

No.A.45011/11/2018-Admn.  
Employment News  
(Publications Division)  
Ministry of Information & Broadcasting  
7<sup>th</sup> Floor, Soचना Bhavan, Lodhi Road, New Delhi-110003.

Dated: 03.12.2018


Subject:-Annual maintenance contract of Computers, Printers, UPSs, LAN and other items – reg.

Employment News Office invites sealed quotations for Annual Maintenance Contract for computers and peripherals installed in this office located, 7<sup>th</sup> Floor, Soचना Bhawan, Lodhi Road, New Delhi-110003. A list of items is enclosed at Annexure-II. The rates are to be quoted item-wise. Terms & conditions of AMC can be downloaded from, our website "[www.employmentnews.gov.in](http://www.employmentnews.gov.in)" or "[www.publicationsdivision.nic.in](http://www.publicationsdivision.nic.in)". The quotation should be sent/submitted by speed post/registered post/by hand to undersigned by name so as to reach latest by 3.00 PM on 21.12.2018 .

2 The terms and conditions duly signed and stamped should also be submitted along with your quotation. The quotations will be opened at 3.30 PM on 21.12.2018 in the presence of such renderers or their agents as may choose to attend. The financial quotations will be opened only after the firm qualifies the technical eligibility Bid.

3 The General Manager-cum-chief Editor reserves the right to reject any or all the quotations without assigning any reason.

Encl: List of items and Terms & Conditions.



(Somvir Singh)  
Dy. Director(Admn)  
Tel.No.24369442



**The terms and conditions for maintenance of computers with peripherals and software, UPS, Printers and Scanners of this office under annual maintenance contract are as under:-**

1 Maintenance & Repairs

- i) Maintenance of all the items mentioned in Annexure-II.
- ii) Removal of all the snags in the above items within 24 hours.
- iii) Maintenance of networking of computers and systems.
- iv) Providing preventive maintenance i.e. external cleaning/services of above items.
- v) Rectifying any software related problems.
- vi) Installation of CDs/Drivers, if required by getting through internet or other ways.
- vii) Repairing of parts of items mentioned in Annexure-II.
- viii) Installation of software, PCs etc. if required.
- ix) Any other work not specified as above but required for maintenance & operating of computers and its components.
- x) Replacement of parts will be made by the agency free of cost. No extra charges will be paid.
- xi) All faulty parts removed for repairs by the agency shall be property of this office. The agency shall have the responsibility to hand over all the equipments, taken under comprehensive contract in working conditions.
- xii) All the work related to repairs and maintenance should be done in office premises. Even then if it becomes necessary to take the system out of the office premises for repairing written permission should be taken from the competent authority and no extra payment of transportation will be made for this. In such cases, the agency will have the responsibility to immediately provide standby equipments till the system/equipments gets repaired. The Data needs to be stored/saved in external drive at the time of repair.
- xiii) The agency shall have to deploy one trained technician to this office during the office hours i.e. 9.30 AM to 6.00 PM with five days in a week, but the agency shall have to provide its services before & after the office hours and on Saturday/Sunday/holiday, if required.
- xiv) AMC shall include repair/replacement of all other vital/non-vital components required for smooth operation of the equipment. Only original equipment/manufacture's parts shall be used..
- xv) Software calls concerning Operating System and Application problems (e.g. Windows, Mac Os, etc.) shall be serviced under AMC. In case data is to be retrieved from any HDD due to Hard Disk failure/system failure, the firm shall have to do it at its own cost, and no amount will be paid extra.
- xvi) AMC may not include replacement of consumables like cartridges, CDs, plastic parts, and physical breakage and damages caused by fire, theft, riots, accidents and natural calamities. However, AMC shall include replacement of batteries of UPSs including the cost of batteries.
- xvii) The engineer should maintain a complaint Register to record complaints received from the users with date name of user, nature of complaint. After attending to the complaint and rectifying the equipment, the signature of the user, along with comments, should be obtained on the register. The engineer should also sign with date.





## II Payment Mode

- i) Maintenance charges (payment) will be made on quarterly basis on satisfactory completion of each month.
- ii) Number of PCs and components may be increased or decreased due to any reason but agency will have to maintain the PCs. The payment will be made on pro rata basis for the period to which such increase/decrease pertains.
- iii) No transportation charges will be admissible for movement of men and equipments under AMC.

## III Penalty

- i) Repair work is to be attended within 02 hours of receipt of complaint. For every 01 hour delay after 02 hours proportionate annual maintenance charges for 1 day will be recovered or deducted by Employment News.
- ii) In case of any damage beyond the control of the agency, negligence of work or non-compliance of the terms & conditions, a penalty of depreciated value of the product may be imposed by Director & GM-cum-CE. The decision of Head of Department (DPD) will be final & binding.

## IV Other conditions

- i) The person deployed shall be the responsibility of the agency and all matter related to them will be dealt by them only. The person will remain fully under their administrative and financial control of the agency for all purpose of employment terms and conditions of service, payment, attendance, leave, disciplinary matter, etc. They will not be treated as employee of the office of Employment News in any form whatsoever under any circumstance.
- ii) If the agency fails to repair the subject mentioned items within the time limit, Employment News will have the rights to get it repaired from some other agency and the expenditure incurred on it will be deducted from the contractor's bill without assigning any reasons.
- iii) If the services of agency will be found satisfactory during the contract period, the contract may be extended further for another year on the same rates, terms & conditions.
- iv) The contract can be terminated at any time if the services are not found satisfactory or found deficient in service without assigning any reason.
- v) Jurisdiction of legal disputes, if any, arising during the currency of contract will be settled in Courts of Delhi/New Delhi.
- vi) The Registered Office of one of the Branch Offices of the Company/Firm/Agency should be located either in Delhi/New Delhi or in any of the satellite towns of Delhi.



