

**FILM AND TELEVISION INSTITUTE OF INDIA
LAW COLLEGE RAOD,
PUNE-411004**

No.D-11044/2/2013-Estate

Date : 3.5.2014

To,

As below

Sub : Annual Maintenance for the year 2014-2015.

1) EPABX System - On Comprehensive Basis

2) Intercom Telephone Instruments, Field Cable Network spread over FTII premises etc - On Comprehensive Basis .

Sir,

The FTII is considering to assign the both Annual Maintenance Contract of EPABX System (on comprehensive basis) and of Intercom Telephone, Field Cable Network, PCO etc. (on comprehensive basis) together for the period from 1.5.2014 to 30.4.2015, as per the description mentioned below, subject to the terms and conditions given overleaf. Kindly quote your lowest prices inclusive of all taxes in the following proforma including all the requirements, furnishing full details wherever necessary.

A) On Comprehensive Basis for EPABX System : (TERMS & CONDITIONS overleaf)

The FTII has installed USHA CORAL make EPABX System in April, 2002. It has been decided to entrust Annual Maintenance Contract on comprehensive basis for a period of one year from 1.5.2014 to 30.4.2015. The EPABX System is installed in the premises on First Floor of TV Building.

You are therefore requested to kindly inspect the EPABX System and submit your sealed quotation addressed to The Estate Manager, FTII for comprehensive Annual Maintenance Contract for a period of one year from 1.5.2014 to 30.4.2015 .

Your quotation should reach the undersigned by 13.5.2014 along with your firm's undertaking for accepting the terms & conditions of FTII, and also that the spares and Software Programming for the above machine will be made available and the system will be put in working condition as and when requisitioned by the FTII within 48 hours.

B) On Comprehensive Basis for Intercom Telephone, Field Cable Network, PCO etc : (TERMS & CONDITIONS overleaf)

The FTII is considering to assign the Annual Maintenance Contract for Intercom Telephone, Field Cable Network, PCO etc. as per the description mentioned below, subject to the terms and conditions given overleaf.

Contd/-...

- PROFORMA FOR A & B -

Kindly quote your lowest prices inclusive of all taxes for both the AMC (EPABX & Field Cable) **compulsory in the following proforma** including all the requirements, furnishing full details wherever necessary or otherwise quotation will be cancelled :

A) Annual Maintenance Contract for EPABX System :

B) Annual Maintenance Contract for Intercom Telephone, Field Cable Network, Fax etc. :

Sr. No.	Description of the Work	Qty.	Lump sum Amount with all Govt. applicable taxes
A)	USHA CORAL make EPABX System	1 No.	
B)	Field Cable Network spread over the FTII Premises (with Comprehensive basis)	Job work	
	Telephone Instruments (with Comprehensive basis)	170 Nos.	
	Fax Machines in the FTII Campus (with Comprehensive basis)	4 Nos.	
	1 + 1 Plan Telephones (with Comprehensive basis)	4 Nos.	
	5 rolls of 100 mtrs each (4 Pair PVC Cable) at FTII	5 Rolls	
	Roset Box at FTII	10 Nos.	
*	During the AMC period the complaints should be attended within next 24 hours and for every complaints the targeted date should be given in writing to the Estate section else the payment will not be released for the next quarter.		

Also submit Company Profile, copies of Shop Act License, Sales Tax Registration, Income Tax Clearance Certificate, Pan Card etc.

Your quotation for both the AMC's should reach within the stipulated period of 10 days i.e by 13.5.2014 (last date by 5.00 p.m) to the Central Registry FTII, Pune. The quotation received after 13th May, 2014 will not be entertained.

Thanking you,

Yours faithfully,

(S.V.Tare)
Estate Manager

Encl. As above

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**FTII - TERMS & CONDITIONS FOR THE
COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF EPABX :**

1. The AMC Holder Agency will deposit 5 rolls of 100 mtrs each (4 Pair PVC Cable) at FTII alongwith 10 Nos. of Roset Box for the Comprehensive maintenance work throughtout the year. The cable required after the exhaust of the above mentioned stock FTII will bear the cable charges if any for excess requirement of cable.
2. Within this contract the Agency will bear the cost of all the spares required for the maintenance of the system during contract period.
3. The age3ncy will attend any breakdown to the EPABX System within 72 hours else the agency will be charged a fine of Rs.500/- per day for the period of delay in putting up the EPABX System in working order.
4. During the monthly preventive maintenance visit, their engineer will do the entire servicing along with the cleaning of the system with air pump or Vacuum.
5. During the contract period Agency will make 1 regular monthly visit excluding any number of repair / breakdown calls.
6. Company engineer will resolve our all types of problems related to software programming and hardware.
7. Agency will be resolving all the complaints of the Operator, as well as other working peoples.
8. Mode of payment will be quarterly basis.
9. The agency will maintain the complaint / maintenance register in EPABX Room and will submit their reports regularly.

: TERMS AND CONDITIONS :
AMC OF INTERCOM TELEPHONE, FIELD CABLE NETWORK, PCO ETC

(1) GENERAL :

1. Rates quoted should be inclusive all taxes, including packing forwarding charges and Octroi for door delivery at our Stores at the FTII. Rates quoted must be open for acceptance for a minimum period of 120 days from date of opening of the quotation.
2. Quotation must be submitted in a sealed envelop address to the Estate Manager & should reach to Central Registry on or before the due date specified on above page. Late quotations will not be considered.
3. Installation / commissioning charges if any may please be quoted separately.

(2) FTII RESERVES THE RIGHT :

1. To accept or reject in part or whole, any or all the quotations received without assigning any reasons, nor is it bound to accept the lowest quotation.
2. To reject any supplies should they not confirm to the required standard specification at its sole description and such decision of the Institute shall be final.
3. The supplier shall be liable to and responsible for any defect in the material and shall make good by free replacement any rejected part thereof or the whole quantity supplied as the case may be.
4. During the AMC period the representative of AMC (Holder) will attend the complaints lodged by the Telephone Operator and Estate Section within next 24 hours else the payment will not be released for the next quarter .
5. He will attend the complaints and will write the action taken by him, in the register maintained at the Telephone Exchange.
6. If there is any new requirements of installation of new cable or instruments, he will submit his quotation separately after ascertaining that the instrument is not serviceable or so. As the AMC on Comprehensive basis therefore no labour charges will be paid by the FTII.
7. The payment will be made quarterly after the receipt of work satisfactory report from User department and Estate section.
