

F.NO.D.14011/01/2018-Admn.
Government of India
Ministry of Chemicals and Fertilizers
Department of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi,
Dated 12th July, 20018

NOTICE

Sub: Awarding of Annual Maintenance Contract for Computers, UPS, Scanners, Fax, and Printers of the Department of Chemicals and Petrochemicals.

This Department proposes to enter into Annual Maintenance Contract in respect of Computers, UPS, and 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 6.08.2018 in sealed envelopes marked with "ANNUAL MAINTENANCE CONTRACT FOR COMPUTERS/UPS/PRINTERS /SCANNERS AND FAX ETC." The quotations will be dropped in the tender box kept at the reception, Shastri Bhawan, New Delhi.

S.No.	Feature/make	Quantity (Approx. may vary)	Rate quoted
1.	Servers/Compaq/HP	4	
2.	Computers/Compaq/Zenith/Ace/HP	160	
3.	Laptop/HP/DELL/LENOVO etc	10	
4.	Printers	160	
5.	UPS 625/700 & 750 va	150	
6.	Scanner	14	

2. The quotations will be opened at 15.00 hrs. on 6.08.2018 in Room No.434 'C' Wing, Shastri Bhawan, New Delhi,

3. The bidder have to submit the following document at the time of submitting the tender:

(a) The firm should be in existence for over 5 years in Central/State Govt. offices/PSU with the maintenance business (service business turn over) of more than Rs. 20 lakhs per annum during the last 3 years. Documentary proof like balance sheet & Income. Tax return etc. should be attached.

(b) The firm must be registered with the Registrar of Companies and with the Delhi Sales Tax Department. VAT No. / Service Tax No. is to be given.

(c) A firm black listed by any Govt. Office will not be eligible to participate in this tender. An undertaking to this effect will have to be given at the time of submitting the tender.

(d) The quotations should be accompanied by an 'Account Payee' Demand Draft of 10,000/- (Rupees ten thousand only) in favour of PAO, Department of Chemicals and Petrochemicals. 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.

4. If any firm backs out, revises their quotations after submission of their tenders, the Security Deposit amount would be forfeited.

5. The job will be entrusted to the successful tenderer under the General Terms & Conditions mentioned below:

i. This tender is for comprehensive Annual Maintenance Contract (CAMC) of Servers/Computers/Printers/UPSs etc. therefore firm shall bear cost of all spare parts of related items excluding only consumables like toner, Ink Cartridge & Floppies, batteries etc.

ii. The vendor will provide two resident engineers on all working days from 9.00 AM to 6.00 PM. The engineer should be equipped with Mobile phones to ensure their availability.

iii The awardee has to provide services in Shastri Bhawan, Udyog Bhawan, Janpath Bhawan and residence of Senior Officers of this Department and Residential Office of Minister.

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

v. It shall also be the responsibility of the contractor to ensure that all the equipment under contract are in working condition during the entire period of contract as well as at the end of the contract period. Apart from the normal maintenance the cost of parts, if any, will be borne by the Department

vi. 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.

vii. 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, Administration Section of the Department and no extra payment would be made on this account.

vii 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 of the total period.

viii. 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 PAO, Department of Chemicals and Petrochemicals. New Delhi. 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 towards any damage due to negligence on the part of the contractor., besides any action that may have to be taken against the contractor..

ix **This Department will not provide any conveyance/vehicle for servicing of computers etc. for the offices located outside Shastri Bhawan.**

x If the work of the contractor is found unsatisfactory or if the contractor dishonours the contract, the job will be entrusted to any other firm at the risk and expense of the defaulting contractor.

xi. The contract is liable to be terminated summarily by this Department at any time if the work of the contractor is found unsatisfactory. The decision of the

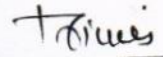
Competent. Authority in this regard shall be final and binding on the contractor.

xii 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 received bill from the contractor). The TDS will be deducted from the payment as per rule.

xiii. 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.

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

Yours faithfully,



(T.P.N. Singh)

Under Secretary to the Govt. of India
Tel. 23386013

To,

NIC, Department of Chemicals and Petrochemicals for uploading in the website "Tender Notice".