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Central Information Commission
Dyc Hkou] utnhd Mkd [kkuk/ Club Building, Near Post Office
igkuk ts, u-; w iflj / Old J.N.U. Campus
ubz fnYyh - 110067 / New Delhi - 110067

File No. 17/1/2007-Admn-CIC

Dated: July 3, 2007

To
(As per list attached)

Subject: Proposal for Purchase of seven Key Telephone System - regarding

Sir

I am directed to invite sealed quotations from the original equipment manufacturers/ business partners/ authorised distributors/dealers of reputed brands of Key Telephone System for supply of KTS as per specification detailed below:

" Key Telephone System, 4 P&T Lines and 4 Digital Extensions & 4 Analog extensions expandable to 20 ports, Caller Identification facility, Battery backup, Voltage stabilizer and other standard specifications"

2. The price of the new KTS may be quoted as applicable for direct supply of the items at the best competitive price. The freebies allowed by the company may also be quoted specifically.

3. The interested bidders are requested to submit their bids in two separate sealed covers as prescribed below:

- (i) The first sealed cover superscribed "**Technical bids for supply of Key Telephone System**" should contain the following:-
 - (a) Earnest money deposit of Rs. 10,000/- (Rupees ten thousand only) in the form of crossed bank draft/ pay order in the name of Under Secretary(Ad.III), MHA. The EMD will be forfeited in case the successful bidder resiles from the offer.
 - (b) The details of the firm's profile, brand equity, market share in respect of the bidden items, clientele in both Government and corporate levels, lists of authorised service providers in Delhi, facilities for both warranty service and AMC, detailed specifications of this product offered, provisions for expansion of capacity, if needed, when the product was originally launched in India etc, duly supported by documentary proof in this regard should be enclosed.

(c) Permanent Income Tax Account Number and copy of latest IT clearance. The number of mechanics/ service engineers to be deputed on day to day basis to attend to the defects in the system.

(d) Whether the firm has any regular workshop of its own for repair/maintenance of the system. If so, details of the same together with telephone/ mobile nos. of Service Managers/ Engineers to be furnished.

(ii) The second sealed cover superscribed as " Financial bid for supply of Key Telephone System" should contain the following:-

- (a) Financial quotation.
- (b) A copy of demand draft/ pay order sent alongwith technical bid.

4. Financial bids of only those firms will be opened who will qualify in the Technical bid. The data and time of opening of financial bid will be intimated only to the parties who qualify in the technical bid.

5. Sealed quotations superscribed as "Quotation for supply of Key Telephone System" addressed to the undersigned should be deposited in person at the above address or by post latest by 3.00 pm on 20-7-2007. The bids will be opened on the same day at 4:00 pm in Room No. 1 Central Information Commission, New Delhi in the presence of the representative of the firms who may wish to attend. The CIC reserves the right to accept or reject any or all the quotations without assigning any reasons.

Yours faithfully

(Chander Shekhar)
Administrative Officer
Phone: 26105041

Copy to:-

- (i) PPS to Secretary