

F.No.D.19016/01/2018-Admn.II(LA)
Government of India
Ministry of Law and Justice
Department of Legal Affairs

....

Shastri Bhawan, New Delhi,
Dated the 7th March, 2018

NOTICE

Sub: Awarding of Annual Maintenance Contract for Computers, UPS, Scanners ,Fax, Printers of the Department of Legal Affairs for the period 01.04.2018 to 31.03.2019.

.....

This Department proposes to enter into Annual Maintenance Contract in respect of Computers, UPS, Scanners & Printers 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 by 14.00 hrs. on 20.03.2018 in sealed envelopes marked with "ANNUAL MAINTENANCE CONTRACT FOR COMPUTERS/UPS/PRINTERS /SCANNERS AND FAX ETC."

2. The quotations will be opened at 15.00 hrs. on 21.03.2018 in Room No.418 A, 'A' Wing, Shastri Bhawan, New Delhi.

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 reserves the right to terminate the contract at any time without assigning any reason.

(b) This Department reserves the right to reduce or increase the number of items offered for maintenance contract during the currency of the AMC.

(c) It shall also be the responsibility of the contractor to ensure that all the equipment under contract are in working condition during and at the end of the contract period. Apart from the normal maintenance the cost of parts, it any, will be borne by the Department.

(d) It may particularly be noted that after the contract is awarded, the contractor will be required to fix all the maintenance problems in question, bring the equipment 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 mechanic/engineer on duty exclusively for this Department on all working days to attend the maintenance requirement for computers, printers , scanners fax & UPS whenever defect arises therein.

(e) 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.

(f) Failure to repair/service the equipment 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 deductions in the bill for the total period.

(g) The successful tenderer will be required to furnish a "Security Deposit" @ 5% of the total value 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.

(h) The quotations should be accompanied by an 'Account Payee' Demand Draft of ₹10,000/- (Rupees ten thousand only) in favour of the Cash Officer (LA), Department of Legal Affairs, New Delhi as E.M.D. The quotations without E.M. D. will not be entertained. Earnest Money Deposit of unsuccessful bidders will be returned to them at the earliest.

(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 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 and expense 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 Competent Authority in this regard 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, on receipt of pre receipted bill from the contractor). The TDS will be deducted from the payment as per rule.

(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:

Sl. No.	Complaint in respect of	Penalty to be imposed
1.	Computer System	₹100/-per day per system
2.	Printer/fax/ scanner	₹75/-per day per printer
3.	UPS	₹50/-per day per UPS

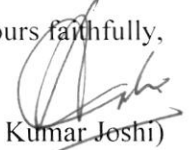
(n) A specific mention must be made in the quotation to the effect that the terms and conditions mentioned above are acceptable to the firm in full.

(o) The Competent Authority 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,



(Anil Kumar Joshi)

Deputy Secretary to the Govt. of India

Tel. 2338 4109

To,

NIC, Department of Legal Affairs for uploading in the website "Tender Notice".

LIST OF ITEMS FOR ANNUAL MAINTENANCE CONTRACT

S.No.	Name of item	Qty.	Rate per unit including GST	Total amount including GST
1	Computer	174		
2	Colour Laser Printer all in one	06		
4	Laser Printer All in one B&W	58		
5	Printer Laserjet	184		
6.	Scanner	16		
7	Fax	04		
8	UPS	221		
9.	Total Amount			

(Signature & Seal of the firm)