

No. D-19016/1/2011-Admn.
Government of India
Ministry of Law and Justice
Official Languages Wing
Legislative Department

Room No. 730, 'A' Wing,
Shastri Bhawan, New Delhi
Dated 1st January 2015

To

M/s-----

Subject: Awarding of annual maintenance contract of computers & its peripherals of the office of Official Language Wing.

Sir,

I am directed to state that this office has following Pentium Computers, Printers and other peripherals, which are required to be maintained in serviceable condition during the year 2015-16. This office propose to award comprehensive annual maintenance contract for the under mentioned computers and peripherals. If you are interested in undertaking the work of proper maintenance and service of the equipments for the above mentioned period of one year, then you may furnish the details of charges for annual maintenance contract. The details of computers & its peripherals are as under: -

<u>S.No.</u>	<u>Name of items</u>	<u>Qty.</u>
1.	Pentium-IV Machine	36 Nos.
2.	Laser Jet Printer 1505,1022 & 1007	40 Nos.
3.	Laser Printer 1160 6LPro	2 Nos.
4.	Heavy Duty Network Printer	1 No.
5.	Scanner 5590	3 Nos.
6.	Scanner 8270	1 No.
7.	Scanner Multipurpose Machine (Panasonic make)	1 No.
8.	HP Digital copier & Multifunctional Office Machine	2 Nos.
9.	UPS 500 & 750 VA	36 Nos.

2. You may indicate the comprehensive rates of each item as mentioned above. You are also requested to furnish the rates for 12V/7AH, 26AH, and 42AH batteries of UPS, which is a consumable item and can be replaced during the AMC, if needed.

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3. Your quotations, if found competitive and acceptable will be subject to the following conditions: -

- I. The payment will be made on half yearly basis after satisfactory completion of service and maintenance work.
- II. In case of increase in levy of any tax by the Central/State Govt. during the AMC period, the charges of AMC will remain unchanged and you will not be liable to get any compensation.
- III. The firm will provide one resident service engineer on all working days (also on holidays if need arises) from 9.30 AM to 6.00 PM. The service engineer should be qualified and having experience of at least 5 years in the field.
- IV. Preventive maintenance with virus scanning and virus removal will be carried out on weekly basis.
- V. In case the particular Personal Computer & its peripherals are required to be taken out of the office premises for repair etc., you will have to provide stand-by equipment so that the office work does not suffer.
- VI. The firm/company should have the maintenance experience in Govt./PSU in Delhi. (Attach the copy of orders).
- VII. You will be required to furnish 'Security Deposit' of Rs. 10000/- (Rupees ten thousand only). The Security deposit will be refunded on expiry of the service contract. The Security Deposit will be forfeited wholly or partly if the work is not found to the satisfaction of this office.
- VIII. The firm should produce the self-attested photocopies of documents related to PAN number, Service tax number, TIN number.

4. The quotations should reach the undersigned in the sealed cover latest by 3 PM on 20th January 2015.

Yours faithfully,

(S.K. Chitkara)
Deputy Secretary to the Govt. of India
Tel. No. 23388007

Copy to: NIC is requested to place the said tender letter on the web-site of this Wing/Department.