

**File No. 10/69/2011-CLB
GOVERNMENT OF INDIA
COMPANY LAW BOARD**

**Paryavaran Bhawan, 3rd Floor,
B-Block, C.G.O. Complex,
[Lodhi Road, New Delhi-110003
Dated: 27.09.2011**

TENDER NOTICE

Subject:- Annual Contract for maintenance of HP 1007/1022/1505 Laserjet Printers, Scanner, Fax, Laptop and Computers (including CPU, LCD Monitors, Keyboard & Mouse).

The CLB proposes to enter into an annual contract for the maintenance of LaserJet Printers, Scanner, Fax machines, Laptops & Computers (including CPU, LCD Monitors, Keyboard & Mouse) as per details above:-

S. No.	Items	Quantity
1	HP Laser Jet Printers (P1007/1015/1150/1022/1505)	29
2	Scanner	01
3	Fax	01
4	Laptop	02
5	Computers (including CPU, LCD Monitors, Keyboard & Mouse)	29

2. The Tenderers are requested to furnish their bids quoting rates individually. The company profile and undertaking to the effect that the terms and conditions as set out in Para 4 are acceptable to the firm.
3. An earnest money of Rs.5,000/- (Rupee Five Thousand Only) shall be deposited alongwith the bid in the form of bank draft/pay order in the name of "Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi". The tender received without the earnest money shall be rejected forthrightly. The earliest money shall be adjusted against the security deposit demanded.
4. Following are the terms and conditions:-
 - i. AMC for the items mentioned as in Para 1 should be comprehensive on site. Hardware/Software problems, replacement of defective parts, installation OS, applications software installation preventive maintenance of PCs, antivirus software, Laptops and Printers on monthly basis including drive cleaning, health checkup etc. will have to be carried out. In case of systems/monitors to be taken out from Company Law Board, CGO Complex, New Delhi/Residences of Hon"ble Chairman & Member etc. for repair, it should be ensured that proper back up is taken and standby is provided. The unit should be returned to the concerned officers within 24 hrs. and maximum of 48 hrs failing which a penalty may be imposed as decided by the Competent Authority. The decision of the Secretary, Company Law Board shall be binding and final in this regard.
 - ii. Payment shall be made after getting the monthly AMC report of all the items under AMC individually signed by the users after monthly preventive maintenance. Any individual repairs would need to be certified by the user.
 - iii. The firm should have PAN No. allotted to them by the Income Tax Department (Proof to be attached), and should have worked AMC in the field of in at least 4 (four) Central Government Office's. A satisfactory certificate from these offices may be submitted along with Tender Document.

- iv. The firm should have obtained Service Tax Certificate issued by the Central Government (Copy to be attached as proof).
 - v. The firm should have obtained Sales Tax Certificate by the Sales Tax Office (copy to be attached as proof), only genuine spare parts from the company's will need to be used for replacement.
 - vi. The complaints should be attended to on the same day as they are reported.
 - vii. The successful Tenderer will be required to furnish a Security Deposit of acceptance of his tender. The security deposit shall be in the form of a fixed deposit receipt on any nationalized bank in favour of "Pay & Accountants Officer, Ministry of Corporate Affairs, New Delhi." The security deposit is refundable after the successful completion of the contract. The security deposit will be forfeited if during the contract period, services of the firm are found to be unsatisfactory in any respect or in the event of breach of contract by the contractor before the date of maturity of the contract.
 - viii. The items are normally required to be repaired in the Company Law Board office only. In exceptional cases when the items cannot be repaired in the office premises and required to be taken to the workshop, the Company Law Board will not make any payment towards cartage expenses for the to and from transportation of the items it will be borne by the Agency.
 - ix. The Payment will be released on half yearly basis i.e. 50% of the total AMC Charges will be released after six months of the commencement of contract period and the remaining 50% after the successful completion of the contract.
 - x. Full or part of the contract may be terminated by the CLB any time without assigning any reason thereof. If the services of the firm are found to be unsatisfactory, the contract will be awarded to another firm at the risk and expenses of the defaulting firm. In this regard the decision of the Company Law Board will be final and binding on the firm.
 - xi. The CLB reserves the right to reject any or all of the tenders received without assigning any reason thereof.
 - xii. In case of replacement of any item under AMC, the original bill will be provided to this Office and warranty rights will remain with the Company Law Board.
5. The last date for receipt of bids is 14-10-2011 at 04.00 p.m. and the tenders will be opened at 04.30 p.m. on the same day in presence of tenderers. Tenderers are requested to be present at the time of opening the tenders.
6. Quotations in sealed cover should be addressed to the **Under Secretary, Company Law Board, Paryavaran Bhawan, 3rd Floor, B-Block, C.G.O. Complex, Lodhi Road, New Delhi-110003**. The envelope should superscribe: **QUOTATION FOR ANNUAL MAINTENANCE CONTRACT IN THE COMPANY LAW BOARD**.

G. V. Subbaiah

(G. V. Subbaiah)

Under Secretary to the Govt. to India
Tel. No. 24363667

To

List Enclosed.