

Government of India  
Department of Atomic Energy  
General Services Organisation  
**Centralised Tender Cell**

**Kalpakkam – 603 102**  
**July 17, 2026**

**1.1. NIT Details:**

Online tender [**Annual Maintenance Service - EPABX System in GeM**], in TWO parts are invited for and on behalf of the President of India by the **Associate Director, ESG, GSO, Kalpakkam, Chengalpattu District, Tamil Nadu – 603 102**, from agencies who have experience in providing similar services (as specified in para. 1.2.1 of this NIT) and are meeting the conditions as stipulated in this NIT, as per the details given below:

**Tender No. GSO/CTC/SRMS/337/ 2026**

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i) <i>Name of work</i>            | <b>Comprehensive Maintenance Contract for Alcatel-Lucent EPABX OXE Telephone Exchange system at Kalpakkam and Anupuram Township during the year 2026 to 2028.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| ii) <i>Estimated Cost</i>         | <b>₹ 12.02 Lakhs (Including GST)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| iii) <i>Time allowed</i>          | <b>24 (Twenty Four) Months.</b> The contract may be extended for a further period of twelve months or part thereof on mutual consent.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| iv) <i>Earnest Money Deposit</i>  | <b>₹ 25,000/-</b> in the form of Deposit at Call receipt or Demand Draft / Bankers Cheque/ FDR drawn in favour of PAY & ACCOUNTS OFFICER, GSO, KALPAKKAM payable at Kalpakkam. Insurance Surety Bond will also be accepted. <b>Cash, Cheque, Bank Guarantee for Earnest Money deposit will not be accepted.</b><br><br><b>‘Micro and small enterprises (MSE’s) registered under MSME’ and ‘GeM GTC categorised EMD exempted service providers’ are exempted from EMD.</b><br><br>However they are required to furnish the MSME certificate/ concerned proof of certification instead of EMD at GeM Portal.<br><br><b>Traders as Major Activity are excluded from the purview of this exemption.</b> |
| v) <i>Cost of tender document</i> | <b>NIL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| vi) <i>Tender processing fee</i>  | <b>As applicable</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| vii) <i>Security Deposit</i>      | <b>2.5 % of tendered value</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| viii) Performance Guarantee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 3 % of tendered value                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| ix) Dates of availability of Tender Documents for view, download and submit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>From <b>17/07/2026 (17:00 Hours) to 07/08/2026 (14:00 Hours)</b></p> <p>To Download – please visit GeM website on: <a href="https://gem.gov.in">https://gem.gov.in</a></p> <p>Detailed NIT is also available on website <a href="http://www.igcar.gov.in">www.igcar.gov.in</a> for view only.</p>                                                                                                                                                                                                       |
| <p><b><i>Please note that the tender will be available for download between the dates as prescribed above. Agencies interested in participating must register in the GEM web portal and pay the prescribed registration charges as per requirements, should pay tender processing fee online, all within the dates prescribed above. <u>Only agencies who have registered in the above mentioned web portal can participate in e-tender.</u> Detailed NIT is also available on website <a href="http://www.igcar.gov.in">www.igcar.gov.in</a> for view only.</i></b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| x) Free viewing of Tender Documents in PDF format.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Search on Website <a href="https://gem.gov.in">https://gem.gov.in</a> If interested in participating in the tender, download tender details as under.                                                                                                                                                                                                                                                                                                                                                      |
| xi) Purchase of tender Documents in Excel Format for participation in tendering.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Login in the Home page of the website <a href="https://gem.gov.in">https://gem.gov.in</a> with your User ID &amp; Password.</p> <p>Click on “<b>Bids</b>” button; then Click on “<b>List of Bids</b>”; Click on “<b>Search</b>” button. Now type appropriate key word on search tab. In the list select our bid and apply.</p> <p>Please refer Help Manual for submission of Tender / contact Help Desk at <a href="https://gem.gov.in/contactUs">https://gem.gov.in/contactUs</a> for any queries.</p> |
| xii) Last date & Time of prebid clarification if any, sent by bidder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>The bidders are requested to send their Pre-bid clarifications / queries by not later than <b>14:00 Hours on 27/07/2026 to Mail id – <a href="mailto:straj@igcar.gov.in">straj@igcar.gov.in</a> &amp; <a href="mailto:moovendhan@igcar.gov.in">moovendhan@igcar.gov.in</a> (Phone No. 44-27480500 – Extn: 85803, 85352)</b></p>                                                                                                                                                                         |
| xiii) Last date and time of closing of online submission of tenders (Bid end date):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>07/08/2026 (14:00 Hours)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| v) Last date for submission of Original DD/BC/PO/DR for EMD.  | <p><b>07/08/2026 (14:00 Hours), at</b></p> <p><b>Centralised Tender Cell, Room No. 317, GSO Annex Building, Kalpakkam – 603 102, Chengalpattu District. (Contact Phone No. 044-27480500 Extn : 85803/ 85352).</b> The tenderer shall be required to submit the Earnest Money in a sealed envelope marked '<b>Earnest Money</b>'</p> <p><b>Please note that, EMD shall be submitted in a sealed envelope clearly mentioning the Unit name <u>GSO</u>, Tender number &amp; Name of work in a cover without fail.</b></p> <p>However, documents sent by post or courier will also be considered provided the same is received within due date &amp; time and postal details shall be sent to Mail ids <a href="mailto:straj@igcar.gov.in">straj@igcar.gov.in</a> &amp; <a href="mailto:moovendhan@igcar.gov.in">moovendhan@igcar.gov.in</a></p> <p><b>If a tenderer fails to submit original DD/BC/ PO/DR/ Insurance Surety Bond within the prescribed period as mentioned above, those tender will be summarily rejected.</b></p> |
| xv) Date and Time of online opening of Part-I (Technical Bid) | <b>07/08/2026 (14:30 Hours), at the office of Room No. 317, GSO Annex Building, Kalpakkam</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| xvi) Period of verification of credentials for evaluation.    | <p><b>10/08/2026 to 14/08/2026</b></p> <p>Note: Original documents substantiating the eligibility criteria all mentioned should be produced for verification during the above period. If the tenderers fail to submit original credentials for verification, within the prescribed period as mentioned above those tenders will be summarily rejected. For outstation bidders who have difficulty in appearing in person original notary certified documents can be submitted by registered post.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| xvii) Evaluation of Part-I (Technical bid)                    | Part-I evaluation for qualifying the bidders will be done based on credentials submitted by the bidder for opening Part-II (Financial bid). Inspection of eligible works will be carried out by an Engineering Team of Technical Evaluation Committee, if necessary.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| xviii) Bid offer validity                                     | <b>120 Days from the last date for online submission of tenders</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| xix) Opening of Financial Bids of qualified bidders           | Bidder shall check on GeM after Evaluation of Part-I Technical bid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| xx) Financial Bid/ Price Breakup | <p>The Bidders may note that, lump sum quoted tender amount should be same in both GeM portal and the price bid break-up sheet (strictly as per the given price-bid format) duly signed &amp; stamped.</p> <p>If there is any difference between the total tender amount quoted in GeM portal and the price-break-up sheet as well as if there is any difference in the format of the price-bid uploaded in the Gem portal, the tender will be summarily rejected.</p> |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Note:** Corrigendum/ Addendum/ Amendments if any shall be hosted on GSO/ GeM websites only. Bidders are requested to visit the website regularly.

