



1867

Balmer Lawrie & Co. Ltd.

*Administration Department
21 Netaji Subhas Road
Kolkata – 700 001.*

- *fax (033) 2222 5656.*

Ref :- Admin/103 Corrsp

Tender No. :- 05/ 2017-2018

Date : - 09.06.2017

Sub: Annual Maintenance Contract for Telephones (Intercom and Direct lines).

Interested service provider having requisite amenities with adequate manpower are requested to submit their best possible offer together with the copies of up to date Statutory License, ST, IT ESI and PAN Registration Number for providing services as above.

Please note that the offer should be submitted in consideration with the Terms & Conditions as per Annexure I, II, III & IV in a sealed cover super scribing ‘**Annual Maintenance Contract for Telephones [Intercom and Direct land lines]**. to the office of **Head (Admin & CSR.), Balmer Lawrie & Co. Ltd., 21 Netaji Subhas Road, Kolkata – 700 001** with an interest free deposit of Rs.5000.00 (Rupees Five thousand only) by Demand Draft / Pay Order in favour of "Balmer Lawrie & Co. Ltd.." it should be reaches by 4:00 p.m. on or before 19.06.2017.

For **BALMER LAWRIE & CO. LTD.**

Dilip Kumar Das
Head (Admin & CSR)



1867

Balmer Lawrie & Co. Ltd.

Administration Department

21 Netaji Subhas Road

Kolkata – 700 001.

- *fax (033) 2222 5656.*

ANNEXURE - I

SERVICE CONTRACT (ANNUAL MAINTENANCE CONTRACT) FOR INTERCOM AND DIRECT LAND LINES.

We propose to appoint a service provider for maintenance of approximate 250 telephone instruments and 100 direct land connections at our corporate Head Office at 21 Netaji Subhas Road, Kolkata – 700 001 and other locations in Kolkata.

The Annual Maintenance Contract shall include the following: -

- 1 General healthiness of the telephone instruments / preventive maintenance / internal wiring for both Intercom and Direct Land connections have to be checked periodically.
- 2 The Maintenance Contract shall include attending faulty instruments / internal wiring for both Intercom and Direct Lines immediately.
- 3 Approximate 250 telephone instruments at office have to be cleaned hygienically twice in a month.
- 4 Service provider should have the experience / influence for coordination with the telephone authority for rectification of any faulty landlines out of turn basis.
- 5 Experienced personnel at least two should be available at 21 Netaji Subhas Road premises on all working days from 9-00 a.m. to 5-30 p.m.
- 6 A suitable workforce with proper certificate holder has to be engaged for repairing of Telephone Instruments. In that case the company will pay actual cost of the spares but no inspection / supervision / service charges would be paid.

Special Terms & Conditions of the contract are furnished in Annexure - III enclosed.



1867

Balmer Lawrie & Co. Ltd.

*Administration Department
21 Netaji Subhas Road
Kolkata – 700 001.*

- *fax (033) 2222 5656.*

ANNEXURE – II

General Terms and Conditions

1. Comprehensive service contract should be valid for TWO YEARS and may be extended subsequently from time to time.
2. Offers should inclusive of necessary spares, all rates and taxes, duties; the Government or Statutory authorities levy octroi and or any other duties.
3. Offer should be a firm price contract. No price escalation will be entertained during the contractual period.
4. Company reserves the right to accept or reject any offer without assigning any reason whatsoever.
5. While offering, please be informed that, in the event of your non-compliance to any of the stipulations as specified herein above, company also reserves the right to take appropriate action including termination of contract.



1867

Balmer Lawrie & Co. Ltd.

*Administration Department
21 Netaji Subhas Road
Kolkata – 700 001.*

- *fax (033) 2222 5656.*

ANNEXURE – III

Special Terms and Condition

- 1 The contract period will be from the date of commencement of work by the contractor. The contract may be extended up to a further period of six months at the discretion of the company. In such an event, the contractor shall be bound to discharge their contractual obligations at the same rate and under the same terms and conditions of the contract entered into earlier.
- 2 On termination of the contract, the contractor will be required to hand over all instruments / lines in proper working condition irrespective of the mode of termination of the contract.
- 3 ESI formalities are to be maintained, if applicable, without which no worker of the contractor will be allowed to work inside the premises.
- 4 Safety and security of the system, equipment, tools and tackles, and material at site shall be solely the responsibility of the contractor during the contract period. The contractor shall take all necessary precaution to prevent wastage, damage or theft or loss whatsoever.
- 5 The contractor shall abide by the security regulation at site promulgated by the company from time to time.
- 6 The contractor at his own cost arrange for the safety provision stipulated by the Government or local authorities in respect of all laborers directly or indirectly employed for the performance of the work.
- 7 As per statutory requirement, the contractor shall produce the insurance coverage certificate against any accident takes place to the worker engaged by them.
- 8 Service reports with short details of work carried out by the contractor shall be counter signed by the supervisor-in-charge/ or any other person nominated by him.

Terms of Payment

All Payment shall be made on monthly basis after 30 days from the date of receipt of the bill and signed challan.



1867

Balmer Lawrie & Co. Ltd.

Administration Department
21 Netaji Subhas Road
Kolkata – 700 001.

- *fax (033) 2222 5656.*

Proforma for submission of Price Bid

PRICE BID

LOCATIONS	Rate per month (Service Tax as applicable)
Balmer Lawrie & Co. Ltd. 21, Netaji Subhas Road, Kolkata – 700 001, 39, B. C. Road, 42, Elgin Road & 9B, Queens Park & Other Senior Officers / Executives Residential Complex in Kolkata.	
<p align="center"><u>General Maintenance Contract.</u></p> <p>A) in case of line fault for Intercom, Direct telephone numbers either from D.B. at each locations of from BSNL side, the same shall be attended immediately.</p> <p>Total Intercom Numbers - 250 (Approx) Total Direct Numbers across - 100 (Approx)</p>	
<p>B) Cleaning of 250 nos. Intercom instruments and 30 nos Direct Phone instrument at Head Office to be cleaned twice in a month.</p>	
<p>The above rate is inclusive of Travelling / Tiffin expenses for any purposes other than Service Tax.</p>	

(In Words) -----

Rupees _____

Name of the organization -----

Signature -----

Stamp:-

Date :-----

