

F.No.D.19015/03/2014-Admn.II(LA)
Government of India
Ministry of Law and Justice
Department of Legal Affairs
....

Shastri Bhawan, New Delhi,
Dated the 26th February, 2015

NOTICE

Sub: Annual Maintenance Contract for Computers/UPS/Printers/ Server/
Peripherals of the Department of Legal Affairs for the period
01.04.2015 to 31.03.2016.
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This Department proposes to enter into Annual Maintenance Contract in respect of approximately 179 Computers/162 UPS/175 LaserJet Printers/003 Deskjet Printers / Computer Peripherals for one year and invites sealed quotations for the above job on the terms and conditions mentioned in the following paragraphs. Parties/Firms who are interested in undertaking the work are requested to submit quotations to the undersigned by name not later than 15.00 hrs on 10.03.2015 in sealed envelopes marked with "ANNUAL MAINTENANCE CONTRACT FOR COMPUTERS/UPS/PRINTERS AND PERIPHERALS"

2. The quotations will be opened at 15.00 hrs on 11.03.2015 in Room No.422-'A' Wing, Shastri Bhawan, New Delhi in the presence of the tenderers or their representatives.

3. The job will be entrusted to the successful tenderer under the terms and conditions mentioned below:

(a) The successful firms will be required to do the work for a **period of one year from the date of awarding contract**. This Department shall however reserve the right to terminate the contract at any time without assigning any reason.

(b) The job will be entrusted on the basis of all inclusive rate on "As is where is" on competitive rates basis.

(c) It may be specifically mentioned that the rate of the items of work is as per the annexure enclosed. For this purpose, you are requested to examine the condition of all the equipment in question before tendering your rates.

(d) It shall also be the responsibility of the contractor to hand over back to this Department all the equipments under contract in working condition at the end of the contract period.

- (e) It may particularly be noted that after the contract is awarded, the contractor will be required to fix all the required accessories in question, bring them in perfect working order so that these are ready for use before the commencement of the next session. The contractor will be required to depute a whole time expert mechanics on duty exclusively for this Department on all working days to attend the computers/printers/UPS and whenever defect arises therein and complaint to this effect.
- (f) 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 Section Officer, Admn.II(LA) Section of the Ministry and no extra payment would be made on this account.
- (g) Failure to repair/servicing the equipments in question within the reasonable time, without adequate reasons or to return the repaired machine within a week's time at the maximum, may entitle proportionate to deductions in the bill in respect of the total period.
- (h) The successful tenderer will be required to furnish a "Security Deposit" of Rs.10,000/-(Rupees Ten thousand only) before the commencement of the contract. The security deposit shall be in the form of Demand Draft in favour of the Cash Officer (LA), Department of Legal Affairs, New Delhi. The security deposit will be refunded only after the expiry of the contract. The security deposit will be forfeited if during the period of contract, the services of the contractor are found unsatisfactory in any respect or if any of the condition of the contract is contravened toward any damage due to negligence on the part of the contractor, besides any action that may have to be taken against the contractor.
- (i) Any sum of money due and payable to the contractor including the security deposit, under this contract shall be appropriated by this Ministry or by any other person(s) contracting for and on behalf of the President of India and set off against any claim to this Department and of such person(s) for the payment of a sum of money arising out of other or under any contract with this Department of such person(s). **This Department will not provide any conveyance/vehicle for servicing of computers etc. for the offices located outside the building i.e. Shastri Bhawan.**
- (j) If the work of the contractor is found unsatisfactory or if the contractor dishonors the contract, the job will be entrusted to any other firm at the risk expenses of the defaulting contractor.
- (k) The contract is liable to be terminated summarily by this Department at any time if the work of the contractor is found unsatisfactory. In this connection, the decision of the undersigned shall be final and binding on the contractor.

(l) Payment of the work done and services rendered will be made to the contractor on quarterly basis (i.e immediately after expiry of each quarter, in receipt of pre receipted bill from the contractor).

(m) **Penalty Clause:** The calls may be attended on the same day of the complaint. For non compliance/non attendance of the complaints after one working day, a penalty will be imposed as follow:

<u>Complaint in respect of</u>	<u>Penalty to be imposed</u>
Computer System	₹100/-per day
Printer	₹75/- per day per printer
UPS	₹50/-per day per UPS

(n) A specific mention must be made in the quotation to the effect that the terms and conditions mentioned above are acceptable to the firm in full.

(o) The undersigned reserves the right to accept or to reject any quotation(s) in full or in part without assigning any reason therefore.

(p) The tender must be sent in the Annexure enclosed duly signed by the tenderer.

3. You are requested to indicate the name of the Ministry/Department where you have undertaken such-assignment

Yours faithfully,

(K. Ginkhan Thang)
Deputy Secretary to the Govt. of India
Tel. 2338 4706

To,
NIC, Department of Legal Affairs for uploading in the website for a period of not less than 10 days w.e.f.26.02.2015..

List of Items

S.No.	Item	Nos.
1.	Computers	179
2.	LaserJet Printers	175
3.	Desk Printers	003
4.	UPS	162

Rates of Computer Pheripherals

1. Keyboard
2. Keyboard Multimedia
3. Optical Mouse
4. Mouse Pad
5. 19" Monitor TFT(LED)
6. Speaker
7. 500 GB Hard Disc
8. 160 GB Hard Disc
9. DVD writer
10. Cordless keyboard
11. Cordless Mouse
12. 1GB RAM
13. Battery UPS
14. Norton antivirus/Quick Heal anti-virus
15. Lan card
16. Mother Board P-IV
17. Mother Board Latest Model for i3 & i5
18. Pen Drive 32 GB (Make Kingston/HP)
19. Pen drive 16 GB(Make Kingston/HP)
20. Pen drive 8 GB(Make Kingston/HP)
21. UPS 600 VA
22. UPS 800 VA(Double battery)
23. USB Card
24. Power cord
25. Sound card
26. Power Supply old version
27. Power Supply new version
28. Window 7 (professional)
29. Window 7 (Home Basic)
30. Window 8 (professional)
31. Window 8 (Home Basic)
32. Patch cord 2 (two) meter
33. Patch cord 5 (five) meter
34. Patch cord 10 (ten)meter
35. VGA Cable for TFT 2 meter
36. USB Printer Cable 2 meter/5 meter