## 1.2. Eligibility Criteria:

Contractors who fulfil the following requirements only shall be eligible to apply.

### 1.2.1 Similar Works:-

The bidder must have experience of successfully executed/completed similar services over last three years (i.e., the current financial year and the last three financial years (ending month of March prior to the bid opening)

- 1) Three similar completed services costing not less than the amount equal to 40% of the estimated cost, **[or]**
- 2) Two similar completed services costing not less than the amount equal to 50% of the estimated cost, **[or]**
- 3) One similar completed service costing not less than the amount equal to 80% of the estimated cost,

Name and address of the firm to whom the services were provided indicating the duration of service and work completion certificate shall be furnished.

(#) 'Similar services' shall mean **"Maintenance of EPABX System"**.

### NOTE :

- (i). The bidder shall be **OEM (Original Equipment Manufacturer)** (or) **an OEM authorized service provider. [OEM = M/s Alcatel-Lucent Enterprise]**
- (ii). Eligible similar nature of work should have been executed in India Only.
- (iii). Works got executed on back to back basis through another contractor will not be treated as eligible works.
- (iv). **In case of the work done under private sector, the completion certificate shall be supported with the copies of Tax Credit Statement (Form 26AS).**

- (v). The value of executed works shall be brought to current costing level by enhancing the actual value of work **at simple rate of 7% per annum**, calculated from the date of completion to last date of submission of tenders.
- (vi). **Bidders who are Micro or Small Enterprises are NOT Exempted from point 1.2.1 Similar Works.**

### 1.2.2 Financial Eligibility: -

Average annual financial turnover of the agency during the last three years, ending 31/03/2025, shall be **at least ₹ 4 Lakhs (Rupees Four Lakhs)**. **Scanned copy of certificate from Chartered Accountant to be uploaded.** Details shall be furnished duly supported by figures in balance sheet/profit & loss account for the last 3 years duly certified by Chartered Accountant as uploaded by the applicant to Income tax department, as per proforma specified in Form – A.

#### NOTE :

- (i). **Bidders who are Micro or Small Enterprises are Exempted from point 1.2.2 Financial Eligibility.** However, they are required to furnish the MSME certificate at GeM Portal. **Traders as Major Activity are excluded from the purview of this exemption.**

### 1.2.3 The bidder shall also have the following eligibility criteria:

- (i). The bidder should be registered with Employees Provident Fund Organization (EPFO). He shall furnish the Certificates of Registration with EPFO. Bidder's profile shall invariably contain EPF registration number.
- (ii). The bidder should be registered with Employees State Insurance Corporation (ESIC). He shall furnish the Certificates of Registration with ESIC. Bidder's profile shall invariably contain ESIC registration number.
- (iii). The contractor shall give an undertaking in the attached format, for taking workman compensation policy for the subject work after the award of contract.

#### NOTE :

- (a) Bidders debarred for bidding in any of the DAE units are not eligible to participate in the tender.
- (b) Bidders who are **GST defaulters** as per the GST authorities at the time of submission of the bid are not eligible for this tender. Bidders shall submit an undertaking in the format provided in this document. Any subsequent defaulting in payment of GST by the bidder, will also be scrutinized by the department, and may lead to rejection of the bid/cancellation of contract.
- (c) Bidders who have been **declared as defaulters by GSO/ IGCAR authorities** on account of non-remittance of statutory deductions or repeated default in wage payments during one year period from the last date of tender submission shall not be eligible for this tender and such defaulters will be disqualified in technical bid evaluation.

