

**PAY AND ACCOUNTS OFFICE
MINISTRY OF CORPORATE AFFAIRS**

3rd Floor, B-Wing, Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi – 110003.

No. PAO/MCA/ADM/15-16/

Dated 12-06-2015

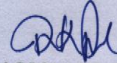
NOTICE INVITING QUOTATION

Fresh sealed quotations are invited from reputed and experienced Companies/Firms/Agencies for Annual Maintenance Contract of various make of Computers, Printers, UPS and Servers installed in the Office of Pay and Accounts Office, Ministry of Corporate Affairs, New Delhi for a period of one year. The quotations should reach this office latest by 20-07-2015 (3.00pm) and will be opened at 3-30PM on the same day in Pay & Accounts Office, Ministry of Corporate Affairs, New Delhi. The terms and conditions are given below:-

1. The details of maintenance of hardware and software of computers, UPSs, 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.
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 year at the same rates and terms and conditions at the sole discretion of this office subject 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 rates basis.
4. It shall be the responsibility of the firm to handover back 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/Printer/UPS & LAN satisfactorily throughout the period of the contract.
6. 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 competent authority and no extra payment 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 dishonours 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.

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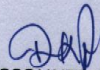
13. The performance security @5% of the value of the contract will have to be furnished in the form of 'Account Payee' Demand Draft in favour of **PAO, Ministry of Corporate Affairs, New Delhi** by the successful bidder. The performance security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the agency. 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. 300/- in favour of PAO MCA as bid security. Quotations without bid security will not be entertained. Bid security of unsuccessful bidders will be returned to them at the earliest. ~~Demand draft of bid security and quotation should be sent in separate envelopes.~~
15. The Chief Controller of Accounts, Ministry of Law, Justice, SCI and Corporate Affairs reserves the right to accept or 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 along with service cards or monthly MIS reports which will be maintained by the firm. The service cards are to be signed by the user of PC.



Sr.. ACCOUNTS OFFICER

Copy to:-

Sr. No.	Name	Address
1	Web-Site of M/o Corporate Affairs	Shastri Bhawan, New Delhi
2.	Notice Board of Paryavaran Bhavan,	Paryavaran Bhawan, New Delhi



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SCHEDULE-I

LIST OF ITEMS FOR ANNUAL MAINTENANCE CONTRACT

Sl.No.	Description	Equipment
01	Computers	12
02	Printers	06
03	UPS	07
04	Networking	01
05	Compact Server	02


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