

F.No.19016/01/2015-LC
Government of India
Ministry of Law and Justice
Department of Legal Affairs
Law Commission of India

2nd & 4th Floor, B-Wing, Lok Nayak Bhawan,
Khan Market, New Delhi.
Dated: 30.01.2018

NOTICE

Subject: Annual Maintenance Contract for Computers/UPSs/Printers/Server/
Peripherals installed in Law Commission of India for a period of one year.

The Law Commission of India proposes to enter into Comprehensive Annual Maintenance Contract in respect of approximate 50 Computers/ 40 UPSs / 38 Laser Jet Printers/ Computer Peripherals as per list enclosed for one year and invites sealed quotations for the above job on the terms and conditions mentioned below. Parties/Firms who are interested in undertaking the work are requested to submit quotations to the undersigned by name not later than 15.00 hrs on 15.02.2018 in sealed Envelope should be superscribed in bold letters "Comprehensive Annual Maintenance Contract for Computers/ UPSs/ Printers and Peripherals".

2. The quotations will be opened at 15.30 hrs on 16.02.2018. Representative of interested firm may ^{be} present while quotations are opened.

3. Earnest money of Rs. 10,000/- in form DD/ Banker Cheque in favour of "DDO Law Commission of India" may be enclosed with quotation.

4. The job will be entrusted to the successful tenderer under the terms and conditions mentioned below:

- (a) The successful firms will be required to do the work for a period of one year from the date of awarding contract. This Department shall however reserve the right to terminate the contract at any time without assigning any reason.
- (b) The job will be entrusted on the basis of all inclusive rate on "As is where is" on competitive rates basis.
- (c) It shall also be the responsibility of the contractor to hand over back to this Department all the equipments under contract in working condition at the end of the contract period.
- (d) It may particularly be noted that after the contract is awarded, the contractor will be required to fix all the required accessories in question, commencement of the next session. The contractor will be required to depute a whole time expert qualified engineers/ mechanic on duty exclusively for this Commission on all working days to attend the Computers/Printers/UPSs and whenever defect arises therein and complaint is made the same has to be addressed immediately. If presence of engineer/mechanic is required in conference/meeting etc., even holidays, the mechanic has to be present there.
- (e) The work is to be carried out in the office premises itself. However, only such work which cannot be done in the office premises will be allowed to be done outside with written permission of the Section Officer and no extra payment would be made on this account. Few Computers/Peripherals which are installed at residential office of Hon'ble Chairman/ Library, I.L.I. Building, also to be attended on respective site.
- (f) Failure to repair/service the equipment in question within the reasonable time, without adequate reasons or to return the repaired machine exceeding a week time to the maximum, may call for proportionate deductions in the bill in respect of the total period. The decision taken in this behalf will be final.
- (g) The successful tenderer will be required to furnish a "Security Deposit" of Rs. 10,000/- (Rupees Ten Thousand Only) before the commencement of the contract. The security deposit shall be in the form of Demand Draft in favour of "DDO, Law Commission of India". The security deposit will be refunded only after the expiry of the contract. The security deposit will be forfeited if during the period of contract, the services of the contractor are found unsatisfactory in any respect or if any of the condition of the contract is contravened towards any damage due to negligence on the part of the contractor, besides any action that may have to be taken against the contractor.

- (h) This Department will not provide any conveyance/vehicle for servicing of computers etc. for the offices located outside the building i.e. Lok Nayak Bhawan.
- (i) If the work of the contractor is found unsatisfactory or if the contractor dishonours the contract, the job will be entrusted to any other firm at the risk /expenses of the defaulting contractor.
- (j) The contract is liable to be terminated summarily by this Commission at any time, if the work of the contractor is found unsatisfactory. In this connection, the decision of the Commission shall be final and binding on the contractor.
- (k) Payment of the work done and services rendered will be made to the contractor on quarterly basis (i.e. immediately after expiry of each quarter ordinarily within 15 days, on receipt of pre receipted bill from the contractor).
- (l) Penalty Clause: The calls may be attended on the same day of the complaint. For non-compliance/non-attendance of the complaints after one working day, a penalty will be imposed as follow:-

Complaint in respect of

Penalty to be imposed

Computer System
Printer
UPS

Rs. 100/- per day
Rs. 75/- per day per printer
Rs. 50/- per day per UPS

- (m) The Competent Authority reserves the right to accept or reject any quotation(s) in full or in part without assigning any reason therefore.

5. You are requested to indicate the name of the Ministry/ Department where you have undertaken such-assignments, if any.

Yours faithfully,



(Kuldeep Kumar)
Under Secretary to Govt. of India
Ph. 24654939

To,

NIC, Department of Law Commission of India for uploading in the website.