- (d) The bidder shall provide undertaking, in format provided in this document, to the effect that he will not allow or permit any employee to participate in any trade union activities or agitation in GSO / Township Premises.
- (e) Joint Ventures (JV) are not permitted;
- (f) Each bidder shall submit only one bid.
- (g) The contractor shall be responsible for providing all statutory benefit to the personnel employed by him like minimum wages, bonus, EPF, ESI etc., as applicable and comply with all the Labour Codes, legislations and statutory conditions or any other acts dealing with minimum wages, bonus, industrial relations, and social security.

Even though any bidder may satisfy the above requirements, the bidder would be liable to disqualify/ debarred if the bidder has: -

- i. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
- ii. Any effort on the part of the bidder or his agent to exercise influence or to pressurize the employer would result in rejection of his bid. Canvassing of any kind is prohibited.
- iii. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses, etc.,
- iv. The Originals of the above Certificates shall be produced as and when called for. Irregularities if any observed will lead to rejection of the offer irrespective of the stage at which it is observed. Such bidders will be debarred for bidding in GSO as per applicable rule.
- v. Firms will be debarred for a period of two years if it is determined that the bidder has breached the code of integrity as per Rule 175 and Rule 151 of GFR 2017.
- vi. Firms will be debarred for a period of two years for any actions or omissions by the bidder for other than violation of code of integrity, for the reason like supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, etc.,

### **1.3. MANDATORY DOCUMENTS TO BE UPLOADED**

The bidders are required to provide the following information and documents with their bids. Tenders not furnishing the following information and documents are liable to be summarily rejected. **Failing to upload the documents will result in disqualification of bid.**

- (a) Copies of registration certificate documents defining the constitution or legal status, place of registration and principal place of business; written power of attorney of the signatory of the bid to commit the bidder. Appropriate business licences/registrations.

- (b) If the Tenderer is a limited company or a corporation, the Tenderer should also furnish a copy of the Memorandum of Association of the Company/Corporation duly attested by a Notary Public.
- (c) In the case of partnership firm, certified copy of the partnership deed duly attested by Notary Public and current and permanent address, telephone no. and mobile no. of all the partners.
- (d) Power of Attorney in favour of the official of the Company signing the tender if the Tenderer is a Private or Public Limited Company.
- (e) PAN;
- (f) GST registration certificate;
- (g) Proof of experience in similar services as asked in para. 1.2.1;
- (h) Proof of Average annual financial turnover as asked in para. 1.2.2;
- (i) Audited financial statements including copies of the Profit and Loss (P/L) statements along with Balance Sheet for the last three years, 2022-2023, 2023-2024 and 2024-2025.
- (j) Information regarding any litigation, exclusion orders, expulsion or block entry, current or during the last three years, in which the Bidder is involved, the parties concerned and disputed amount.
- (k) Micro or Small Enterprise certificate in case of MSE.
- (l) Employees Provident Fund Organization (EPFO) and Employees State Insurance Corporation (ESIC) Certificates of Registration.
- (m) Proof of **OEM (Original Equipment Manufacturer)** (or) **an OEM authorized service provider**

#### **1.4. Additional instructions to bidders:**

- 1.4.1. GSO, DAE, Kalpakkam is located 85 kms away from Chennai. The site is accessible by road from Chennai via Chengalpattu, Thirukalukundram and also via Mamallapuram by East Coast Road (ECR).
- 1.4.2. Information and Instructions for tenderers posted on website shall form of tender document.
- 1.4.3. **Those contractors not registered on the website <https://gem.gov.in>, are required to get registered for e-tendering mode. Registered contractors only can submit / upload tenders.**
- 1.4.4. Shortlisting of the agencies shall be subject to thorough verification of their credentials and inspection of services carried out by them.
- 1.4.5. IF ANY INFORMATION FURNISHED by the applicant is found to be incorrect at a later stage, they shall be liable to be debarred from tendering / taking up works in IGCAR/GSO. The department reserves the right to verify the particulars

furnished by the applicant independently.

- 1.4.6. Scanned copy of the following duly signed & sealed on letter head of the bidder to be uploaded at the time of submission of bid and the same shall be submitted during the period of technical evaluation:-

- i) Annexure I – Technical Bid information's
- ii) Annexure II – Bidder Financial Information's
- iii) Annexure III – Declaration by the Bidder
- iv) Annexure IV – Undertaking by the Bidder
- v) Annexure V – Letter of Transmittal
- vi) Annexure VI – Tender Acceptance Letter
- vii) Annexure VII – Letter to Bank

**Note:** During technical evaluation, above missing documents if any, can be asked for submission. **Failing to upload the documents will result in disqualification of technical bid.**

- 1.4.7. In case of successful tenderer, the tenderer is required to deposit an amount equal to 3% of the tendered value of the contract as irrevocable performance guarantee in the form of bank guarantee from any of the scheduled bank or by demand draft from State bank of India or Canara Bank drawn in favour of **Pay & Accounts Officer, GSO, Kalpakkam** payable at Kalpakkam within a period of 15 days of issue of letter of intent.

The letter of award of work (GeM Contract Order) will be issued only after the above said performance guarantee in any one of the prescribed forms is received and accepted failing which the Government shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the earnest money absolutely and suitable action as deemed fit will be initiated against the bidder.

