

National Council for Teacher Education
(A Statutory Body of the Government of India)
Wing – II, Hans Bhawan, 1, Bahadur Shah Zafar Marg,
New Delhi-110002

Ref : F.No:15-4/2008/ NCTE/Gen Admn

Date: 11th February, 2015

**QUOTATION FOR ANNUAL MAINTENANCE CONTRACT (AMC) FOR
BIOMETRIC (ATTENDENCE PUNCHING MACHINE)**

National Council for Teacher Education, New Delhi, a Statutory Body of the Government of India under the control of Ministry of Human Resource Development invites sealed quotation under two-bid system from reputed and experienced agencies for **‘QUOTATION FOR ANNUAL MAINTENANCE CONTRACT (AMC) FOR BIOMETRIC (ATTENDENCE PUNCHING MACHINE)** at the above address.

2. The interested agencies are required to submit the Technical and Financial Quotation separately. The quotation in Sealed Cover-I containing **“Technical Quotation”** and Sealed Cover-II containing **“Financial Quotation”** should be placed in a third sealed cover superscripted **“QUOTATION FOR ANNUAL MAINTENANCE CONTRACT (AMC) FOR BIOMETRIC (ATTENDENCE PUNCHING MACHINE)”** and should reach NCTE Office on or before **9th March, 2015**.

3. **No quotation will be accepted after last date of submission of quotation.**

4. **The Technical Quotation (Annexure-I) and Financial Quotation (Annexure-II) duly signed by the firm/agency should contain in the Envelope-3 superscribed with “QUOTATION FOR ANNUAL MAINTENANCE CONTRACT (AMC) FOR BIOMETRIC (ATTENDENCE PUNCHING MACHINE)”**
”.

5. The quotation shall remain valid for 90 days from the date of receipt of the same. Any future clarification and /or corrigendum(s) shall be communicated through **‘Tenders’ Section** on the NCTE website www.ncte-india.org.

Section officer
NCTE, New Delhi-2

Tel: 011-23370119,
E-mail: mail@ncte-india.org

Fax: 23379980
Website:<http://www.ncte-india.org>

**APPLICATION LETTER
(Specimen)**

To

The Under Secretary (Admn)
National Council for Teacher Education
Wing – II, Hans Bhawan,
1, Bahadur Shah Zafar Marg,
New Delhi-110002

**Subject: QUOTATION FOR ANNUAL MAINTENANCE CONTRACT (AMC)
FOR BIOMETRIC (ATTENDENCE PUNCHING MACHINE)**

Dear Sir,

In response to your Tender/Quotation Notice for the above mentioned contract, I/We, a Private/Public Ltd Company / Partnership / Sole Proprietor submit the tender/quotation with the following particulars:

S.No.	Description	Particular
1.	Name of the Firm	
2.	Year of establishment	
3.	Registration Number with a copy of registration certificate	
4.	Registered Postal Address	
5.	a. Tele.no. b. Fax No. c. Mobile No.	
6.	Address of Branches, if any.	

The NCTE reserves the right to reject any or all the quotations or accept them in part or to reject the lowest quotation without assigning any reasons. The NCTE further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

Thanking you,

Yours faithfully,

Date

Signature with Firm Seal
(Name)

TECHNICAL QUOTATION

**SUBJECT : QUOTATION FOR ANNUAL MAINTENANCE CONTRACT (AMC)
FOR BIOMETRIC (ATTENDENCE PUNCHING MACHINE)**

ENVELOPE-1 : TECHNICAL QUOTATION

(In separate sealed Cover-I super-scribed as Technical Quotation)

**Name of the work: Contract for QUOTATION FOR ANNUAL MAINTENANCE
CONTRACT (AMC) FOR BIOMETRIC (ATTENDENCE
PUNCHING MACHINE)**

CONTENTS

1. Name of Company/ Firm/Agency
2. Name of proprietor / Director of Company / Firm / agency
3. Full Address of Reg. Office/ Telephone No./FAX No./ e-mail id
4. Full address of Operating / Branch Office/ Telephone No./FAX No./ e-mail id
7. T.I.N. No.
(Attach copy)
8. The Parties/Bidders shall have **at least 03 years experience** in these fields and shall submit the **self attested copies** along with the quotation documents:
9. Details of works of similar nature carried out in Central/State Govt. bodies/ Departments/ PSUs/ Autonomous bodies/ industries/factories/ or other similar organizations during the last 3 years ending **31st December, 2014**.
10. The sealed quotation should be dropped in the Quotation Box kept in the Administration Section of NCTE, New Delhi.
10. The rates should be indicated both in words and figures. In case of discrepancy between the figure(number) and words, the rates given in the words only will be taken as authentic and no further clarification will be sought from the bidder.
12. No party shall be permitted to tender for work in the NCTE, New Delhi in which any of their near relatives is an employee connected with the award and execution of the contract. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the NCTE or

in the State or Central Government. Any violation of this condition which comes to the Notice of the NCTE after the contract is awarded will entitle the NCTE to treat the contractor as having committed a breach of contract and to exercise all the rights and remedies available to the NCTE on account thereof.

Signature of authorized person

Name : _____

Seal _____

Date :

Place :

Financial Quotation

Annexure – II

Envelope 2 :- Financial Quotation

FORMAT FOR SCHEDULE OF QUOTATION/RATES

Sl.No.	Name of the item	Quantity	Unit Rate (RS.)	Total Amount without tax	Taxes if any	Total amount with taxes
1.	Biometric Punching Attendance Machine)	(01				

(Bidder)

Name:.....

Signature :.....

Date_____

Firm's Seal:

Annexure-IV

Details of other organizations where such contracts were undertaken during last 3 years
(Enclose supporting documents).

S.No.	Name and address of the Organisation	Contact No.

This information to be given in "Envelope No. 1 Technical Quotation".

(Signature of Tenderer with seal)

Name:

Seal:

Office Address:

Phone No (O):

Date:

**TERMS AND CONDITIONS OF CONTRACT FOR ANNUAL
MAINTENANCE CONTRACT (AMC) FOR BIOMETRIC (ATTENDENCE
PUNCHING MACHINE)**

(Annexure to Agreement)

A. SCOPE OF WORK:

**CONTRACT FOR ANNUAL MAINTENANCE CONTRACT (AMC) FOR
BIOMETRIC (ATTENDENCE PUNCHING MACHINE)** at National Council for
Teacher Education, Wing – II, Hans Bhawan, 1, Bahadur Shah Zafar Marg, New Delhi-110002

B. TERMS & CONDITIONS:

1. The said contract will be initially for a period of one year commencing from the date of signing the contract which may be extended further for a maximum period of one year with same terms & conditions subject to mutual consent of both the parties and subject to satisfactory performance of contract. However, in normal circumstances the Agreement is terminable by giving two month notice in writing by either party to the agreement.

**Section Officer
National Council for Teacher Education
Wing – II, Hans Bhawan, 1, Bahadur
Shah Zafar Marg,
New Delhi-110002**

Witness:

- 1.
- 2.

Signing authority from supplier agency

.....
.....
.....
.....

Witness:

- 1.
- 2.

Annexure-V

Declaration by the Firm:

This is to certify that I/We before signing this quotation have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

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Date:

(Signature with Seal)

Name:

Address:

Phone No (O):