

D-21013/2/03-Protocol  
Government of India  
Planning Commission  
(Protocol Section)

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Yojana Bhavan,  
Sansad Marg,  
New Delhi-110 001,  
Date: March 10, 2006.

Sub: Quotation for comprehensive annual maintenance contract of the audio conference systems installed in different committee room of Planning Commission.

Sir,

I am directed to request you to submit sealed quotations on company letter head, for comprehensive maintenance contract of audio conference systems installed in different committee rooms of Planning Commission. The terms and conditions will be as under:

1. The model / make of various equipments can be assessed by personal inspection on any working day between 13<sup>th</sup> to 17<sup>th</sup> March, 2006 from 9.00 a.m. to 5.30 p.m.
2. The tenderer should be an authorised service provider for similar conference systems. Copies of certificates proving company's registration, tax registration, previous experience, authorised service providership, etc. should be enclosed with the quotation.
3. The contract should be comprehensive in nature, and should clearly state such items that cannot be covered under the contract.
4. The selected Firm will be required to depute a Service Engineer once in two weeks, for preventive maintenance and also as and when required to attend to complaints. If the Firm fails to attend to a complaint within stipulated time, a penalty on an hourly basis for the number of hours of delay, equivalent to pro-rata contract charges payable per hour or charges that may be required to be paid to an outside agency, to have the complaint attended to, whichever is higher, will be deducted from the Firm's quarterly bill towards contract charges. In case of delay, the system if got repaired from outside agency will be at the risk and responsibility of the Firm that has been awarded the work.
5. The services of a Service Engineer will be required for full day, during important meetings. Charges, if any, payable in this regard, should be mentioned in the quotation.
6. Rates which would be valid through the period of contract for Blank audio-cassettes (Sony C-60) may be mentioned in the quotation. Order for cassettes will be placed on requirement basis.
7. Payments will be made on quarterly basis (at the end of every quarter) after satisfying that the services provided have been of the desired level and that the preventive maintenance checks were fully performed.
8. Government Taxes as applicable from time to time shall be payable by this Office, in addition to charges for maintenance, payable as per terms of contract. The bill raised by the Firm should have all tax registration numbers printed on the bill. Validity of the tax registration during the currency of contract shall be the sole responsibility of the Firm.

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9. The selected Firm will have to deposit a maintenance contract surety equivalent to one quarter's (3 months) contract charges either in the form of Bank Guarantee or F.D.R. hypothecated to Planning Commission.
10. Tenders in company letter head alongwith a Pay Order / Banker's Cheque of Rs.5,000/- drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi", towards Earnest Money Deposit should be submitted. The EMD will be returned after the contract is concluded.
11. The sealed envelope should be captioned with the words " Quotation for maintenance of audio system".
12. Tenders can either be sent by post to the address mentioned below, or dropped in the tender box kept at the Reception Area of Planning Commission. The closing time and date for acceptance of tenders will be 1400 hours of Monday the 20<sup>th</sup> March, 2006.

Under Secretary (GA),  
Room No: 413, Yojana Bhavan,  
Sansad Marg, New Delhi - 110 001.

13. The tenders will be opened on the same day in Com. Room No:344 at 1500 hrs. in the presence of such tenderers who may wish to be present at the time of tender opening.
14. This office will have full authority to reject any /all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.

The contract will be valid for a period of one year, w.e.f. 1.4.06. This Office will, however, reserve the right to suo-moto terminate the contract by giving one month's notice at any point of time.

Yours faithfully,

(Pawan Kumar)  
Under Secretary to Govt. of India