

**PAY AND ACCOUNTS OFFICE – LEGISLATIVE DEPARTMENT  
MINISTRY OF LAW & JUSTICE  
ILI BUILDING, BHAGWAN DAS ROAD,  
NEW DELHI**

**No. PAO –LD/AMC/15-16/1022**

**Dated: 18/01/2016**

**NOTICE INVITING TENDER**

Sealed Tenders are invited in the prescribed format ( Annexure-I ) from reputed, experienced Companies/Firms/Agencies having valid updated Pan/service tax registrations number of providing AMC of various make of Computers, Printers, UPS and servers installed in the PAO – LD, 3<sup>rd</sup> Floor, ILI Building, Bhagwan Das Road, New Delhi for a period of one year from the date of taking up of the Job on the following terms and conditions:-

1. Maintenance of Hardware, software of computers, UPSs, Printers and server and other devices (Annexure-I ). No. of equipment's may increase or decrease any time at the discretion of competent authority. The AMC will also include maintenance of Software like- Compact, PFMS and other Civil Accounts software. The firm must have at least one year experience in maintenance of hardware and software of computers in Pay and Accounts Offices under Civil Accounts Organization.
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(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 for replacement of parts will be paid except – consumables, memory/head/media, fuser assembly, screen panel and burnt/broken parts. 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. Any equipment non-functional at the beginning of the contract may be repaired/changed on actual basis.
9. The firm shall provide maintenance services between 9.30 AM to 5.30 P.M. on all working days. It is mandatory to respond/attend emergency call immediately

10. The contract can be terminated at any time at the discretion of competent authority.
11. The agency should specify the scope of work likely to be undertaken by them in the AMC.
12. 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.
13. 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.
14. 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.
15. The bills for AMC will be submitted in triplicate on quarterly basis duly pre-receipted after completion of each quarter.
16. The TDS will be deducted from the payment as per rule.
17. The Tender should accompany a Demand Draft of Rs 1500/- (Rs One thousand five hundred only) towards Earnest Money Drawn in favour of Pay and Accounts Officer (L.D), payable at New Delhi. Earnest money of unsuccessful Tenderers will be returned within 30 days of award of tender. No interest will be payable on Earnest Money. For successful bidder this amount will be converted into security deposit and will be returned after completion of the work.
18. Place, date and time for submission of sealed Quotation/Tender. PAO,LD, Room No.-14, 3<sup>rd</sup> Floor, ILI Building, Bhagwan Das Road, New Delhi on or before 10-03-2016 upto 3-00 P.M. The quotations/tenders will be opened on 10-03-2016 at 3.30 P.M.

  
**Sr. Accounts Officer**  
**PAO/LD**

**To**

1. **The Section Officer, NIC, Shashtri Bhavan, New Delhi with the request to upload the NIT on official Website of the Ministry.( 03 pages)**

**ANNEXURE-I**

To

**The Sr. Accounts Officer  
PAO, Legislative Department  
M/O Law and Justice, IIIrd floor  
Room No 14, ILI Building, Bhagwan Das Road  
New Delhi**

**Sub:- Quotation for award of AMC of computer, printers and server etc.**

**LIST OF ITEMS FOR ANNUAL MAINTENANCE CONTRACT**

<b>Sl.No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Rate per unit</b>	<b>Total Amount</b>
01	Computers	09		
02	Printers	04		
03	UPS online	01		
04	UPS Small	03		
05	Net working	01 site		
06	Server	02		
	-----	<b>Service tax/levy, if any</b>		
		<b>Total</b>		

**I/we accept all the terms and conditions of your letter referred to above.**

**Yours faithfully**

**(Name/Seal of firm/Agency)**