

# GUJARAT NATIONAL LAW UNIVERSITY

(Established Under Gujarat Act No.: 09 of 2003)



Gujarat National Law University

**Tender Notice No: PC-23/2017**

**Tender For**

**Providing Comprehensive Annual Maintenance  
Contract**

**of EPABX Systems for a period of 3 years (2<sup>nd</sup> Attempt)**

## **Gujarat National Law University**

Attalika Avenue, Knowledge Corridor, Koba, Koba (Sub P. O.),

Gandhinagar - 382426 (Gujarat), INDIA.

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## Tender Notice No.: PC-23/2017

### 1. Tender Notification

Gujarat National Law University (GNLU), Gandhinagar, invites sealed tender offers from eligible, reputed manufacturers and/ Sealed bids are invited, from authorized distributors/dealers/authorized service providers /service partners for providing comprehensive annual maintenance contract of EPABX Systems, at GNLU, Gandhinagar as specified in this tender.

Tender document may be downloaded from <http://www.gnlu.ac.in/tender.php> by any interested eligible vendor. The prescribed nonrefundable tender fee, as mentioned in the tender document, should be sent with your offer by DD in favour of "Gujarat National Law University, Ahmedabad". Any subsequent amendments in the tender document will be available on above mentioned website.

Duly filled-in tender documents may be submitted, containing two separate sealed envelopes (one for Technical Bid and one for Financial Bid) along with prescribed tender fee and Earnest Money Deposit (EMD), duly superscribed with Tender Notice No: PC-23/2017, to the office of The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Koba (Sub P. O.), Gandhinagar – 382426, Gujarat by speed post/RPAD or by hand on or before 17<sup>th</sup> June, 2017 up to 05:00 PM.

1.0	NAME OF WORK	Tender for providing comprehensive annual maintenance contract of EPABX Systems for a period of 3 years (2 <sup>nd</sup> Attempt)
2.0	Tender Fee	₹ 2,500/- (Non Refundable)
3.0	Earnest Money Deposit (EMD)	₹ 5,000/-
4.0	Date of issue of Tender	June 9, 2017 on <a href="http://www.gnlu.ac.in/tender.php">http://www.gnlu.ac.in/tender.php</a>
5.0	Last date for receiving hard copy of all the tender documents along with Tender Fees & EMD	June 17, 2017 up to 05:00 pm
6.0	Technical Tender Opening Date	June 19, 2017 at 11.00 AM
7.0	Address for Communication, Queries and Submission of filled tender document.	The Registrar, Gujarat National Law University Attalika Avenue, Knowledge Corridor, Koba Koba (Sub P. O.), Gandhinagar 382426 Gujarat, India.

- Separate DD for Prescribed Tender Fee and Earnest Money Deposit (EMD) must accompany the offer as mentioned in this tender document. Offers received without them will be rejected.
- Detailed Technical Specifications, Terms and Conditions, Scope of Work, various format and Performa for submitting the tender offer are described in this tender document. Do not change this tender document. Any change/s made in the tender document by the vendor will lead to disqualification. Such offers will be rejected.
- Bidders are encouraged to visit the Gujarat National Law University, with prior appointment, to check the current deployment at site to get a better understanding of the actual work.

## SECTION – II

### Eligibility Criteria for the bidder:

- ❖ The bidder should have been in the Supply, Installation and Maintenance of EPABX Systems business for at least last 5 years.
- ❖ The bidder should have the experience of completion of AMC of EPABX and related component/items in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies/Municipalities as follows:
  - Three similar completed works costing not less than ₹ 96000; or
  - Two similar completed works costing not less than ₹ 120000; or
  - One similar completed work costing not less than ₹ 192000.
- ❖ The bidder should have a turnover of at least ₹ 10 Lacs in each of the last 3 financial years, as revealed in Annual Financial Statements reported in India in each of the last 3 financial years (2014-15, 2015-16, 2016-17).
- ❖ The bidder should have presence in Gujarat for at least the past three years. Please attach the copies of any one of the following: Property tax bill / Electricity Bills/ Telephone Bills/VAT-C.S.T. Registration / Valid Lease Agreement.
- ❖ Bidder has to submit the authorization letter from OEM for EPABX System.
- ❖ Bidders are required to submit all supporting documents for above criteria with signed and stamp.

