

**No. PAO/PNG/AMC/2016-17/580**  
**Government of India**  
**Principal cum Pay & Accounts Office**  
**Ministry of Petroleum & Natural Gas**  
**New Delhi-11001**

Dated: 15.7.2016

**NOTICE INVITING QUOTATION**

Sealed Quotations are hereby invited for the maintenance of computers, printers, UPS etc. as per following items installed in office of Pay & Accounts Office, M/o Petroleum & Natural Gas, Shastri Bhawan, New Delhi for a period of One year by 3 PM on 26-7-2016 as per following term & conditions mentioned below. Quotations will be opened at 3.30 PM on 26-7-2016.

Sl. No.	Particulars	Quantity
01.	Lenovo Think Centre Computer	8
02.	HPL1706 Computer	1
03.	HP Compaq 8100 Elite CMTPC Computer	3
04.	HPL1506 computer	1
05.	IBM MT7380 Computer	2
06.	HP Lesarjet P1108 PFSC Printer	5
07.	HP Lesarjet 1020 Printer	2
08.	Photo Smart 8038 Printer	1
09.	Epson LX-3007 Dot Matrix Printer	1
10.	Samsung SCX-3401F PFSC	1
11.	HP Leserjet 3030 PFSC	1
12.	Dotmatic Printer (Cheque writer)	1
13.	UPS 600VA	10
14.	Networking/Compact Support	For full PAO Office

**Terms & Conditions:-**

- (1) The contract shall be comprehensive in nature, i.e., the rates quoted will cover the maintenance of operating systems, software installation, networking ,virus checking/elimination, configuration of internet/ e-mail on computers, configuration file tracker (client/server Application) and cost of all spare parts except consumables, plastic parts, printer bands, fuser assemblies, roller of printers, printer head, scanner lamp, picture tube, HDD media and battery.

Having Knowledge in DDG, BPN, Compact, e-lekha, related to Government

Accounts work shall be preferred.

- (2) All complaints shall be attended to on the same day on which they are reported.
- (3) Preventive maintenance of all machines shall be done at least once in a month.
- (4) Only genuine parts shall be used.
- (5) The Terms of payment: on quarterly basis.
- (6) A fall clause quoting that rates shall not be more than the other identical work under taken in other Department/Ministry.
- (7) The machines shall be repaired in Shastri Bhawan itself except in exceptional cases.
- (8) In case of award of contract/Job order, an amount of Rs.2500/- (Rupees Two thousand & Five hundred only) towards security shall be furnished.

**( Subhash Chander)**  
**Sr. Accounts Officer**

Copy to: (i) NIC is requested to upload on PNG website.  
(ii) Notice Board (P&NG).

**( Subhash Chander)**  
**Sr. Accounts Officer**