

Speed Post

No.D-21014/1/2017-Adm.
Government of India
Ministry of Petroleum & Natural Gas

Shastri Bhawan, New Delhi.
Dated: 3rd August, 2017

To

As per attached list.

Subject: Annual Maintenance Contract for repair of Digital Conference System/Projection System installed in Conference Room in the Ministry of Petroleum & Natural Gas.

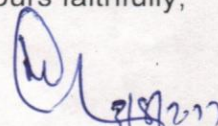
Sir,

Ministry of Petroleum & Natural Gas invites sealed quotations for awarding comprehensive maintenance of Public Addressing System/Projection System installed in Conference Room in the Ministry of Petroleum & Natural Gas.

2. The interested firms may send their quotations, along with the copy of the registration certificate of PAN & GST etc. Terms & conditions of the contract enclosed. Configuration/Technical specifications and quantity of the system is given in Annexure-II (enclosed). Sealed quotations complete in all respects and addressed to Under Secretary (Admn.), Ministry of Petroleum & Natural Gas may be dropped in the **TENDER BOX** placed at the Facilitation Centre, Garage No.18, Ground floor (near Gate No.3), Shastri Bhawan, New Delhi **on or before the 28th August, 2017 by 3.30 PM**. The quotations will be opened on the same day at 4.30 PM in the Room No.215 'B' Shastri Bhawan, new Delhi. The quotations and its envelope must be superscribed **'Quotations for maintenance contract for repair/maintenance of Digital Conferencing system'**.

3. The Ministry reserves the right to reject/accept any or all the quotations without assigning any reasons therefore.

Yours faithfully,



(Mohan Chandra Bhatt)

Under Secretary to the Govt. of India
Tel.No. 011-23387224

Copy to: NIC for placing Ministry's web-site

Central Public Procurement Portal – 'eprocure.gov.in'

Terms & Conditions

- (i) The period of AMC initially shall be for a period one year. The contract can be extended further for 2 years at the same rate/terms & conditions on satisfactory performance of the firm.
- (ii) The contractor has to depute sufficient number of expert staff to look after the System installed in Conference Room of Ministry of Petroleum & Natural Gas, New Delhi.
- (iii) The contract will attend to all the calls from M/o P&NG from 9.30 AM to 5.30 PM on all working days. The urgent, immediate and unavoidable are also to be attended before and after the usual time and on holidays.
- (iv) The complainants registered before 11.00 AM are to be attended before lunch and between 11 AM to 3 PM have to be attended the same day. However, the reasonable le time would be allowed for the specific jobs on the merits of the jobs. M/o P&NG reserves the rights to decide any job as urgent or unavoidable depending upon the nature and venue of the job.
- (v) The firm will also provide preventive service maintenance.
- (vi) The contractor has to use genuine products/material of requisite specifications.
- (vii) The Contractor will not attend any job directly himself unless directed/ordered by this Ministry.
- (viii) The Contractor has to make good of any loss to instruments, fittings, fixtures caused by negligence, carelessness or substandard material or skill of the contractor or his staff to the extent as decided by M/o P&NG,
- (ix) Interested parties are required to submit quotation in enclosed proforma along with Demand Draft of Rs.10,000/- (Rupees Ten Thousand only) payable in favour of DDO, Ministry of Petroleum & Natural Gas as earnest money deposit. The Demand Draft will be returned in 20 days to all others except the successful bidder. The EMD of the successful bidders will be returned on receipt of security deposit as specified in the terms & conditions.
- (x) The rates should be quoted for both comprehensive and non-comprehensive AMC separately and in clear words.
- (xi) The contractor should quote the cost of the parts which cannot be included in comprehensive maintenance contract.
- (xii) The successful bidders will have to deposit security Deposit of an amount equivalent to 10% of the amount of Annual Maintenance Charges by way of FDR in the name of DDO, Ministry of Petroleum & Natural Gas having validity period of 14 months within 10 working days of receipt of letter awarding contract to successful bidder.

- (xiii) M/o P&NG reserves the right to terminate the contract at any point of time during the tenure of contract if the services are not found to be satisfactory. The decision of the Ministry in all respect shall be final and binding upon the contractor.
- (xiv) AMC charges will be paid on quarterly basis after completion of each quarter.
- (xv) In case the firm is found not providing satisfactorily services as per terms & conditions of the contract, the security deposit and bill, if any, pending for payment, will be forfeited. In this regard the decision of the Ministry will be final and binding on the firm.
- (xvi) The contract shall commence from the date of approval for a period of one year extendable for two more years on yearly basis subject to satisfactory performance of work performed by the firm.
- (xvii) The Company/Firm/Agency should have at least minimum of 3 (three) years total experience of repairing/maintenance of such type of machines/equipments with at least three years working experience with Central Government Ministries/Departments.
- (xviii) The Company/Firm/Agency should provide satisfactory performance certificate in respect of at least 2 (two) ongoing contracts for providing such type of services to Central Government Ministries/Departments.

Declaration
(To be kept in technical bid envelope)

M/s.....

(Name, address, landline and Mobile Nos
of the bidding firm/ agency firm/agency)

**CHECK LIST OF SELF ATTESTED COPIES OF DOCUMENTS ATTACHED WITH
THE TENDER**

S.No.	Document (s)	
1.	Firm registration	Yes/No
2.	PAN number	Yes/No
3.	EMD (Bank Draft/Pay Order/FDR)	Yes/No
4.	GST No.	Yes/No
5.	Copy of AMC award letter atleast 3 years experience of such type of machines/equipments with Central Government/ Ministries/ Departments etc.	Yes/No
6.	Self certificate in respect of not being blacklisted by any Govt. /Semi Govt. office	Yes/No
7.	Copies of Income Tax return for last three years	Yes/No
8.	Company/firm Bank details	Yes/No
9.	Copy of satisfactory performance certificate in respect of at least 2 (two) ongoing contracts for providing such type of services to Central Government Ministries/ Departments	Yes/No

It is hereby declared that the Terms and Conditions of the Ministry's Tender No..... Dated are fully acceptable to our firm / agency.

It is also declared that our firm has never been black-listed by any Govt. / Semi Govt. Department.

(To be signed by the authorized signatory
of the firm/ agency with Name and Stamp)

Proforma For Financial Bid / Quotation

Sl. No.	Description of equipments	Make	Qty.	Amount (Rs.)
Comprehensive Annual Maintenance Contract of complete Digital Conference System/Projection System installed in Conference Room of the Ministry (Room No.203 'A' wing).				
1.	Flush Modular Type Digital Chairman unit	D.I.S.	02	
2.	Flush Modular Type Digital Delegate Unit	D.I.S.	14	
3.	Dual digital interface unit for microphone	D.I.S.	16	
4.	24 watt ceiling speaker dual cone	D.I.S.	06	
5.	Mixer amplifier with 4 mic/line input	-	01	
6.	DVD recorder with hard disk drive of minimum 320 GB memory	Panasonic	01	
7.	Audio Rack	-	01	
8.	Mini boundary layer microphones	D.I.S.	16	
9.	DLP Projection System with 1 DMD chip UHM lamp.	Panasonic	01	
10.	46" LED Monitor with HD 1920x1080 pixel resolution.	Samsung	01	
11.	65" LED Monitor with HS 1920x1080 pixel resolution.	Samsung	01	
12.	46" LED TV (with remote control) Model: UA46F5100-full HD	Samsung	01	

(To be signed by the authorized signatory
of the firm/ agency with Name and Stamp)