## SECTION - III

### General Terms and Conditions:

1. The bid is non-transferable.
2. The bidder will be engaging for Annual Maintenance Contract of EPABX Systems, at GNLU, Gandhinagar as per the bid at Gujarat National Law University, Gandhinagar.
3. The bidder shall bear all the costs associated with the preparation and submission of its bid, and GNLU in no case will be responsible or liable for these costs, regardless of conduct or outcome of bidding process.
4. Bidder must sign all the papers submitted with tender.
5. Right to Alter Quantities or Extend the contract on a pro-rata basis: GNLU reserves the right to alter (increase or decrease) the quantities specified in the offer. Upon expiry of the AMC, GNLU reserves the right to extend the engagement by up to 12 months, on a pro-rata basis.
6. The bidder has to submit the compliance letter on its letter head duly signed by the authorized signature & other supporting documents as asked for in the bid. Failing to submit the same or non-compliance/deviation from any bid terms and conditions, eligibility criteria or technical specifications may result in rejection of the bid.
7. The Bidder has to examine all instructions, forms, annexures, terms, conditions and scope in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.
8. List of EPABX equipment and other items to be covered under AMC are mentioned in Annexure B. Vendors may visit the site by prior appointment, to have a better understanding of the existing EPABX Systems and network.
9. Amendment of Bidding Documents (Corrigendum): At any time prior to the deadline for submission of bids, GNLU may modify the bidding documents. The corrigendum will be published on website [www.gnl.ac.in/tender.php](http://www.gnl.ac.in/tender.php). In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids GNLU, at its discretion, may extend the deadline for the submission of bids.
10. **Price:** The price shall be quoted in Indian Rupees only, on free delivery at site basis. This shall be inclusive of all taxes. All kind of taxes should be specifically mentioned in the price bid, Excise Duty Exemption/Custom Duty etc.
11. **Tender Fee & EMD:** The Bidder has to submit, in two separate envelopes, (a) Non-refundable **Tender Fees of Rs. 2,500/-** and (b) **Earnest Money Deposit (E.M.D.) of Rs. 5,000/-**. These payments need to be in the name of "**Gujarat National Law University**", payable at **Ahmedabad** and should be in the form of Demand Draft, issued by any of the Nationalized Bank including the Public Sector Bank or Private Sector Banks authorized by RBI (operating in India having branch at Ahmedabad / Gandhinagar). **Bids without Tender fees & E.M.D. will not be termed valid.** In case of non-receipt of Bid processing fees & EMD as mentioned above the bid will be rejected by GNLU as non-responsive.

