



TRANSFORMERS AND ELECTRICALS KERALA LTD
(A JOINT VENTURE OF GOVT. OF KERALA & NTPC LTD)
ANGAMALY SOUTH P.O, ERANAKULAM DIST- 683 573

INVITATION FOR BIDS

BID DOCUMENT No. : TELK/C&M/FSE/AMC-EPABX/326/2024

We are pleased to invite competitive offline tenders in sealed cover for “Annual Maintenance Contract for servicing of EPABX System” strictly as per the enclosed tender documents mentioned below.

Bid Synopsis

- | | |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 1. Name and Address of Owner | : Transformers and Electricals Kerala Ltd
Angamaly South, Ernakulum Dist,
PIN - 683 573. |
| 2. Name of Project. | : Annual Maintenance Contract for Servicing of EPABX
System. |
| 3. Location | : TELK Angamaly |
| 4. Nearest Airport. | : Cochin International Airport, Nedumbassery |
| 5. Accessibility. | : Site is accessible by Road, Rail & Air. |
| 6. Contract Period | : One year from the date of issuing the work order and
extendable for another 6 months. |
| 7. Tender document issuing and
receiving authority | : Assistant General Manger (C&M)
TELK, Angamaly South P.O.
PIN- 683573,Ernakulam Dist.
Kerala, India. |
| 8. Tender Fee | : Nil |
| 9. Earnest Money Deposit (EMD) | : Nil |
| 10. Last date and time for
Submission of Bids | : 27/07/2024, Time up to 04.00 PM |
| 11. Date and Time of Bid opening | : 29/07/2024, Time at 3.00 PM |
| 12. Bid Validity | : 90 days from the opening date. |





13. The following are the tender documents:

- i) ANNEXURE 1 : Scope of Work and Special Conditions of Contract to BID DOC. No. TELK/C&M/FSE/AMC-EPABX/326/2024
- ii) ANNEXURE 2 : General Terms & Conditions of Contract to BID DOC. No. TELK/C&M/FSE/AMC-EPABX/326/2024
- iii) Annexure 3 : Un-priced Commercial terms and conditions to BID DOC. No. TELK/C&M/FSE/AMC-EPABX/326/2024
- iv) Annexure 4 : Rate Schedule to BID DOC. No. TELK/C&M/FSE/AMC-EPABX/326/2024


NOTES :

- (1) The techno-commercial and priced quotations shall be submitted either in sealed cover or emailed to **telktenders@gmail.com only** so as to deliver before the due date. Tender reference number shall be super scribed on the sealed envelope or mentioned in the subject. Quotations emailed to any other email addresses of TELK are liable to be rejected. A message confirming participation in the tender may be emailed to **contracts@telk.com**.
- (2) The bids received will be subjected to techno-commercial evaluation by TELK and price bids of only qualified bidders will be considered.
- (3) All tender documents with signature and stamp of the bidder shall be submitted along with technical bid as a token of its acceptance.
- (4) Unpriced commercial terms & conditions shall be submitted in Annexure-3
- (5) The evaluation criteria for financial evaluation of the bid and deciding the lowest bidder will be the net cash out flow of TELK.

Thanking you,

Yours Faithfully,
For Transformers and Electricals Ltd Kerala




C. ELSY

ASSISTANT GENERAL MANAGER (C&M)

Angamaly,
17/07/2024


REVIEWED

SCOPE OF WORK AND SPECIAL CONDITIONS OF CONTRACT

1. SCOPE OF THE WORK

Repair and periodical servicing of equipments equipped with EPABX System excluding the maintenance of battery sets, cables and printers along with consumable items.

2. DURATION OF CONTRACT

Contract period will be one year from the date of award of contract. The rates shall remain firm and valid for the entire period of contract. TELK reserves the right to extend the contract for a further period of six months at the same rates and terms & conditions if desired to do so.

3. PAYMENT TERMS

100 % payment will be made within 60 days after providing satisfactory service and submission of bills duly certified by the Engineer In Charge of the contract.

4. PENALTY

Contractor shall attend the complaints within 24 hours from the date of reporting of complaint through telephone or through e-mail. If the contractor fails to attend the complaint within 24 hours from the date of reporting complaint, an amount equivalent to 0.50 % of contract payment (excluding taxes and duties) will be deducted against each complaint. Penalty charges, if any will be deducted from the final bill only.

5. TELK reserves the right to terminate the contract at any time without any claim if the service rendered is found unsatisfactory.

