid shall be deemed to be non compliance of terms of contract.
- (ii) The technical bid must accompany with copies of three Return of Income filed for A.Yrs. 2014-15, 2015-16 and 2016-17 and proof of turnover in these years.
- (iii) The Financial Bid will be opened only if the bidder fulfills the eligibility criteria and conditions stipulated in the "Technical Bid"
- (iv) The Income Tax Department reserves the right to accept or reject any bid without assigning any reason.
- (v) Two separate bids viz. Technical Bid and Financial Bid are to be submitted by each bidder.





- (vi) Tender bid should be submitted in a big sealed envelope marked as **"Tender - AMC for Telephone Network cabling and Instruments"** containing two smaller sealed envelopes marked as **"Technical Bid' & "Financial Bid'**
- (vii) This office reserves the right to terminate the contract during initial period also after giving a week's notice to the firm.
- (viii) For each default of service Rs.200/- will be charged as penalty.
- (ix) The AMC Charges are payable on half yearly- 50% after 6 months and balance 50% after satisfactory completion of the contract period on submission of bills duly certified by the competent authority.
- (x) Rates quoted should be all inclusive.
- (xi) The quotation documents are to be submitted in the office of the ITO (HQ) Admn. II, Mumbai at Room No.331, 3<sup>rd</sup> floor, Aaykar Bhavan, M. K. Road, Mumbai 400 020 on or before 2.30 p.m on **14.02.2017**. No bid will be accepted thereafter.
- (xii) The quotation will be opened at 3.30 p.m on 15.02.2017 in the Conference Hall, 3<sup>rd</sup> Floor, Aaykar Bhavan, Mumbai.
- (xiii) The decision of Income Tax Department, Mumbai shall be final in all matters of selection of the contractor for **AMC for Telephone Network cabling and Instruments**.

The bidders can contact the O/o ITO (HQ) Admn. II, Mumbai on behalf of Pr.CCIT, Mumbai at Room No.331, 3<sup>rd</sup> floor, Aaykar Bhavan, M. K. Road, Mumbai 400 020 for further details during office hours.

  
( Nandakumar Nair )  
Income Tax Officer(HQ) Admn. II,  
Mumbai.



## AMC – Telephone Network cabling & Instruments

### ANNEXURE –A

### TECHNICAL BID

1	Name & Address and Telephone Nos. of the Bidder	
2	P.A.N	
3	Existing Clients of the Bidder(List to be attached for the last 3 financial years i.e. 2013-14,2014-15 and 2015-16 (Proof to be attached)	
4	Annual Turnover(Proof to be attached)	<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">F.Y. 2013-14</div> <div style="width: 60%;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">F.Y. 2014-15</div> <div style="width: 60%;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">F.Y. 2015-16</div> <div style="width: 60%;"></div> </div>
5	Details regarding experience in the field(Proof to be attached)	<div style="margin-bottom: 20px;">Name of the Organisation:_____</div> <div>Contract Period:_____</div>
6	Sales Tax & C.S.T Registration Certificate (Copy to be attached)	<div style="margin-bottom: 10px;">Sales Tax</div> <div>C.S.T</div>

(Name & Sign of the Authorised Signatory)



## AMC – Telephone Network cabling & Instruments

### ANNEXURE-B FINANCIAL BID

1	Name & Address of the Bidder	
2	Telephone Nos. of the Bidder	
3	Rate (Excluding Taxes) for one year in rupees.	Rs.(in fig.) _____ (in words) _____ _____

(Name & Sign of the Authorised Signatory)