12. **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelope quoting reference number on the top of the envelope. Tender Fee and EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents.
13. Unsuccessful bidder's E.M.D. will be returned as promptly as possible but not later than 15 days after the expiration of the period of bid validity OR upon the successful Bidder signing the Contract, and furnishing the Performance Bank Guarantee @ 10% of the total order value as prescribed by GNLU, whichever is earlier. No interest is payable on EMD.
14. The Successful bidder has to submit **Performance Bank Guarantee @ 10% of total order value** within 15 days from the date of issue of Purchase Order, from any of the Nationalized Bank including the Public Sector Bank or Private Sector Banks authorized by RBI (operating in India having branch at Ahmedabad/ Gandhinagar), for the period of 3 years of the AMC.
15. The successful Bidder's E.M.D. will be returned upon the Bidder signing the Contract, and furnishing the Performance Bank Guarantee @ 10% of the total order value.
16. Modification and Withdrawal of Bids
  - (a) No bid will be allowed to be modified subsequent to the final submission of bid.
  - (b) No bid will be allowed to be withdrawn in the interval between the deadline for submission of bids and the expiry of the bid validity. Withdrawal of a bid during this interval will result in the forfeiture of bidder's E.M.D.
17. The Bidder will not be allowed to subcontract the work under this tender and that the Bidder's qualified personnel will provide the services under this tender. Furthermore, the Bidder will be fully responsible and liable for their personnel and their actions. Any deviation found in the specification of the produced goods from the tender specification will lead to the cancellation of the order, forfeiture of EMD and prohibition in the participation in the future purchase of GNLU. GNLU will not be responsible for any time delay which may arise due to any deviation from the bid technical specification found at the time of inspection and the bidder has to deliver and install the ordered goods within prescribed time limit.
18. The Bidder acknowledges that all material and information which has or will come into its possession or knowledge in connection with this Agreement or the performance hereof, consists of confidential and proprietary data, whose disclosure to, or use by, third parties will be damaging or cause loss to GNLU. The Bidder agrees to hold such material and information in strictest confidence, not to make use thereof other than for the performance of this Agreement, to release it only to employees requiring such information, and not to release or disclose it to any other party. The Bidder agrees to take appropriate action with respect to its employees to ensure that the obligations of non-use and non-disclosure of confidential information under this Agreement can be fully satisfied.
19. **AMC Period:** Engagement to commence from the date of the work order, for a period of 3 years from then. In case of non-performance by the Bidder, GNLU reserves the right to terminate the agreement, forfeit the bank guarantee amount and take any required action to remedy the situation at the cost of the Bidder.
20. **Payment:** Payment for Services provided under this tender shall be made in Indian Rupees, on a six monthly basis. Such payment will be subject to receiving satisfactory servicing report from the concerned authority at GNLU.

21. **Acceptance of Tender:** The Authority of Gujarat National Law University, Gandhinagar does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire tender bids received without assigning any reason thereof.
22. Conditional Offer will not be accepted.
23. **Period of Validity:** Bids shall remain valid for acceptance for a period of 120 days from the date of opening of the price bid.
24. The benefit of any downward price revision (revision on account of budget/financial policy, tax revision, EPZ etc.) is to be given to Gujarat National Law University, Gandhinagar by the bidder.
25. Past Performance of the agency will be judged at the time of Technical Evaluation.
26. GNLU does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee.
27. The bids (technical and price bids) once submitted shall be the property of the University and shall not be returned to the agency in future.
28. The person/officer signing the tender/bid documents should be authorized by the Chief Executive Office/Managing Director / Proprietor / Partner of the Company to sign such documents.
29. **Opening of Price Bids:** The Price Bid(s) of only those agency(s) who are found technically qualified will be opened.
30. Bidder or his/her authorized representative (with proper authorization letter for attending opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.
31. **IMPORTANT:**
  - University may accept or reject any or all the bids in part or in full without assigning any reason and does not bind to accept the lowest bid. The University at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the Purchase Order.
  - GNLU reserves the right to change any bid condition of any item even after inviting the bids, with/without prior notification.
  - A bid submitted with false information will not only be rejected but also the OEM/agency will be debarred from participation in future tendering process.
  - In case of any dispute, the decision of the Director of this University shall be final and binding on the bidders.
  - For any query pertaining to this bid document, correspondence be addressed to: The Registrar, Gujarat National Law University (GNLU), Attalika Avenue, Knowledge Corridor, Koba, Koba(Sub P.O.), Gandhinagar 382426, Gujarat , India.
  - In case the due date for opening tender happens to be a holiday, the same will be opened on the next working day. The timings will however remain unchanged. Please Note that the
32. The jurisdiction of any dispute will be Gandhinagar, Gujarat.
33. Tender Offer/Proposals after due date and time period will not be accepted.

34. **Force Majeure:** Force Majeure shall mean and be limited to the following:
- a) War / hostilities
  - b) Riot or Civil commotion
  - c) Earthquake, flood, tempest, lightening or other natural physical disaster.
  - d) Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the order by the Bidder.

The Bidder shall advise the GNLU by a registered letter duly certified by the local statutory authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure Conditions. In the event of delay lasting over four weeks, if arising out of causes of Force Majeure, The GNLU reserves the right to cancel the order.

