

Ph.011-24360660

**GOVERNMENT OF INDIA  
MINISTRY OF CORPORATE AFFAIRS  
PAY AND ACCOUNTS OFFICE  
B1-WING, 2<sup>nd</sup> FLOOR PARYAVARAN BHAWAN  
CGO COMPLEX, NEW DELHI-110003**

No. PAO/MCA/Adm/16-17/ 860

Dated 28 Aug 2016

**NOTICE INVITING QUOTATION**

Sealed Quotation /Tenders are invited from reputed and experienced companies/firm /Agencies having valid PAN and Services Tax registration number for annual Maintenance Contract of various make of Computers, Printers, UPS and Services installed in the Office of Pay and Accounts Office (Corporate Affairs) , 2<sup>nd</sup> Floor, B1-Wing, Paryavaran Bhawan, CGO Complex, New Delhi for a period of 01 year. This quotation should reach this office latest by 12.8.2016 upto 11.00 A.M. and will be opened at 3.00P.M on the same day in the chamber of Sr. Accounts Officer, PAO (Corporate Affairs). The **terms and condition** are given below:-

1. The details of maintenance of hardware and software of computers, UPS, printers, servers and other devices are depicted in schedule-I enclosed. Number of equipments may increase or decrease any time at the discretion of the competent authority. The AMC will 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 under Civil Accounts Organization. A copy of experience/ work award letter may be submitted.
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 one year at the same rates and terms and condition at the sole discretion of this office subjects to satisfactory service of the agency. This office shall, however, reserves the right to terminate the contract 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 rate basis.
4. It shall be the responsibility of the firm to handover backs to this office all the equipments under contract in working condition at the end of the contract period.
5. No extra payments, whatsoever, on account of natural calamities or otherwise will be made to the firm except the all- inclusive rates permitted under this

contract. It shall be the firm's responsibility to perform the work of maintenance of Computers/Printers/UPS & LAN satisfactory throughout the period of the contract.

6. The work is to be carried out in the office premises itself. However, only such work as can not be done in the office premises will be allowed to be done outside with written permission of the competent authority and no extra payments 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 and this would automatically debar the firm from any further dealing with this office and the security money would also be forfeited.
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 9.00 AM to 5.30 PM on all working days. It is mandatory to respond/ attend emergency call immediately.
10. The contract will 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 arrangements is not made, reasonable amount (to be decided by the office ) will be deducted from the quarterly payment due to the firm.
13. The performance security @ 5% of the value of the contract will have to be furnished in the form of 'Account Payee' Demand Draft in favor of PAO (Corporate Affairs), New Delhi by the successful bidder. The performance security will be refunded after successful completion of the contract.
14. The quotations should be accompanied by an 'Account Payee' Demand Draft of Rs.1000/- in favor of PAO (Corporate Affairs) as E.M.D. Quotations without E.M.D will not be entertained. Earnest Money deposit of unsuccessful bidders will be returned to them at the earliest.

15. The Chief Controller of Accounts, Ministry of Law and Justice reserves the right to accept or to reject any or all the quotations in full or part without assigning any reason.
16. The bills for AMC will be submitted in triplicate on quarterly basis duly pre-receipted after completion of each quarter.
17. The TDS will be deducted from the payments as per rule.

  
(Sunita Sarkar)  
Sr. Accounts Officer

To

1. The Technical director, NIC, Shashtri Bhawan, New Delhi with request to upload the NIT on official Website of Ministry.



**SCHEDULE-I**

**LIST OF ITEMS FOR ANNUAL MAINTENANCE CONTRACT**

SI No	Description	Equipment
1.	Computers	12
2.	Printers	08
3.	UPS(online)	02
4.	UPS(offline)	01
5.	Networking	01
6.	Compact Server	02
7.	VAT/ Service tax etc. If any clearly mentioned	
8	<b>Total cost</b>	

*Sunita*  
*3.8.16*  
**(Sunita Sarkar)**  
**Sr. Accounts Officer**