



F.No.D.19016/04/2018-Admn.III
Government of India
Ministry of Information & Broadcasting
'A'-Wing, Shastri Bhawan, New Delhi-110001

Dated the 7th July, 2019

LIMITED TENDER NOTICE

To

(As per the list enclosed)

Subject:- Awarding of Comprehensive Annual Service Maintenance Contract (CASMC) for FAX machines installed in Ministry of Information & Broadcasting – regarding.

Sir,

Sealed quotations are invited for awarding Comprehensive Annual Service Maintenance Contract (CASMC) initially for a period of one year for 60 (approx.) FAX Machines installed in Main Secretariat, M/o I&B, Shastri Bhawan as per list enclosed at **Annexure-I**. You are requested to indicate the rates on per machine basis for the above said work in the Financial Particulars (**Annexure-III**) and submit the same along with other documents to SO(Admin.III), Room No. 548, 'A' Wing, Shastri Bhawan, New Delhi upto 11.00 AM on 25th July 2019. The tender will be opened at 03.30 P.M on the same day i.e. 25th July 2019 in presence of bidders or their authorized representatives, if any, present at that time. There should not be any erasing or overwriting on the rates quoted, otherwise the bids will be liable to be rejected. The quotations shall be accompanied with a Demand Draft for Rs.5000/- (Rupees five thousand only) as earnest money drawn in favour of Section Officer(Cash), Ministry of Information & Broadcasting (Main Secretariat), Shastri Bhawan, New Delhi. Earnest money will be refunded to the bidders after finalization of tender process and no interest will be paid on earnest money.

2. The terms and conditions are as follows:

- i. The firm should be registered in Delhi/NCR.
- ii. The firm must be having GST registration, TIN/PAN registration and should have filed Income Tax returns for the last three years (Copies of the documents should be attached).

iii. The firm should have previous experience of having handled Fax machines in AMC for a period not less than three years.

iv. The firm should not have been blacklisted by any Government / Government organization / Public Sector Undertakings / Autonomous bodies / Private Sector organization of repute. A self-attested certificate on the letter head of the firm to this effect should be enclosed with the technical bid.

v. The contract shall be on a comprehensive maintenance service basis. No extra charge for any general wear and tear/spare parts etc. shall be paid by the Ministry of Information & Broadcasting except consumables, burnouts, physical damage and new installation of any Fax Machines etc. During the contract period, it will be the responsibility of the company to keep the equipment in perfect working order.

vi. The work shall be carried out in the premises of the Department. Only such execution of work which is not possible in the premises of this Department may be allowed to be done in the workshop of the firm. In no case, any machine or parts thereof shall be taken out of the premises without formal written permission of the Department. In such cases, the standby arrangement shall have to be made by the company and in no way the working of FAX machine shall be held up for want of any standby arrangements.

vii. The payment towards Comprehensive Annual Service Maintenance Contract (CASMC) charges will be made on half-yearly basis and on production of satisfactory reports from the concerned users. No advance payment will be made.

viii. The tentative list of FAX Machines that will be covered under AMC is at **Annexure-I**. The number of FAX machines during the period of contract may vary.

ix. The agency shall provide genuine components to replace the faulty ones.

x. The selected agency shall be required to depute technically and professionally competent personnel to provide requisite maintenance service. All complaints for the repair of machine shall be attended to in the office premises within 24 hours of the complaint.

xi. Contractor has to ensure minimum wages as per prevalent rates of Delhi Govt. to the technician deployed for maintenance service. The contractor shall be responsible for payment of wages/settlement of dues with technicians/workers engaged by the firm. The Ministry of Information & Broadcasting shall not be a party to any dispute between the contractor and workers.