- 1.4.8. In addition to the above, the successful tenderer is required to remit security deposit amounting to 2.5% of the tendered value which shall be deducted at 2.5% of the gross amount of the bill from each running bill, till total security deposit is recovered. EMD deposited along with bid will be returned after receiving Performance Guarantee.
- 1.4.9. Tender will be kept valid for **120 (One hundred and Twenty)** days from the last date of closing of online submission of tender.
- 1.4.10. No modifications in the tender shall be allowed after opening Part –I bid.
- 1.4.11. After opening of Part-I (Technical Bid) of tender, Associate Director, ESG, GSO may constitute a Technical Evaluation Committee which will first verify the online credentials submitted by the bidder with respect to their eligibility for the work. Short listing of bidders shall be subject to thorough verification of bidder's credentials and inspection, if any carried out. The Part-II (Financial Bid) of the qualified tenderers shall then be opened at notified date and time. Date of opening of Part-II (Financial Bid) will be intimated to all bidders through the GeM Portal website.



Note: During technical evaluation, missing documents if any, can be asked by committee for submission.

- 1.4.12. The EMDs of the unsuccessful bidders will be returned without any interest only after publishing financial evaluation status of bidders on GeM portal.
- 1.4.13. The Employer's contribution to EPF & ESI as per extant government orders shall be paid by the contractor which shall be reimbursed on production of documentary evidence.
- 1.4.14. **The rates quoted by the tenderer in the schedule shall be inclusive of Goods and Service Tax (GST) @ 18% or any other Tax applicable. GST or any other tax applicable as per extant orders in respect of this contract shall be payable by the Contractor and Government will not entertain any claim whatsoever in respect of the same.**
- 1.4.15. Workman compensation policy and Bonus as per extant government orders shall be paid by the contractor and will have to be made by the Contractor at his own cost and will not be reimbursed.
- 1.4.16. Bidders shall not be under a declaration of ineligibility for tender quoting and fraudulent practice.
- 1.4.17. **If the bidder is submitting the financial bid details along with technical bid, such bid will be summarily rejected.**
- 1.4.18. **Bidders may please note that GeM is capturing and showing the IP addresses used by the Buyer and the Bidder(s). If the received bids having matching/common IP address between Bidder(s) and Buyer, such bids shall be outrightly rejected and shall not be considered for further evaluation. If the received bids having matching/common IP address among the Bidder(s), the buyer reserves the right to seek clarification. If the clarification is not received or not satisfactory, such bids shall be outrightly rejected & shall not be considered for further evaluation.**
- 1.4.19. Bids submitted with any conditions including bids with conditional rebate in price shall be summarily rejected
- 1.4.20. Information regarding litigation, exclusion orders and expulsion or block entry if any shall be furnished along with the bid.
- 1.4.21. **Associate Director, ESG, GSO** on behalf of President of India does not bind himself to accept the lowest or any other tender and reserves to himself the authority to reject any or all of the tenders or to allot parts of the works to different agencies without assigning any reasons there for. All tenders, in which any of the prescribed conditions is not fulfilled shall be summarily rejected.

  
**Associate Director, ESG, GSO**

For and on behalf of the President of India



**ANNEXURE-I****Technical Bid**

(To be furnished in the Tenderer's letter head)

**NOTICE INVITING TENDER No. GSO/CTC/SRMS/337/ 2026**

| <b>Sl. No.</b> | <b>Particulars to be furnished</b>                                                                            |                                                                  |
|----------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| 1.             | Name of the Contractor/Proprietor/ Authorized Signatory                                                       |                                                                  |
| 2.             | Name and Address of the Organization (including landline no., email ID, Mobile No., Web-site, if any)         |                                                                  |
| 3.             | Type of Organization (Proprietary/ Partnership Firm/ Company)                                                 |                                                                  |
| 4.             | Registration No. & Year of Registration (upload copy)                                                         |                                                                  |
| 5.             | Details of Authorized person to deal with (upload copy of power of attorney, if any)                          | Name:<br>Designation:<br>E-mail ID:<br>Website:<br>Landline No.: |
| 6.             | Business License of the firm issued by Municipal Corporation/ State/ Central. Govt. Authorities (upload copy) |                                                                  |
| 7.             | Aadhar No. (upload copy) (for Individual / Proprietary firms)                                                 |                                                                  |
| 8.             | Aadhar and PAN linked Proof (for Individual / Proprietary firms)                                              | Copy uploaded (Yes or No):                                       |
| 9.             | Permanent Account No. (PAN) /GIR No. (upload copy)                                                            |                                                                  |
| 10.            | GST Registration No. (upload copy)                                                                            |                                                                  |
| 11.            | Provident Fund Account No. of the firm. (upload copy)                                                         |                                                                  |
| 12.            | ESI Registration No. of the firm. (upload copy)                                                               |                                                                  |

| Sl. No. | Particulars to be furnished                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                    |    |                           |                                 |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----|---------------------------|---------------------------------|
| 13.     | Copy of duly audited Profit & Loss Account and Balance Sheet for three successive financial years 2022-23, 2023-24 & 2024-25.                                                                                                                                                                                                                                                                                                                                                                                                                   | Year               |    | Copy uploaded (Yes or No) |                                 |
|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2022-23            |    |                           |                                 |
|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2023-24            |    |                           |                                 |
|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2024-25            |    |                           |                                 |
| Sl. No. | Particulars to be furnished                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                    |    |                           |                                 |
| 14.     | Copy of Income Tax returns for three financial years 2022-23, 2023-24 & 2024-25.                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Year               |    | Copy uploaded (Yes or No) |                                 |
|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2022-23            |    |                           |                                 |
|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2023-24            |    |                           |                                 |
|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2024-25            |    |                           |                                 |
| 15.     | Details of having completed, over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening):<br>(i) THREE similar services each costing not less than the amount equal to 40% of the estimated cost put to tender; (or)<br>(ii) TWO similar services each costing not less than the amount equal to 50% of the estimated cost put to tender; (or)<br>(iii) ONE similar service costing not less than the amount equal to 80% of the Estimated cost put to tender. |                    |    |                           |                                 |
| Sl. No. | Name and address of the establishment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Period of contract |    | Value of contract         | Copy uploaded (Write yes or No) |
|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | From               | To |                           |                                 |
|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |    |                           |                                 |