Bidder shall categorically specify the extent of Force Majeure conditions prevalent in their works at the time of submitting their bid and whether the same have been taken in to consideration or not in their quotations. In the event of any Force Majeure cause, the Bidder shall not be liable for delays in performing their obligations under this order and the delivery dates can be extended to the Bidder without being subject to price reduction for delayed delivered, as stated elsewhere.

It will be prerogative of GNLU to take the decision on force major conditions and GNLU's decision will be binding to the bidder.

## SECTION - IV

### **SCOPE OF WORK AND SPECIFIC TERMS AND CONDITIONS RELATED TO ANNUAL MAINTENANCE OF EPABX SYSTEM AND OTHER DEVICES/EQUIPMENTS.**

1. **SCOPE OF WORK** : During the term of this Agreement The bidder agrees to maintain the EQUIPMENT in good working order and for this purpose will provide the following repair and maintenance service:
  - a) The Bidder shall correct any faults and failures in the EPABX SYSTEMS /EQUIPMENT and shall repair and replace worn or defective parts of the EPABX SYSTEMS/EQUIPMENT during the GNLU's normal working hours on all working days. In cases where unserviceable parts of the EQUIPMENT need replacement The Bidder shall replace such parts, at no extra cost to the GNLU, with brand new parts or those equivalent to new parts in performance. The Bidder shall further ensure that the EQUIPMENT is not down at any time for want of spare parts. Each and every components, breakdown due to power conditions, rodents etc. are covers under the contract.
  - b) In case of failure of connectivity between EPABX systems and telephone instruments or Connectivity of direct telephone lines with EPABX system, The Bidder shall find if any faults at the time of failures of connectivity and the Bidder shall repair worn or defective parts of the cable's end points/connections between EPABX system and Telephone instruments. The bidder shall carried such maintenance work during the GNLU's normal working hours on all working days, at no extra cost to the GNLU. If the cable is non reparable and required replacement than bidder has to intimate to GNLU with exact reasons in writing. GNLU is free to give this replacement of cable work to any other agency or to the bidder on mutually agreed terms.
  - c) The Bidder agrees that special arrangements may be made by the GNLU to have such maintenance service provided outside the hours specified in 3 (a).
  - d) The Bidder shall provide repair and maintenance service, in response to oral including telephone notice by the GNLU and such services should be available for a period of 8 hours from 9 a.m. to 5 p.m. on all working days. However, due to any reason if the OFFICE will remain open on any public holiday then The Bidder has to provide service on the request of the GNLU.
  - e) The Bidder shall ensure 24 hours response time (i.e. total time taken by The Bidder between registering the complaint and attending the complaint).
  - f) The Bidder shall ensure break down call time of 48 hours (i.e. total time taken by The Bidder between registering the complaint and rectifying the fault). This time includes time taken to reach the site, diagnose, repair/



replace the faulty component/module/device & equipment that are covered under the contract.

- g) The Bidder shall ensure Spares availability. In case, it is not possible to repair some equipment or not possible to repair at site and has to be taken out for repairs, the BIDDER shall provide a suitable replacement as Standby arrangement within 24 hours so that the work is not hampered. The packing / unpacking, transportation, loading / unloading, connection / disconnection, configuration / re-configuration and any associated activity with the repair and maintenance shall be the sole responsibility of The Bidder. However, if standby arrangement has been made then it shall be replaced with original or functionally equivalent equipment within next 15 working business days.
- h) **Preventive Maintenance:** The Bidder shall conduct Preventive Maintenance (including but not limited to inspection, testing, satisfactory execution of all diagnostics, cleaning and removal of dust and dirt from the interior and exterior of the EPABX SYSTEMS/EQUIPMENT, necessary repairing of the EPABX SYSTEMS/EQUIPMENT once in every 3 month, during the currency of this Agreement, on a day and at a time to be mutually agreed upon and inform the representative of the GNLU about any necessary steps to be taken like back up of data or features enhancement etc.
- i) Qualified maintenance engineers totally familiar with the EPABX SYSTEMS/EQUIPMENT shall perform all repair and maintenance service described herein. Engineer will have to take system backup and provide the backup data to the concerned department of GNLU as and when asked by the concerned department of GNLU.
- j) The Bidder shall maintain at the GNLU's site, a written maintenance and repair log; and shall record therein each incident of EPABX SYSTEMS/EQUIPMENT malfunction, date and time of commencement and successful completion of repair work and nature of repair work performed on the EPABX SYSTEMS/EQUIPMENT together with a description of the cause for work, either by description of the malfunction or as regularly scheduled Preventive Maintenance. The GNLU shall use the same log for recording the nature of faults and failures observed in the EPABX SYSTEMS/EQUIPMENT, the date and time of their occurrence and provide to the respective offices whenever required.
- k) In case if the Bidder is not able to repair the original EPABX System and related equipment, The Bidder shall supply the new substitute of same specifications or of higher specifications of same brand and in case of not able to repair the SETU ATA device, The Bidder shall supply the new substitute of same specifications or of higher specifications of same brand or equivalent brand, with prior approval of the GNLU. In case, if the GNLU found the substitute of lower quality or cheaper substitute than the

