



2011

No.D- 18016/10/2010-GS

OFFICE OF THE REGISTRAR GENERAL, INDIA

(Government of India, Ministry of Home Affairs)

2/A, Man Singh Road, New Delhi – 110 011

Dated : 26-07-2012

QUOTATION CALL NOTICE

Sealed quotations are invited from intending firms for Annual Maintenance Contract (AMC) of the existing LAN System of 206 LAN Nods approx. (including all switches, hubs etc.) at four different locations of this office, namely, 2-A, Mansingh Road (approx.75 Nods), Sewa Bhawan, R.K.Puram (approx.50 Nod), West Block-1, R.K.Puram (approx.60 Nods) and Pushpa Bhawan, Saket (approx.21 Nods). The terms & conditions for the proposed AMC are as given below:-

1. AMC will be on comprehensive basis covering all spares;
2. The firm finally entrusted with AMC (comprehensive) will be required to deposit security money of 10% of the AMC value, rounded up to nearest hundred, in the form of Bank Draft drawn on any Nationalised Bank in favour of 'Pay & Accounts Office (Census)' payable at 'New Delhi'.
3. On receiving the work award, the firm shall prepare the inventory regarding number of nods and user details, at each of four locations. The payment will be made for the total numbers of nods so determined.
4. The firm, besides providing preventive maintenance / routine check up once in every month, shall be required to rectify the complaints within 24 hours. In case, any unit remains idle for more than 24 hours due to non-repair or non-replacement of defective parts, the payment on proportionate basis for the said unit for whole month would be deducted from the AMC value.
5. The firm shall depute an experienced resident engineer at 2-A, Mansingh Road on all working days during 9.30 A.M. to 6.00 P.M., who should be competent to attend all complaints at different locations and maintain a register prescribed by the office. He should be paid wages by the firm as per Minimum Wages fixed by the GNCTD. In case of absence of the resident engineer, the firm shall provide a substitute of comparable competence under prior intimation to this office. Double the proportionate share of the resident engineer's wages, will be deducted for each day of absence from duty.
6. Payments towards AMC charges shall be released on quarterly basis on production of pre-receipted bills in duplicate together with satisfactory service report from the LAN Administrators of all the sites for the said period.

The firms, having sufficient experience in the maintenance of LAN System and agreeing to the above mentioned terms & conditions, should submit their quotations in the Performa attached, along with papers in support of experience in sealed envelope **on or before 09-08-2012 at 3.00 P.M.** The quotations would be **opened at 3.30 P.M. on the same day** in presence of the representatives of the firms, if any, present.

This office, however, reserves the right to reject any or all quotations without assigning the reason thereto.

(PURNENDU KANT)
UNDER SECRETARY(HQ)

Copy to:

1. The Firms as per List
2. Notice Board
3. Office Web Site

Performa for the rates for AMC of LAN System

S.No.	Description of Nods as per location	Total Qty. (approx.)	Unit Rate (Rs.) (Per annum)	Total amount (Rs.) (Per annum)	Taxes if any	Total amount including taxes. (Per annum)
1.	2-A, Mansingh Road (approx.75 nods)	206				
2.	Sewa Bhawan (approx.50 nods)					
3.	West Block – I, R.K. Puram (approx.60 nods)					
4.	Pushpa Bhawan, Saket (approx.21 nods)					
5.	Resident Engineer (one No.)	1				
					TOTAL (in figure)	
Total in words						

(Signature of the Firm's representative)

Name of the Firm_____

Seal of the Firm_____

E.Mail I.D._____

Telephone No._____

Fax No._____