| 16.             | Details of GSO work orders on hand (upload copies of work orders)                         |                        |            |                   |                                 |
|-----------------|-------------------------------------------------------------------------------------------|------------------------|------------|-------------------|---------------------------------|
| Sl. No.         | Name and address of the establishment                                                     | Period of contract     |            | Value of contract | Copy uploaded (Write yes or No) |
|                 |                                                                                           | From                   | To         |                   |                                 |
|                 |                                                                                           |                        |            |                   |                                 |
| 17.             | Particulars of relatives working in GSO                                                   |                        |            |                   |                                 |
| Sl. No.         | Name of the Employee                                                                      | Designation            |            | Unit              |                                 |
|                 |                                                                                           |                        |            |                   |                                 |
| 18.             | Any other relevant information                                                            |                        |            |                   |                                 |
|                 |                                                                                           |                        |            |                   |                                 |
| 19.             | Details of EMD                                                                            |                        |            |                   |                                 |
| Mode of payment | Name of the Bank Branch                                                                   | Date & Place of Issue: | Amount     |                   |                                 |
|                 |                                                                                           |                        | In figures | In words          |                                 |
|                 |                                                                                           |                        |            |                   |                                 |
| 20.             | Details of MSME Certificate / concerned proof of certification availed for EMD Exemption: |                        |            |                   |                                 |
|                 |                                                                                           |                        |            |                   |                                 |

**Date:** .....

**(Signature of the Bidder, with Official Seal)**

**FORM 'A' : FINANCIAL INFORMATION**

(To be given on Company Letter Head)

**I. Financial Analysis** - Details to be furnished duly supported by figures in balance sheet for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

| Particulars                                                   | Financial Year |         |         |
|---------------------------------------------------------------|----------------|---------|---------|
|                                                               | 2022-23        | 2023-24 | 2024-25 |
| i) Gross Annual turnover on works/Services. Rupees (In Lakhs) |                |         |         |
| iii) Certified by                                             |                |         |         |

|                                          |  |
|------------------------------------------|--|
| Name and address of Chartered Accountant |  |
|------------------------------------------|--|

**II. Financial arrangements for carrying out the proposed work.**

Viz. line of credit, Working Capital, Liquid Capital, Fixed Deposits etc. - Upload scanned copy of statement

**III. The scanned copies of following certificates are to be uploaded.**

Profit & Loss account certified by CA & as submitted to Income Tax Department.

Signature of the Bidder, with Official Seal

Note: Further details if required may be asked from the contractor after opening of the bids. There is no need to upload the entire voluminous balance sheet.

**DECLARATION BY BIDDER TO BE SUBMITTED BY THE BIDDER**

(To be given on Company Letter Head)

(Scanned copy of the declaration duly signed & sealed on letter head of the bidder to be uploaded at the time of submission of bid and original shall be submitted during the period of verification of originals).

Name of Work: **Comprehensive Maintenance Contract for Alcatel-Lucent EPABX OXE Telephone Exchange system at Kalpakkam and Anupuram Township during the year 2026 to 2028.**

NIT No. **GSO/CTC/SRMS/337/ 2026**

1. This is to certify that:

- a. I /We have submitted the tenders in the Proforma as downloaded directly from the websites which are same as available in the website and there is no change in the format, number of pages etc.,
- b. I /We have not made any modifications / corrections / additions etc., in the tender documents downloaded from website by me / us.
- c. I /We have checked that no page is missing and all pages as per the index are available and that all pages of tender document submitted by us are clear and legible.
- d. I /We have submitted requisite EMD in the prescribed form (or) Availled EMD exemption.
- e. In case at later stage, it is noticed that there is any difference in my/ our tender documents with the original documents, GSO shall have the right to cancel the tender / work, forfeit the Earnest Money, Performance Guarantee & Security Deposit, take appropriate action as per the prevailing rules in force and GSO shall not be bound to pay any damages to me / us on this account.

2. I/We ..... (Name of the contractor/ agency) hereby declare compliance towards all the labour codes, legislations and statutory conditions or any other acts dealing with minimum wages, bonus, industrial relations, and social security and authorise General Services Organisation, Department of Atomic Energy to recover any payment that arises due to failure to comply with any of the Labour Codes, legislations and statutory conditions or any other acts dealing with minimum wages, bonus, industrial relations and social security etc. and all other acts mentioned in the tender document.

**Date:** .....

**(Signature of the Bidder, with Official Seal)**

**UNDERTAKING TO BE SUBMITTED BY THE BIDDER**

(To be given on Company Letter Head)

(Scanned copy of the undertaking duly signed & sealed on letter head of the bidder to be uploaded at the time of submission of bid and original shall be submitted during the period of verification of originals).