difference between genuine substitute of reputable brand and the one used by the Bidder has to be paid by The Bidder.

- l) Failure in adhering to any of the terms and conditions mentioned in the scope of work will attract penalty clause.
2. **Penalty Clause:** If The Bidder does not fulfil the provisions of above clauses and if the complaint is not resolved within 72 hrs, the proportionate maintenance charges for that month will not be considered payable by the GNLU. In such event the Bidder will credit the proportionate maintenance charges for that month to the GNLU against future payments if due, or refund the amount forthwith to the GNLU on demand by the GNLU.
3. List of the equipment to be covered under AMC are as per **Annexure-B**.
4. The Bidder's maintenance personnel shall, subject to clause 1 (i) herein, be given access to the EPABX SYSTEMS/EQUIPMENT when necessary, for purposes of performing the repair and maintenance services indicated in this Agreement.
5. The Bidder shall provide all working mobile nos. of the contact person(s) to the GNLU for the satisfactory performance of the contract.
6. The Bidder will not subcontract or permit anyone other than the Bidder personnel to perform any of the work, services or other performance required of The Bidder under this Agreement without the prior written consent of the GNLU.
7. The GNLU shall have the right to make changes and attachments to the equipment, provided such changes or attachments do not prevent proper maintenance from being performed, or unreasonably increase The Bidder cost of performing repair and maintenance service.
8. The Bidder agrees that it and its personnel will at all times comply with all security regulations in effect from time to time at the GNLU's premises and externally for materials belonging to the GNLU.
9. During the performance of the contract, if the person(s) of the Bidder meet with any accident which results into the death or injuries to the person(s) of the Bidder or any damage made to the third party and any claim or legal penalties arise out of it will be responsibility of the Bidder only. The GNLU will not be responsible in any way.
10. The Bidder acknowledges that all material and information which has or will come into its possession or knowledge in connection with this Agreement or the performance hereof, consists of confidential and proprietary data, whose disclosure to or use by third parties will be damaging or cause loss to the GNLU. The Bidder agrees to hold such material and information in strictest confidence, not to make use thereof other than for the performance of this Agreement, to release it only to employees requiring such information, and not to release or disclose it to any other party. The Bidder agrees to take appropriate action with respect to its employees to

ensure that the obligations of non-use and nondisclosure of confidential information under this Agreement can be fully satisfied.

