



No: MSACS/Proc/AMC/EPABX/2023-24

Date: 29-05-2023

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Invitation for Quotations for Annual Maintenance Contract for “AMC for EPABX Machine for the year 2023-24”.**

Dear Sir,

- 1) You are invited to submit your most competitive quotation for the Annual Maintenance Contract for “AMC for EPABX Machine for the year 2023-24” at MSACS office.
- 2) **Bid Price :**
  - a) The contract shall be for the service as described above. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
  - b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
  - c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to the adjustment on any account.
  - d) The prices shall be quoted in Indian Rupee- only.
- 3) **Validity of Quotation:**

Quotation shall remain valid for a period of not less than 45 days after the deadline date specified for submission.
- 4) **Each bidder shall submit only one quotation in prescribed format attached with this inquiry letter in a sealed envelope superscripting.**

**Confidential**

**“Quotation for AMC for EPABX Machine 2023-24”**

**Do not open before 05-06-2022 @ time 5.30 pm**

- 5) **Evaluation of Quotations :**

The purchaser shall evaluate and compare the quotations determined to be substantially responsive i.e. which

  - a. are properly signed; and
  - b. conform to the terms and conditions and specifications.

The quotations would be evaluated for all the items together / would be evaluated separately for each item.



**6) Award of Contract :**

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

6.1 Notwithstanding the above, the Purchaser reserve the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

6.2 The bidder whose quotation is accepted will be notified about the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

**7) Documents to be attached along with quotation :**

**1-Scan copy of incorporation certificate**

**2- Pan Card**

**3- GST Registration.**

**8) Terms and conditions :**

**1-Payment** shall be made quarterly after submitting the bill along with service reports duly certified by Procurement officer/ admin section of MSACS.

**2-Agency** should have attend call within 24 hrs. from calling. Failure to attend will be liable for penalty @Rs. 250/-per day. Penalty will be charged three times only. If such incidences are noticed more than three times the contract will be terminated.

**3- One visit** in every month and whenever called by this office for complaint is compulsory.

**9) The successful bidder has to submit contract agreement on stamp paper of Rs.100 within 7 days from the date of notification of award.**

**10) Performance Security:-**

The successful bidder has to submit performance security @5% of the contract value within 7 days from the date of notification of award.

**11) You are requested to provide your offer latest by 05-06-2023 up to 5.30 p.m.**

**12) Quotations will be open in the presence of the bidders or their representative who choose to attend 11.00 pm on 06-06-2023 in the office of the MSACS.**

**13) We look forward to receiving your quotations and thank you for your interest in this project.**

**Assistant Director Procurement  
MSACS**



**Maharashtra State AIDS Control Society,**

**GOVERNMENT OF MAHARASHTRA**

R. A. Kidwai Marg, Near Wadala OverBridge,  
Wadala (West), **Mumbai-400031**

On your letterhead

Date :-

To,  
The Project Director  
Maharashtra AIDS Control Society  
R. A. Kidwai Marg, Near Wadala Overbridge,  
Wadala (W), Mumbai – 400 031.

Sub :- **Submission of quotation for “AMC for EPABX Machine for MSACS office .**

Ref :- Your inquiry no. \_\_\_\_\_ date \_\_\_\_\_  
Due on \_\_\_\_\_

Quotation

Sr. No.	Brief Description of work	No of visits	Total Amount
1	EPABX System : EPABX 5 direct lines + 36 lines configured 5 telephone lines and 36 extensions.	One visit in every month and whenever called by this office for complaint	
GST ----- %			
Net Amount per Year			

We agree to provide above service in accordance with the requirements given in your inquiry letter for a contract price of Rs. \_\_\_\_\_ (amount in figures) Rupees \_\_\_\_\_ (amount in words) for year.

All other terms & conditions mentioned in the invitation of quotation are acceptable to us.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Name & Address of supplier

Signature of supplier