Name of Work: **Comprehensive Maintenance Contract for Alcatel-Lucent EPABX OXE Telephone Exchange system at Kalpakkam and Anupuram Township during the year 2026 to 2028.**

NIT No. **GSO/CTC/SRMS/337/ 2026**

1. I/We hereby give an undertaking that, I/we have read and I/we am/are aware of all the clauses and sub clauses of tender forms and I/we confirm that, I/we will abide by all the terms and conditions available in this tender document.
2. I/We undertake and confirm that eligible similar service(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for bidding in IGCAR/GSO in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit / Performance Guarantee.
3. I / We have read and examined the Notice Inviting Tender, General instruction, terms and conditions, Form of Tender & all other contents in the tender documents for the service AND ACCORDINGLY I / We, hereby tender for execution of the service specified for the President of India within the time specified in Schedule of Quantities and in accordance in all respects and instructions in writing in the general instructions terms and conditions and in respects in accordance with, such conditions so far as applicable.
4. I / We have downloaded and gone through the pre-bid clarifications issued by the Department after close of sale of tenders and submitting tender accordingly.
5. I / We have gone through the "Para 3.6: Detailed Description of BOQ Schedule Items" of ATC and submitting tender accordingly.
6. I / We have understood the entire scope of work and service charges quoted accordingly. We shall carry out the service as per specifications, conditions and complete the service within stipulated time to the entire satisfaction of the Department.
7. If I/We fail to furnish the prescribed performance guarantee in the prescribed form within a period of 15 days from the date of issue of Letter of Intent, I/We agree that the said President of India or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely.
8. Further, if I/We fail to commence work as specified, I/We agree that President of India or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely.
9. Further, I/We agree that in case of forfeiture of Earnest Money or Performance Guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

10. I/We undertake to enter into a contract agreement within one month of commencement of operations. The Notice Inviting Tender, ATC as tender document Letter of Intent, Work Order (GeM Contract order), GeM GTC, GeM SLA and other relevant correspondence shall form part of the Contract Agreement (duly signed on all the pages), deemed to be a single composite agreement/contract and are not severable and will be binding on us. Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

11. I/We ..... (Name of bidder) hereby certify that the products/ Services offered for this work meet the requirement of the minimum local content as mentioned in DPIIT order of Public Procurement (Preference to Make in India), Order-2017 dated 19/07/2024 and as amended from time to time and submit the requirement as per the order.

We hereby confirm that the Local content for this work is..... % of tendered value of work.

Note: In case, cost of work exceeds ₹ 10 Crore, this Percentage of Local content shall be certified by statutory auditor (or) cost auditor of company (in case of companies) (or) from a practicing cost accountant (or) practicing chartered accountant (in respect of suppliers other than companies) as defined in PPP-MII Order, 2017.

12. I/ We do hereby give an undertaking that, none of my relative (s) as defined below is / are employed in DAE as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, GSO shall have the absolute right to take any action as deemed fit without any prior intimation to me

The near relatives for this purpose are defined as: 1) Members of a Hindu undivided family. 2) They are husband and wife. 3) The one is related to the other in the manner as father, mother, son(s), son's wife (Daughter-in-law), daughter(s), daughter's husband (Son-in-law), brother(s) and brother's wife, sister(s) and sister's husband (brother-in-law)

13. Further I/ We give an undertaking that: -

- a. I/We am/are not GST defaulter(s). I/We also give undertaking that I/We will pay GST in time during the complete period of the contract.
- b. I/We will take Workmen Compensation policy for my/our workmen, within 15 days of award of contract.
- c. I/we will not allow or permit any employee to participate in any trade union activities or agitation in GSO Premises.
- d. I/We give undertaking that I/We will pay bonus to the labours as per extant government orders and aware that the bonus payment will not be reimbursed by department.

**Date:** .....

**(Signature of the Bidder, with Official Seal)**



**LETTER OF TRANSMITTAL**  
(To be furnished in the Tenderer's letter head)

To,

Associate Director, ESG, GSO,  
Kalpakkam,  
Chengalpattu District.

Sub: Notice Inviting Tender No. **GSO/CTC/SRMS/337/ 2026** for **Comprehensive Maintenance Contract for Alcatel-Lucent EPABX OXE Telephone Exchange system at Kalpakkam and Anupuram Township during the year 2026 to 2028.**

\* \* \* \* \*

Sir,

1. Having examined the details given in the notice and bid document for the above work, I/We hereby submit the relevant information.
2. I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
3. I/We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
4. I/we also authorize Associate Director, ESG, GSO or his authorized representative to approach individuals, employers, firms and corporation to verify our competence and general reputation.
5. I/We hereby declare that I/We am/are not involved in any litigation on the date of submission of the tender.

OR

The details of litigation involving me/us are furnished below:

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Date of submission:

**Enclosures:**

**Date:** .....

**(Signature of the Bidder, with Official Seal)**

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date: \_\_\_\_\_

To.

Associate Director,  
ESG, GSO, Kalpakkam,  
Chengalpattu District

***Sub: Acceptance of Terms & Conditions of Tender.***

**Tender Reference No: GSO/CTC/SRMS/337/ 2026**

**Name of Work: Comprehensive Maintenance Contract for Alcatel-Lucent EPABX OXE Telephone Exchange system at Kalpakkam and Anupuram Township during the year 2026 to 2028.**

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned Tender/Work from the web site(s) namely: <https://gem.gov.in> and [www.igcar.gov.in](http://www.igcar.gov.in) as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that, I/We have downloaded and read the entire General Terms & Conditions (GTC) and Service Level Agreement (SLA) on GeM and I/We shall abide hereby the terms and conditions contained therein.
3. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents (including Tender documents, annexure(s), schedule(s), corrigendum(s), etc.), which will form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
4. The terms & conditions stipulated in SLA will supersede those in GTC and terms & conditions stipulated in this tender document (ATC) will supersede those in GTC and SLA in case of any conflicting provisions.
5. The corrigendum(s) issued from time to time by your department/ organization to have also been taken in to consideration, while submitting this acceptance letter.
6. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
7. I/We do here by declare that our Firm has not been black listed/ debarred by any Govt. Department/Public sector undertaking.
8. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including actions as taken by Department.

