



F.No.D.21014/01/2013-Admn.III
Government of India
Ministry of Information & Broadcasting
'A'-Wing, Shastri Bhawan, New Delhi-110001

Dated the 6th June, 2014

To

(As per list enclosed)

Subject:- Awarding of Annual Maintenance Contract for FAX machines of Ministry of Information & Broadcasting, under Limited Tender – regarding.

Sir,

I am directed to call for quotations for Annual Maintenance Contract (AMC) for one year awarding of its 55 Plain Paper FAX machines (List enclosed) under Limited Tender, urgently.

2. The terms and conditions for awarding the AMC will be as follows:-

- (i) The rates quoted will remain in force during the period of contract as specified by this Department and during the currency of contract no demand for revision of rates on any account whatsoever will be entertained.
- (ii) The contract will be for “Comprehensive maintenance service” i.e. if any part is required to be replaced the same will have to be replaced under the contract and no extra charges will be paid by the Ministry for any spare part. It will be the responsibility of the company to provide genuine spare parts of machines and to keep all the machines in working order.
- (iii) The tenders should have previous experience of having handled above Fax machines in AMC for a period not less than three years. **The tenders should enclose documentary evidence to prove their competence for undertaking the job in question and also furnish proof of their standing and good-will. The quotations submitted without PAN number of the firm shall be summarily rejected.**
- (iv) The selected firm shall be required to depute technically and professionally competent personnel to provide requisite maintenance service. For this purpose, the company will maintain servicing card for each fax machine on which full signatures of person operating the machine shall be taken after each service. All complaints for the repair of machine shall be attended within the office premises within 24 hours of the complaint.

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- (v) The payment towards AMC charges will be made after assessment of performance of the firm regarding maintenance of the said FAX machines on at least half-yearly basis;
- (vi) Any failure on the part of the firm to maintain the machines or to rectify the defects within 24 hours of report satisfactorily will entail proportionate deduction from the contract value as may be decided by the competent authority.
- (vii) It shall also be the responsibility of the contracting firm to hand over the machines in good working condition at the end of the contract period of this Ministry, failing which the firm shall be liable to pay liquidated damages to the Ministry as determined by the competent authority.
- (viii) The Government reserves the right to select any tender or reject any or all tenders without assigning any reason whatsoever. It will also not be obligatory on the Govt. to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any tender. The Government further reserves the right to terminate the contract at any time without assigning any reason.
- (ix) Tenders are requested to deposit earnest money of Rs.5000/= (Rupees five thousand only) through a crossed demand draft on any scheduled bank in Delhi/New Delhi drawn in favour of the **"Pay & Accounts Officer, Ministry of Information and Broadcasting, New Delhi"** along with the quotation. The earnest money deposited by the successful tenderer shall be retained as Security deposit for the due fulfillment/performance of the terms and conditions of the contract. The said security deposits will be refunded after the successful completion of the contract subject to the adjustment of dues against the contractors. The earnest money received from other unsuccessful tenders will be returned without interest.

3. If the above terms and conditions are acceptable to furnish sealed-cover quotation(s) personally or by post, indicating the Annual Maintenance rates of each machine to this Ministry latest by 11.00 a.m. on 27.06.2014 in Room No.548, 'A' Wing, Shastri Bhawan, New Delhi. The quotations will be opened on the same day i.e. on 27.06.2014 at 3.00 PM in Room No.544, 'A' Wing, Shastri Bhawan, New Delhi. Representative(s) of interested firms can be present along with their proper identification(s) at the time of opening the quotations.

Encl: As above

Yours faithfully,



(S.S. BEDI)

Under Secretary to the Govt. of India
Tele #23384990

Copy to:

1. NIC for posting on the website of this Ministry.
2. Central Public Procurement Portal.