भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LIMITED

(भारत सरकार का उपक्रम)

(A Government of India Undertaking**)**

कंस्टेंसिया बिल्डिंग, तीसरी मंजिल, 11- डॉ.यू.एन. ब्रहमचारी स्ट्रीट, कोलकाता -700 017

Constantia Building, 3rd Floor, 11 Dr.U.N.Brahmachari Street,Kolkata 700 017

दूरभास संख्या Tel No.2281-2208/2281-1358 Fax No. 2281-2953

ई-मेल E-Mail : kolkata@cotcorp.com, Website: www.cotcorp.org.in

CIN- U51490MH1970GOI014733

Ref: CCI/KOL/ADMN/27/2020-21/ 05 Date: 23.09.2020

TENDER NOTICE

The Corporation desire to appoint a Service Agent for annual maintenance contract of EPABX in our office premises at Kolkata. Interested parties may collect Tender Documents from the above mentioned office address during working hours on any working days on or before **5.00** P.M. of **08.10.2020** or may download the same from Corporation website www.cotcorp.org.in as well as from Govt. Tender Portal. The last date for submission of the Tender is on or before **at 14.00** Hrs. of **09.10.2020** m and the Tender will be opened on the same day at **14.30 Hrs.**

GENERAL MANAGER

भारतीय कपास निगम लिमिटेड

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Tender Notice for Renewal of AMC Coral Digital EPABX Service Agent

The Corporation desire to appoint a Service Agent for annual maintenance contract of its **Coral Digital EPABX ,Model SBDX with 03 Co lines , 02 Digital & 16 extension** ,Machine installed on **26.02.2014** at our office premises at the office addressed as above:-

Interested parties are requested to quote their lowest rate for annual maintenance of above EPABX on the following terms and conditions:-

1. Rates should be quoted for maintenance of EPABX excluding spares parts. Rate should be quoted on your letter head.

2. Annual maintenance contract (AMC) valid for one year.

3. On being appointed the interested party will attend to all breakdown and corrective maintenance call immediately within one hour.

4 The party should have three years working experience for installation work of EPABX System and a copy of proof must be enclosed along with quotation.

5. Interested parties must have their own office with telephone No/fax /e-mail id in Kolkata and also a specific telephone number with name of person to be contacted in case of ny emergency.

6. The Corporation reserves its right to accept or reject any or all the offers without assigning any reason whatsoever. However, Tenderer may seek the reasons for rejection of their tender from the corporation.

7. Payment will be made once in a year after completion of period by NEFT only.

8. Tender should submit their tender in a sealed cover duly marked **" TENDER FOR AMC OF EPABX SERVICE AGENT"** address to the Dy. General Manager, The Cotton Corporation of India Ltd., "Constantia Building" , 3rd Floor, 11,Dr.U.N.Brahmachari Street,Kolkata-700017 by or before **14.00 p.m.** of **09.10.2020** in the following manner:-
   a) Envelope "A" Technical Bid–Annexure-I alongwith all desired self attested documents as mention above.
   b) Envelope "B" Financial Bid – in the form of Annexure-II duly typed on the partie's letterhead.
   c) Envelope "C" should contain envelope "A"&"B" marked as stated above.

Contd. on P/2

9. Financial Bid for the Tenderers who only qualify Technical Bid will be opened immediately after evaluation of the Technical Bid.

10. In case the party after being appointed fails to render satisfactory service , the tenure of service period will be terminated.

11. The Corporation may extend/shorten the contract period not exceeding three months at the same rate and on the same terms and conditions. Similarly this appointment may be subjected to cancellation by the Corporation before expiry of the period which will be intimated to the Service Agent in writing in advance.

12. Any deviation in our tender terms will not be accepted and will be rejected out rightly.

The quotation should be dropped in the Tender box kept in the office within above mentioned period. The same will be opened on the same day at **2.30 p.m.** when one representative of the party may remain present there. Tender sent in any other form/manner and /or also received late shall not be accepted under any circumstances.

Thanking you,

Yours faithfully
for THE COTTON CORPORATION OF INDIA LTD,

GENERAL MANAGER.

THE COTTON CORPORATION OF INDIA LTD.
BRANCH OFFICE: KOLKATA

ANNEXURE - A

Technical Bid.

1.Name & Address of the Firms/ Company:	M/s. _____ Official Address: _____ _____ City : _____Pin_____ Tel.No. _____(O) _____(R)_____ Mobile No. _____ E-Mail ID._____
. 2.a) GST Registration No. b) PAN No. with Income Tax authority (Govt. of India)	b) GST Registration No. _____ Range/Division:_____ Name of the authority:_____ c) PAN NO._____ Ward/Circle: _____ Name of the authority:_____
3. **Authorization letter representing the Party and signing the Tender documents.** **Note:** Authority letter on the letter head of Firm/Company should be attached .	**Name of the Authorized Person**:

Note: The Technical Bid shall be evaluated as per above criteria.

Name of the Tender **:**

Name of the Signatory **:**

Signature with seal **:**

Place **:**

Date **:**

THE COTTON CORPORATION OF INDIA LTD.
BRANCH OFFICE: KOLKATA

ANNEXURE - B

FINANCIAL BID

Name of the Party	
Full address of the party	
Particulars. **Annual Maintenance Charges for a period of 12 months.**	**Amount** **(in Rs.)**
TOTAL	

Note: GST will be extra at the applicable rate.

Signature with seal :

Date