6. GST & STATUTORY DEDUCTIONS

- i) The rate quoted shall be exclusive of GST and applicable GST will be paid extra on producing documentary evidence.
- ii) The contractor shall be a registered person under GST and shall issue B2B invoices for the supply/contract. The contractor shall be regular in filing of GST returns and in case of defaults, the GST will be retained to avoid ITC losses to TELK.
- iii) Statutory deductions like TDS as per section 194C of IT Act 1961 and TDS as per section 51 of GST Act will be deducted at applicable rates. Any other deductions wherever applicable will also be deducted from the bill of the contractor as per applicable rules.

7. ENGINEER IN CHARGE

The Engineer in Charge will act in all matters pertaining to this contract on behalf of TELK. Pre-bid queries if any may be discussed and clarified with the Engineer in Charge of the contract. Contact details of the Engineer-in-charge is given below:

Shri. Baburaj. K.
Senior Manager (Production & FS)
Mob : 9388167030.
Email : fsdtelk@gmail.com, safety@telk.com



**TRANSFORMERS AND ELECTRICALS KERALA LIMITED**

(A Joint Venture of GOVERNMENT OF KERALA & NTPC Limited)

GENERAL TERMS & CONDITIONS

1. **Mode of submission of tender :** The offers shall be submitted online (through Kerala Govt. e-tender portal (www.etenders.kerala.gov.in) or offline (in sealed cover only) as specified in the Notice Inviting Tender (NIT). The bidders shall submit the bids well in advance before the prescribed due date and time.
2. The tenders shall be submitted in single cover system or two cover system as specified in the NIT. For two cover system, Technical Bid and Price Bid are separate. First cover is Technical Bid which shall contain all Technical particulars, Un-priced commercial terms & conditions etc. necessary for the technical evaluation of the tender. Second cover shall contain only the Price Bid. Price bid shall be submitted in the prescribed BOQ (Bill Of Quantity) format through the portal only in the case of e-tender. The bidders shall submit/upload all the tender documents along with the technical bid (Cover-1) with signature and stamp of the bidder. In case of any deviations/comments/additional information the same shall be submitted/uploaded by the Bidders as a separate document along with the technical bid.
3. **Fixed Price :** Bidder shall quote only Fixed Rate/Price which shall not be subject to any escalation whatsoever during the period of Bid Validity and completion of Supply/Execution of the Contract. Any Bid with adjustable or price variation clause shall be treated as 'Non-Responsive' and liable to be rejected unless price variation clause is specified and accepted by the Buyer. Quoted Unit Rate will only be considered as correct and valid, which shall be taken for further consideration.
4. **Tender Fee & EMD :** Tender Fee & EMD shall be paid if specified in the tender documents by means of separate Demand Drafts drawn in favour of "TELK, Angamaly" in the case of offline tenders and only through the e-tender portal in the case of online tenders. EMD of successful bidder will be refunded as per the terms and conditions of the tender/contract. EMD of the unsuccessful bidders will be refunded immediately after awarding of the contract to the successful bidder. The bids shall be submitted well in advance to avoid delays if any for NEFT transfer, which may lead to rejection of the bid. PSUs, Govt. undertakings and vendors with the valid MSME certificate are exempted from paying tender fee & EMD and may avail the exemption route while participating in the online tender by uploading the relevant valid documents/MSME certificate. Tender fee is not refundable. The successful bidder shall give the acceptance within 5 days from the date of receipt of Purchase Order failing which the order issued will stand cancelled and the EMD will be forfeited.
5. **Taxes and Duties :** All Taxes/Duties if any, payable extra over and above the quoted rate, shall be specifically indicated in the Un-Priced Bid, failing which the quoted rates will be considered as "all inclusive". Offer shall carry clear details of HSN code and applicable rates of CGST/IGST/SGST. Invoice shall be submitted in triplicate and shall be in conformance with the format specified as per GST ACT 2017.
6. **Terms of payment :** Payment will be made through NEFT within 60 days of satisfactory execution of the contract unless otherwise specified.
7. Evaluation of the Offers will be on "To-Door Cost at TELK, Angamaly" based on NET Cash outflow of TELK.
8. For technical qualification, TELK will be evaluating bidder's capability to execute the supply/contract, past performance references and commercial terms conditions offered.
9. In case the lowest bidder (L1) is not a registered / approved supplier of TELK, Angamaly, they will be allowed to supply the items only after evaluation by TELK authorities and enlisting as approved/registered supplier. They shall submit duly filled vendor capability report/supplier registration requisition form available in our website www.telk.com.
10. In case L1 is a new supplier to TELK, L2 may also be considered in order to meet urgent requirements.

