

PRINCIPAL ACCOUNTS OFFICE
MINISTRY OF LAW & JUSTICE
MINISTRY OF CORPORATE AFFAIRS
3RD FLOOR, C-WING,
NEW DELHI-110 003.

LOK NAYAK BHAWAN,
KHAN MARKET,
PH.
24698655/24610148

No. 418/CCA-LAW/14-15/647

Dated: 20.10.2014

NOTICE INVITING QUOTATION

Sealed quotation are invited from reputed, experienced and financially sound Companies/Firms/Agencies for AMC of various make of Computers, Printers, UPS and servers installed in the Office of Principal Accounts office, Ministry of Law & Justice, LokNayakBhawan, Khan Market, New Delhi for a period of one year from the date of taking up of the Job by 31/10/2014 till 2:00 PM which shall opened on same day at 4:00 PM on the following terms and conditions:-

1. Maintenance of Hardware, software of computers, UPSs, Printers and server and other devices(details enclosed in schedule-I). No. of equipments may increase or decrease any time at the discretion of competent authority.
2. The contract shall be for a period of one year, which will commence from the date of signing of the contract by the parties concerned and the same can be extended for another year in the spell of month(s), at the same rates, terms and conditions at the sole discretion of this office subject to satisfactory service of the agency. This office shall, however, reserves the right to terminate the contract at any time without assigning any reason.
3. The job will be entrusted on the basis of all inclusive rate contract on 'as is where is' and on competitive rates basis.
4. It shall be the responsibility of the firm to handover back to this office all the equipment under contract in working condition at the end of the contract period.
5. No extra payments, whatsoever, on account of natural calamities or otherwise will be made to the firm except the all-inclusive rate and the rates permitted under this contract. It shall be the firm's responsibility to make the Computers/Printer/UPS & LAN work satisfactorily throughout the period of the contract.
6. The work is to be carried out in the Office premises itself. However, only such work as cannot be done in the Office premises will be allowed to be done outside with written permission of the competent authority and no extra payment would be made on this account. The agency would also be required to provide alternate equipment.
7. If the work of the firm is found unsatisfactory or if the firm dishonors the contract, the job will be entrusted to any other firm/party at the risk/expenses of the defaulting firm.
8. The above act of backing out would automatically debar the firm from any further dealing with this office and the security money would also be forfeited.
9. Any equipment non-functional at the beginning of the contract may be repaired/changed on actual basis.

10. The firm shall provide maintenance services between 9.30 AM to 6.00P.M. on all working days.
11. The cleaning of computers / printers shall have to be done twice in a month including official computers / printers installed at CCA's residence.
12. The contract can be terminated at any time at the discretion of competent authority.
13. The agency should specify the scope of work likely to be undertaken by them in the AMC.
14. In case repair/maintenance call is not completed in due time, i.e. 24 working hours and standby arrangement is not made, reasonable amount (to be decided by the office) will be deducted from the quarterly payment due to the firm.
15. The address of the Hardware and Network engineers and office with telephone/mobile No. and fax No. and e-mail IDs in Delhi should be given to this office.
16. The money of Rs.5,000/-(Rupees Five Thousand Only) through demand draft on any scheduled bank in Delhi/New Delhi drawn in favour of **PAO(EO), Ministry of Law Justice, New Delhi** must accompany the quotation letter. Quotation received without earnest money will not be considered. The earnest money deposited by successful bidder shall be retained as the Performance Security deposit for the fulfillment of performance of the terms and conditions of the contract. This security deposit will be refundable after successful completion of the contract subject to the adjustment of dues against the Firm. Earnest money received from other unsuccessful bidders would be returned without interest, after finalization of contract.
17. The Chief Controller of Accounts Ministry of Law Justice reserves the right to accept or to reject any or all the quotations(s) in full or part without assigning any reason.
18. The bills for AMC will be submitted in triplicate on quarterly basis duly pre-receipted along with service cards or monthly MIS reports which will be maintained by the firm. The service cards are to be signed by the user of PC.

SR.ACCOUNTS OFFICER (ADMN)

Copy to :-

Sl.No.	Name	Address	State
1.	Web-Site of M/o Law Justice & SCI	ShastriBhawan,	New Delhi
2.	Notice Board of LokNayakBhawan,	Khan Market	New Delhi
3.	M/s SRJ Technologies	C-330,Delta -1 Greater Noida, GautamBhdha, Nagar U.P.	U.P.

4.	M/s Miratsu Group	Plot No. 15/70,Dakshinpuri, New Delhi	New Delhi
5.	M/s Penta Digital Solutions, Pvt. Ltd,	F-98,Second Floor Jawhar Park, Devli Road, Khanpur, New Delhi	New Delhi
6.	M/s S.S. Enterprises	F-259 B, Phase-VI,Aya Nagar, New Delhi-110047.	New Delhi

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SCHEDULE-I**LIST OF ITEMS FOR ANNUAL MAINTENANCE CONTRACT**

Sl.No.	Description	Equipment	Due after July 2015	Total
01	Computers	11	04	15
02	Printers	06	02	08
03	Networking	LUMP-SUM		01
04	Computer at CCA's Residence	01	NIL	01
05	Printer at CCA's Residence	01	NIL	01

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