- vii) After assigning the work, the agency shall have to deposit 10% of contract value in the form of FDR from, a scheduled Bank in favour of Employment News, New Delhi. The same will be returned to the agency after 6 months of the successful completion of contract and all obligations.

V Self attested duly stamped of firm Documents required with the Tender/Quotation.

- i) EMD for Rs.5000/- in form of DD in favour of "Employment News ,New Delhi " and Payable at New Delhi which will be returned to the unsuccessful renderers.
- ii) List of clients (at least 3 from PSUs/ Govt. Departments) with satisfactory performance certificate issued by Departments/PSUs for the last 2 years. (2016- 2017 & 2017-2018)
- iii) IT returns for the assessment year 2017-18 & 2018-19

2. The competent authority reserves the right to reject any or all the quotations without assigning any reasons.

You are requested to please send your sealed quotation in the format given in Annexure-II to this office latest by 3.00 PM on 21.12.2018 The quotation will be opened at 3.30 PM on same day i.e. 21.12.2018. If quotations/tenders received after the due time and date shall not be entertained.

**Note: Kindly submit the complete documents as per the Technical Detail (Annexure-I), serial wise.**



(Somvir Singh)  
Dy. Director (Admn.)  
Tel.No.24369442

Place: New Delhi  
Date : 03.12.2018



### **BID DETAILS**

1	Cost of tender	Rs.500/-
2	Date of inviting tenders	03.12.2018
3	Last date and time of receipt of quotations	21.12.2018 at 3.00 PM
4	Date and time of opening of the quotations	Opening of Technical Bid on 21.12.2018 at 3.30 PM Opening of Financial Bid: After proper analysis of Technical Bid The Financial Bid of only those firms will be open which qualify the Technical Bid.
5	Place of opening of Bids	In the Chamber of Deputy Director Admn., Employment News, 7 <sup>th</sup> Floor, Soochna Bhavan, Lodhi Road, New Delhi-110003.
6	Address for Communication	Section Officer (Admn.) Employment News, 7 <sup>th</sup> Floor, Soochna Bhawan, Lodhi Road, New Delhi-110003
7	EMD	Earnest Money Deposit of Rs.5000/- in the form of Bank Draft in favour of, Employment News, New Delhi-110003 from any Nationalized Bank in Delhi must accompany with each tender. No tender shall be accepted without earnest money, which will be refunded to the unsuccessful bidders after finalization of tender. Earnest money deposited will bear no interest.
8	Contact to Bidders	Shri Kuldeep Singh, Section Officer, Employment News, 7 <sup>th</sup> Floor, Soochna Bhavan, Lodhi Road, New Delhi-110003. He may be contacted on any working day between 10.30 AM to 4.00 PM for any further queries.

**Note: Bids will be opened in presence of the bidders' representative who choose to attend.**



**Technical Details**

1.	Name of the Company	
2.	Address (with Tele No. fax No. & e-mail)	
3.	Whether owned/rented.	
4.	Contact Person	
5.	Company Registration No. (Attach copy)	
6.	PAN No. (Attach Copy)	
7.	Service Tax No. (Attach copy)	
8.	Cost of Tender	Rs. 500/-
9.	EMD	Rs. 5000/-
10.	List of clients and satisfactory performance certificate, which clearly mention the period of contract.	
11.	Income Tax returns for the assessment year 2017-18 & 2018-19 (Attach copy)	
12.	Name of Banker, IFC Code & Account Number	

**Note:**

- I. All documents related to above information should be signed by the bidder.
2. All pages of technical bid should be serially numbered.

**Declaration**

I/we hereby certify that the information furnished above is full and correct to the best of our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the company will be black-listed and will not have any deal with the Ministry/Department in future.

**Signature & full address of the Tenderer**





**Financial Bid****Details of Item & rates:****A. COMPUTERS**

S.No.	ITEM	QUANTITY	RATE PER ITEM	TOTAL
1	DELL	7		
2	HP	13		
3	HCL	2		
4	ACER	1		
5	PCS	3		
6	IBM	1		
	Total	27		

**B. PRINTERS**

S.No.	ITEM	QUANTITY	RATE PER ITEM	TOTAL
1	HP-P1106 Laserjet	4		
2	HP-P1505 Laserjet	2		
3	HP-P-1022n	4		
4	HP Laserjet P1007	5		
5	HP 1020	1		
6	HP M202dw	3		
	Total	19		

**C. UPSs**

S.No.	ITEM	QUANTITY	RATE PER ITEM	TOTAL
1	Microtek	9		
2	Luminous Vista	3		
3	Nexus	1		
4	Colorz	1		
5	Iball 6211	2		
6	Kepton	1		
7	Paradykne	2		
8	Line Interactive	1		
	Total	20		

**D. SCANNERS**

S.No.	ITEM	QUANTITY	RATE PER ITEM	TOTAL
1	HP-Scan jet N 9120	1		
2	HP LaserJet Pro 276dw	3		
3	HP LaserJet CP5225	1		
	Total	5		
		G. Total A+B+C+D		

Total value in words:

Service Tax and other Govt. Taxes, if applicable, shall be charged extra.

**Signature & full address of the Tenderer**