Contd...2

ANGAMALLY SOUTH. P.O., PIN. 683 573, ERNAKULAM DISTRICT, KERALA, INDIA.

Phone: 0484-2510332, 2510337, 2510335. Fax: 0484-2452873.

e-mail : contracts@telk.com, elsy@telk.com



TRANSFORMERS AND ELECTRICALS KERALA LTD.

-2-

11. TELK has the right to split the order quantities in appropriate ratios to various parties to meet the delivery requirements.
12. **Publicity** : Any publicity by the Vendor in which the name of TELK is to be used should be done only with the explicit written permission of TELK, Angamaly.
13. All applicable statutory deductions like TDS will be deducted from the bill of the supplier/contractor.
14. **Jurisdiction** : Any dispute arising out of this contract will be subject to the sole jurisdiction of courts having jurisdiction only over the area in which our factory situates.
15. Transit insurance for the materials in the scope of supply shall be arranged by the supplier/contractor.
16. **RIGHT TO ACCEPT OR REJECT THE TENDERS:**
 - a) The right to accept the tender in full or in part/parts will rest with TELK.
 - b) Tenders not accompanied with prescribed information or are incomplete in any respect, and/or not meeting prescribed conditions, shall be considered as non-responsive and are liable to be rejected.
 - c) TELK reserves the right to accept or reject any bid or a part of the bid or to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Buyer's action.
 - d) If the bidder gives wrong information in his tender, TELK reserves the right to reject such tender at any stage or to cancel the contract.
 - e) TELK reserves the right to reject the bid of parties who have failed to meet contractual delivery/provide adequate after sales support for the products supplied/contracts executed against earlier orders.

Important Notice

17. Bidder is requested to furnish all the details called for in the tender. In case any required data/information is/are not furnished in the offer, Purchaser reserves the right to assume the same for the purpose of evaluation/comparison and decide the Tender accordingly.
18. In case special conditions are mentioned in the tender documents, the same shall prevail over the General Terms & Conditions.
19. **Risk Purchase** : We reserve the right to execute the contract from elsewhere at your risk and cost in the event of failure to execute the contract within the stipulated time.
20. **GST & Statutory deductions** :
 - i) The rate quoted shall be exclusive of GST and applicable GST will be paid extra on producing documentary evidence.
 - ii) The contractor shall be a registered person under GST and shall issue B2B invoices for the supply/contract. The contractor shall be regular in filing of GST returns and in case of defaults; the GST will be retained to avoid ITC losses to TELK.
 - iii) Statutory deductions like TDS as per section 194C of IT Act 1961 and TDS as per section 51 of GST Act will be deducted at applicable rates. Any other deductions wherever applicable will also be deducted from the bill of the contractor as per applicable rules.



[Handwritten Signature]

Sr. Manager (Contracts & Materials)

ANGAMALLY SOUTH. P.O., PIN. 683 573, ERNAKULAM DISTRICT, KERALA, INDIA.

Phone: 0484-2510332, 2510337, 2510335. Fax: 0484-2452873.

e-mail : contracts@telk.com, elsy@telk.com

Commercial terms and conditions to Bid Doc. No. TELK/C&M/FS/AMC-EPABX/326/2024		
Sl.No.	Particulars	Remarks by Bidders
1	Applicable GST (%)
2	Submission of all Tender Documents duly signed & stamped for its acceptance	Yes/No
3	Bid shall be valid for 90 days from the date of opening of tender.	Yes/No
4	Acceptance of Technical Specification / All other Terms & Conditions. Deviatipns if any shall be submitted as a separate document	Yes/No
5	The quoted rates shall be firm and valid for a minimum period of one year from the date os placing the order	Yes/No
6	Acceptance of payment terms specified	Yes/No
7	Contact details of the Contractor (Name, address, Tel. No. Mob. No. email ID etc) :	



Authorized signatory with seal

RATE SCHEDULE TO BID DOC NO.TELK/C&M/FSE/AMC-EPABX/326/2024 Annual Maintenance Contract for Servicing of EPABX System			
Sl. No.	Description of Work	Unit	Basic Unit Rate (without GST) (Rs.)
1	Repair and periodical servicing of equipments equipped with EPABX system excluding the maintenance of battery sets, cables and printers along with consumable items.	Lumpsum rate per year	
2	Other charges (if any) with details	Lump sum	
3	Applicable GST	%	



Authorised Signatory with Seal