Yours Faithfully,

Date: .....

(Signature of the Bidder, with Official Seal)

**LETTER TO BANK**

(To be furnished in the Tenderer's letterhead)

To,

The Manager,

\_\_\_\_\_ (Bank Name)

\_\_\_\_\_ (Branch)

Sub: Notice Inviting Tender No. **GSO/CTC/SRMS/337/ 2026** for **Comprehensive Maintenance Contract for Alcatel-Lucent EPABX OXE Telephone Exchange system at Kalpakkam and Anupuram Township during the year 2026 to 2028.**

\* \* \* \* \*

Sir,

1. I/ We am/are holding account No. \_\_\_\_\_ in \_\_\_\_\_ (Bank Name ) \_\_\_\_\_ (Branch) since \_\_\_\_\_. I/We am/are participating in the tendering process for **Comprehensive Maintenance Contract for Alcatel-Lucent EPABX OXE Telephone Exchange system at Kalpakkam and Anupuram Township during the year 2026 to 2028.**

2. I/ We also authorize Associate Director, ESG, GSO or his authorized representative to approach your Bank to verify our competence and general reputation and queries, if any.

**Date:** .....

**(Signature of the Bidder, with Official Seal)**

**CHECKLIST FOR THE BIDDER**  
(Please put 'Yes/ No' in the box provided)

| <b>Sr. No.</b> | <b>Particular of the document to be uploaded</b>                                                                                                                                                                    | <b>'Yes / No'</b> |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1.             | Copy of certificate of registration                                                                                                                                                                                 |                   |
| 2.             | Copy of the Memorandum of Association of the Company/ Corporation (in case of limited company or a corporation)                                                                                                     |                   |
| 3.             | Certified copy of the partnership deed (in the case of partnership firm)                                                                                                                                            |                   |
| 4.             | Copy of Power of Attorney                                                                                                                                                                                           |                   |
| 5.             | Copy of PAN & Aadhar                                                                                                                                                                                                |                   |
| 6.             | Copies of GST Registration Certificate, EPF, ESI                                                                                                                                                                    |                   |
| 7.             | Proof of experience in similar services as asked in para. 1.2.1 of NIT.                                                                                                                                             |                   |
| 8.             | Proof of Average annual financial turnover as asked in para.1.2.2 of NIT.                                                                                                                                           |                   |
| 9.             | Bank Accounts details                                                                                                                                                                                               |                   |
| 10.            | Declaration by the bidder, Annexures and Undertakings                                                                                                                                                               |                   |
| 11.            | EMD placed in Separate envelope duly super scribed EMD and NIT for Tender Notice No. <b>GSO/CTC/SRMS/337/ 2026</b> and marked Envelop-I.                                                                            |                   |
| 12.            | Copies of <b>OEM (Original Equipment Manufacturer) proof (or) an OEM authorized service provider</b>                                                                                                                |                   |
| 13.            | Details of Registered post <b>shall be sent by email to both the mail ids <a href="mailto:straj@iqcar.gov.in">straj@iqcar.gov.in</a> &amp; <a href="mailto:moovendhan@iqcar.gov.in">moovendhan@iqcar.gov.in</a></b> |                   |

**बिड दस्तावेज़ / Bid Document**

| बिड विवरण / Bid Details                                                                                                      |                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| बिड बंद होने की तारीख/समय / Bid End Date/Time                                                                                | 07-08-2026 14:00:00                                                                                                                                                                                                                                                                               |
| बिड खुलने की तारीख/समय / Bid Opening Date/Time                                                                               | 07-08-2026 14:30:00                                                                                                                                                                                                                                                                               |
| बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)                                                  | 120 (Days)                                                                                                                                                                                                                                                                                        |
| मंत्रालय/राज्य का नाम / Ministry/State Name                                                                                  | Pmo                                                                                                                                                                                                                                                                                               |
| विभाग का नाम / Department Name                                                                                               | Department Of Atomic Energy                                                                                                                                                                                                                                                                       |
| संगठन का नाम / Organisation Name                                                                                             | N/a                                                                                                                                                                                                                                                                                               |
| कार्यालय का नाम / Office Name                                                                                                | General Service Organization Kalpakkam                                                                                                                                                                                                                                                            |
| शिकायत निवारण के संपर्क विवरण / Contact details of Grievance redressal                                                       | HOD Email id : diradmngso@igcar.gov.in<br>Buyer Email id: buyer152.dae.tn@gembuyer.in                                                                                                                                                                                                             |
| वस्तु श्रेणी / Item Category                                                                                                 | Annual Maintenance service - EPABX System                                                                                                                                                                                                                                                         |
| अनुबंध अवधि / Contract Period                                                                                                | 2 Year(s)                                                                                                                                                                                                                                                                                         |
| बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)              | 4 Lakh (s)                                                                                                                                                                                                                                                                                        |
| उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service             | 3 Year (s)                                                                                                                                                                                                                                                                                        |
| इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required                                    | Yes                                                                                                                                                                                                                                                                                               |
| टर्नओवर पात्रता मानदंड / Turnover eligibility criteria                                                                       | To be verified by the buyer at the time of technical evaluation                                                                                                                                                                                                                                   |
| टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover                                                         | Yes   Complete                                                                                                                                                                                                                                                                                    |
| स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover | No                                                                                                                                                                                                                                                                                                |
| विक्रेता से मांगे गए दस्तावेज़ / Document required from seller                                                               | Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), OEM Authorization Certificate<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |

