

QUOTATION/EXPRESSION OF INTEREST

Assam Legislative Assembly Secretariat

No.LAN.11/2018.

Sealed quotation affixing non refundable Court Fee stamp of Rs.8.25 (Rupees eight and paise twenty five) only are invited from the interested Firm/Parties/Dealer etc. to ascertain rates for AMC of AVAYA IP-EPABX and ARIA EPABX System in Assembly Secretariat, GNB Bhawan, in both MLAs Hostel and residence of Hon'ble Speaker & Deputy Speaker, Assam Legislative Assembly. The Quotation/Expression of Interest will be received up to 1.00 P.M. on 06/04/2018 in the Office of the Principal Secretary, Assam Legislative Assembly Secretariat. The Quotation will be opened on the same day. The rates quoted should be both in figure and word exclusive of taxes as applicable . Income tax will be deducted as applicable.

The Terms & Conditions, annexure-I & II may be obtained from Office Website www.assamassembly.gov.in

Sd/-
Principal Secretary,
Assam Legislative Assembly.

TERMS AND CONDITIONS

1. Rate should be quoted in both figures and words distinctly. The rate should be inclusive of GST,
2. Each sealed quotation must accompany with adequate Court fee stamp of Rs.8.25.
3. Each Quotation will have to furnish a copy of the PAN Card, GST Registration certificate from appropriate authority.
4. Copy of up to date Trade license certificate of EPABX exclusively for supply and installation of Intercom EPABX system.
5. Each tenderer should enclose the list of their major clients for ARIA/IP-EPABX system at least 15 Nos.in Assam Government and Central Government offices.
6. Minimum 10 Numbers of performance certificate in regard of rendering after-sale-services (AMC) of Aria EPABX system by the Firm should furnished from the Assam Govt. offices/ Central Govt.Offices.
7. A lump sum amount of Rs.10,000/-(Rupees Ten thousand) only in the form of DD/NSC/KVP/FDR shall have to be deposited by each quotationer along with their quotation as Earnest Money duly pledged in favour of the Principal Secretary, Assam Legislative Assembly Secretariat, Dispur, Guwahati-781006.The Earnest Money shall be refunded to the unsuccessful Bidder within one month from the date of opening of Bid documents.
8. Quotationer should preferably furnish dealership/Business partnership authorization certificate of Aria EPABX products and its accessories along with their tender.
9. Tenderer should submit their balance sheet for the last three years having minimum turnover of Rs.50,00,000.00 (Rupees fifty lacs) only in each year.
10. Preference should be given to those Bidder who,s firm have been approved by the Government of Assam P&S Deptt. for supply and installation EPABX System for last minimum 5 years.
11. Financial soundness Certificate should also be furnished by the tenderer along with the quotation from the Nationalized Bank.
12. Details of technical personnel (not less than 7 person) along with their photograph for rendering AMC of Aria EPABX system should also be enclosed.
13. The Bidder must have their organizational office within Guwahati City.
14. The purchaser shall have the right to reject any or all quotation without assigning any reason thereof.

ANNEXURE-I

To

The Principal Secretary,
Assam Legislative Assembly,
Dispur, Guwahati-6.

Sub : Submission of Quotations for providing maintenance services under Comprehensive Annual Maintenance Contract (AMC) of AVAYA IP-EPABX and ARIA/IP-EPABX System in Assembly Secretariat, GNB Bhawan, in both MLAs Hostel and residence of Hon'ble Speaker & Deputy Speaker, Assam Legislative Assembly.

Ref : Tender Notice No :,dated.....

Sir,

With reference to above, I/We hereby submit the quotation for providing maintenance services under Comprehensive Annual Maintenance Contract (AMC) of AVAYA IP-EPABX and ARIA/IP-EPABX System in Assembly Secretariat, GNB Bhawan, in both MLAs Hostel and residence of Hon'ble Speaker & Deputy Speaker, Assam Legislative Assembly.

Sl. No.	Particulars	Period	Amounts
A	Providing maintenance services under Comprehensive Annual Maintenance Contract (AMC) of AVAYA IP-EPABX and ARIA/IP-EPABX System in Assembly Secretariat, GNB Bhawan, in both MLAs Hostel and residence of Hon'ble Speaker & Deputy Speaker, Assam Legislative Assembly.	One year from the date of award.	

Date :

Place :

Signature of the bidder

ANNEXURE-II

DETAILS OF THE BIDDER

- 1. Name of bidder :
- 2. Address of the bidder :
- 3. Landline/Mobile No. :
- 4. Details of Earnest money Deposit : DD No.....date.....
Bank.....
- 5. Valid Trade licence (enclose photo copy) :
- 6. PAN (Enclose copy) :
- 7. Service Tax Registration (Enclose proof) :
- 8. GST Registration (Enclose proof) :
- 9. Experience Details :
- 10. Licence No./Registration No. and valid date under P & T. :
- 11. EPF registration :
- 12. Any other details :

Parties	Nature of job	Date	
		From	To

This is to certify that the information furnished above by me/us is true and correct. I/We also certify that I/We have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being awarded the contract.

Date :

Place :

Signature of the bidder

Seal