11. The Bidder represents and warrants that the repair and maintenance service/products hereby sold do not violate or infringe upon any patent, copyright, trade secret, or other property right of any other person or other entity. The Bidder agrees that it will, and hereby does, indemnify the GNLU from any claim, directly or indirectly resulting from or arising out of any breach or claimed breach of this warranty.
12. The payment should be made on quarterly basis on receiving satisfactory reports from the user concerned. It will be the responsibility of the contractor to maintain records/log book/measurement book, duly signed by authorized officer/staff of GNLU and submit serviced reports duly signed, mentioning name and designation of the verifying authority accordingly along with the bills.
13. TIN/Service Tax number must give on the face of the bill.
14. No revision in the price will be allowed till the duration of the AMC period indicated above.
15. However, if there is any downward revision of price during the validity of quotation and contract period, then the benefit of the same shall have to be passed on to GNLU.
16. In case of non-compliance of AMC order, Security amount will be forfeited and the party is liable for being blacklisted. Also further action shall be taken at the costs of the contractor.
17. During the period of contract, the contractor will be responsible for proper & consistently good functioning of the two EPABX system and related items mentioned in this tender and installed at GNLU.
18. The bidder will be required to maintain a log of the various service requests mentioning the concerned equipment, the actions taken to resolve the requests, and the sign-off from the concerned GNLU personnel – mentioning the date and time for the events.
19. The contract may be terminated by the GNLU at any time without assigning any reason thereof, if the work of the contractor is found to be unsatisfactory and GNLU will be at liberty to entrust the same to any other contractor at the risk and expenses of the defaulting firm. In this connection, the decision of GNLU shall be final and binding upon the agency.
20. In all the case of dispute, the decision of the competent authority of GNLU shall be final.
21. The jurisdiction of any dispute will be Gandhinagar.

### **Annexure –A: Details of Bidder/Other Details:**

- 1) Name of the Bidder:
- 2) Status of the Bidder: (attach documents, if registered company/partnership/proprietorship)
- 3) Details of key top official/authorized official: (attach details)
- 4) Enclose the following documents;
  - a) Certificate of Registration/Trade License
  - b) Attested copy of PAN card, Service Tax, CST/VAT registration papers
  - c) Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration
- 5) Bid Processing Fees & Earnest Money Deposit Details

Sr. No.	Item	Amount (In Rs.)	Name of the Bank & Branch	Demand Draft No.
1	Bid Processing Fees			
2	Earnest Money Deposit (E.M.D.)			

- 6) Form No. A1: Financial strength of the bidder: (Please Submit details as per following format)

Financial Year	Turnover (Rs. In Crores)	Audited Accounts Attached? (Yes/No)
2014-2015		
2015-2016		
2016-2017		

**Note:** Please enclose the Audited Annual Accounts along with IT Returns, tax clearance certificates for the last three financial years. Failing the same may lead to the rejection of the bid.

- 7) Form No. A2: Offices in Gujarat: (Please Submit details as per following format)

Sr. No.	Address	Contact Person	Contact nos.	Type of supporting document attached
1				
.				

**Note:** Please fill this form and submit the supporting document. Failing the same may lead to the rejection of the bid.

8 ) Form No. A3: List of Support Engineers/Staff available with Vendor for providing services under this tender:

No.	Name	Designation	Mobile/Phone Number & Email ID
1			
2			

**Note:** You have to mention at least two Support Engineers/staff . Submit the supporting documents. Failing the same may lead to the rejection of the bid.

8) Form No. A4: Experience of executing of AMC of EPABX and related components/items as mentioned in the eligibility criteria of this tender (Please Submit details as per following format)

Sr. No.	Name of the Customer	Address of the Installation	Starting Date	Duration of the Engagement	Scope of Work
1					
.					
.					

**Note:**

Submit the copy of purchase order indicating the project value, customer contact details, customer satisfaction certificate etc.

Please mention only those projects which meet the criteria of eligible bidder.

9) Form No. A5: Authorisation Letter from the OEM for EPABX Systems

Item	Make and Model	Name of OEM	Authorization Letter attached? (Yes/No)
1			
.			

Note: You have to submit authorization Letter of EPABX Systems

**Make sure that the documents are in the same as order as the above list.**

**Annexure – B: LIST OF EQUIPMENT TO BE COVERED:**

The GNLU Main / Library building, Academic Buildings, Hostels are currently being serviced by a Matrix make EPABX bearing model no. Eternity **GE12SAC**. Also we have extended this connectivity using another Matrix make EPABX bearing model no. Eternity **GE12SAC** for the Intercom and telephone lines requirements for VIP Guest house/Staff quarters. VIP Guest house has telephone extensions in each room. University required comprehensive maintenance and technical support for the proper functionality of these two EPABX systems and related component/items. List of the equipment to be covered with technical specification/details of EPABX Systems are as under:

Sr. No.	Item/Particulars	Quantity
1	<b>EPABX System</b> <b>Brand : MATRIX</b> <b>Model: Eternity GE12SAC</b> With 8 Trunk, 12 DKP ,128 Extensions ,PRI & VOIP16 card and Eternity GE IP 30 users <b>Location : Main Administrative Building</b>	01
2	<b>EPABX System</b> <b>Brand : MATRIX</b> <b>Model: Eternity GE12SAC</b> with 8 Trunk, 96 Extensions, 2 DKP and VOIP16 Card <b>Location : VIP Guest house/Staff quarter Building</b>	01
3	Digital Phone EON48S BLACK Brand : MATRIX	05
4	DSS 16x4 BLACK Brand : MATRIX	01
5	SETU ATA 2S Brand : MATRIX	20
6	100 Pair DP with Dis Connection Module	02

**Annexure – C: Financial BID**

Sr. No.	Item/Particulars	Quantity	Rate/Unit Rs.	Applicable Taxes	Total Amount inclusive of Taxes Rs.
1	<b>EPABX System</b> <b>Brand : MATRIX</b> <b>Model: Eternity GE12SAC</b> With 8 Trunk, 12 DKP ,128 Extensions ,PRI & VOIP16 Card and Eternity GE IP 30 users	01			
2	<b>EPABX System</b> <b>Brand : MATRIX</b> <b>Model: Eternity GE12SAC</b> with 8 Trunk, 96 Extensions, 2 DKP and VOIP16 Card	01			
3	Digital Phone EON48S BLACK Brand : MATRIX	05			
4	DSS 16x4 BLACK Brand : MATRIX	01			
5	SETU ATA 2S Brand : MATRIX	20			
6	100 Pair DP with Dis Connection Module	02			
	Total Rs.				

**Annexure – D:****APPLICATION FORM**

To,  
 The Registrar  
 Gujarat National Law University  
 Attalika Avenue, Knowledge Corridor,  
 Koba, Koba (Sub P. O.), Gandhinagar - 382426 (Gujarat), INDIA

**Subject:** Tender for \_\_\_\_\_

Sir,

Please refer to your Tender Notice No. PC \_\_\_\_/2017 published in the newspapers for \_\_\_\_\_. We are hereby applying for the same as per the details specified below:

<b>Bidder Details</b>	
Company/Agency Name	
Office Location	
Address	
City	
State	
Pin Code	
Telephone	
E-Mail	
Website	

**Signature of the Authorised Signatory**  
**(With seal)**



**ANNEXURE – E: DECLARATION**

- 1) I, ----- Son /Daughter of Mr. -----  
----- Proprietor/Partner/CEO/MD/Director/ Authorized Signatory of M/s. -----  
----- am competent to sign this declaration and execute this tender document.
- 2) I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
- 3) The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
- 4) I/we/am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
- 5) Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

(Seal of the Bidder)

(Signature of bidder with seal)

Name.....

Seal.....

Address.....

Phone No.....

E-mail.....

Place:

Date:

**Annexure – F: Check-List for Submission of Tender**

Sr. No.	Document	Yes/No
1	Demand Draft for Tender Processing Fee	
2	Demand Draft for EMD	
3	Details of Vendor and Other Details (Annexure A)	
4	Financial Details- Audited Balance sheet of last three years (Annexure A, Form No. A1)	
5	Office in Gujarat (Annexure A, Form No. A2)	
6	Support Engineers/Technicians available with vendor to carry out the installation and testing work (Annexure A, Form No. A3)	
7	Experience of executing AMC of similar nature and size with at least 3 other organisations (Annexure A, Form No. A4)	
8	Authorisation Letter from the OEM for EPABX Systems (Annexure A, Form No. A5)	
8	Enclose original tender document and other enclosures with seal & authorized signature on each page.	
9	Application form (Annexure – D) & Declaration (Annexure –E)	
10	Financial Bid in a separate, sealed envelope (Annexure- C)	