| बिड विवरण/Bid Details                                                                                                                                                                                                    |                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid? | Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in) |
| बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension                                                                                | 3                                                                                                                                                                      |
| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended                                                                                                      | 4                                                                                                                                                                      |
| ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count                                                                                                                                            | 2                                                                                                                                                                      |
| बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled                                                                                                                                                                       | No                                                                                                                                                                     |
| बिड का प्रकार/Type of Bid                                                                                                                                                                                                | Two Packet Bid                                                                                                                                                         |
| तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation                                                                                        | 2 Days                                                                                                                                                                 |
| अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)                                                                                                             | 1202000                                                                                                                                                                |
| मूल्यांकन पद्धति/Evaluation Method                                                                                                                                                                                       | Total value wise evaluation                                                                                                                                            |
| मध्यस्थता खंड/Arbitration Clause                                                                                                                                                                                         | Yes ( <a href="#">Arbitration clause document</a> ) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 Arbitration should not be routinely included in contracts         |
| सुलह खंड/Mediation Clause                                                                                                                                                                                                | No                                                                                                                                                                     |

#### ईएमडी विवरण/EMD Detail

|                             |                     |
|-----------------------------|---------------------|
| एडवाइजरी बैंक/Advisory Bank | State Bank of India |
| ईएमडी राशि/EMD Amount       | 25000               |

#### ईपीबीजी विवरण /ePBG Detail

|                   |    |
|-------------------|----|
| आवश्यकता/Required | No |
|-------------------|----|

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document

for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c). ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

#### लाभार्थी /Beneficiary :

PAO

General Service Organisation, Kalpakkam

(Pay And Accounts Officer, Gso, Kalpakkam)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

#### एमआईआई अनुपालन/MII Compliance

|                               |     |
|-------------------------------|-----|
| एमआईआई अनुपालन/MII Compliance | Yes |
|-------------------------------|-----|

#### एमएसई खरीद वरीयता/MSE Purchase Preference

|                                                                                                                                                                                                           |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| एमएसई खरीद वरीयता/MSE Purchase Preference                                                                                                                                                                 | Yes |
| सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$           | 15  |
| सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference | 100 |

1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
2. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
4. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service

provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

6. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

#### अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

details of OTHER ASSETS:[1784288490.pdf](#)

#### Annual Maintenance Service - EPABX System ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

| विवरण/ Specification                                    | मूल्य/ Values                               |
|---------------------------------------------------------|---------------------------------------------|
| <b>कोर / Core</b>                                       |                                             |
| Amc for                                                 | PABX System - EPABX (V2)                    |
| Brand/MAKE OF EPABX SYSTEM                              | Alcatel-Lucent Enterprise                   |
| Technology/Architecture of EPABX system                 | Conventional ( Card/microcontroller based ) |
| Number Phone/end point (Analogue Extensions /FXS) (max) | 4672                                        |
| Number of Digital Phone (max)                           | 8                                           |
| Number of Junction/FXO line (max)                       | 8                                           |
| Number of SIP Phones (max)                              | NA                                          |
| Number of SIP Trunks (max)                              | NA                                          |



| विवरण/ Specification                                                                                    | मूल्य/ Values                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| OTHER ASSETS which are integral part of the EPABX system and covered under the scope of the AMC service | MDF , BRI-card , PRI- card , E1 - card , E&M - card , Radio Interface card , GSM -card , EPABX system related network and LAN/cabling , Universal Gateway , SIP Gateway , FXO Gateway , FXS Gateway , PRI Gateway , Radio Gateway , GSM Gateway , E1 Gateway , E&M Gateway , Operator Console , related softwares and application , FCBC (Fast Cum Boost Charger) DYNA 81400ERC - Model |
| VINTAGE of the EPABX System                                                                             | 10 years and above                                                                                                                                                                                                                                                                                                                                                                      |
| Frequency of Routine/Preventive Maintenance Service                                                     | bi-monthly                                                                                                                                                                                                                                                                                                                                                                              |
| condition of Product ( AT THE TIME OF BIDDING)                                                          | Under Warranty and functional; Under AMC and function; Functional;                                                                                                                                                                                                                                                                                                                      |
| Type of AMC                                                                                             | Comprehensive                                                                                                                                                                                                                                                                                                                                                                           |
| एडऑन /Addon(s)                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                         |

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

| क्र.सं./S.N<br>o. | परेषिती/रिपोर्टिंग<br>अधिकारी /Consignee<br>Reporting/Officer | पता/Address                                                   | संसाधनों की मात्रा<br>/ Quantity | अतिरिक्त आवश्यकता<br>/Additional<br>Requirement |
|-------------------|---------------------------------------------------------------|---------------------------------------------------------------|----------------------------------|-------------------------------------------------|
| 1                 | Naimish Maurya                                                | 603102,Office of General<br>Service Organization<br>Kalpakkam | 1                                | N/A                                             |

#### क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

##### 1. Generic

OPTION CLAUSE 50% : The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 50 percent with the consent of the service provider

##### 2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

##### 3. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

#### 4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

**GeM Bid Document following Technical Specifications shall be read as follows:**

| Core                                                     | Values                          |
|----------------------------------------------------------|---------------------------------|
| <b>condition of Product<br/>(AT THE TIME OF BIDDING)</b> | <b>Under AMC and functional</b> |

### अस्वीकरण/**Disclaimer**

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

**This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---धन्यवाद/Thank You---**