

LOK SABHA SECRETARIAT
(GENERAL WORKS BRANCH)

TENDER NOTICE

Sealed quotations are invited for the Annual Maintenance Contract (AMC) of NEC, ASPILA Ex Key telephone system for period of one year w.e.f. 1.6.2017 to 31.5.2018. The equipment may be inspected by the firms latest by 19.5.2017 at the site i.e. Residence Office of Hon'ble Speaker, Lok Sabha at 20 Akbar Road, New Delhi after seeking prior appointment both the Deputy Secretary (GW) on telephone nos. 23034404/4406. The envelope containing the quotation should reach to the Deputy Secretary (GW), Lok Sabha Secretariat, Room No. 404, Parliament House Annexe, New Delhi either or through registered/ speed post not later than 23 May, 2017 by 1500 hrs. complete in all respects.

Tenders will be opened on the same day i.e. 23 May, 2017 at 1600 hrs. in Room No. 302, Parliament House Annexe, New Delhi, in the presence of tender(s) or their authorized representatives, who wish to be present on this occasion. The firm interested to attend the opening of quotation will have to intimate well in advance to get necessary passes.

TERMS AND CONDITIONS

- (i) The period of contract shall be one year from 01.06. 2017 to 31.05.2018.
- (ii) This AMC will cover free replacement of components, which may be necessary as a result of normal wear & tear during the period of service contract. With the commitment towards total Customer Satisfaction.
- (iii) Maintenance services shall also include preventive and corrective maintenance.
- (iv) All spare parts which are necessary to keep the System functional shall be supplied promptly after taking prior approval of this Secretariat.

- (v) All complaints shall be attended to immediately (within 2-3 Hours on the same day) but not later than 24 hours in any case.
- (vi) Service Tax will be charged extra (as applicable). Surcharges and other taxes, as per Govt. rules, will be deducted from the Bills.
- (vii) The AMC contract is not transferable.
- (viii) This Secretariat reserves the right to cancel the maintenance contract any time after serving a simple notice of 15 days if it is found that the service being rendered is not up to the mark and the firm will have to refund the balance amount paid to them in advance.

**TENDER FOR AMC CONTRACT OF NEC, ASPILA EX KEY TELEPHOEN SYSTEM
FROM LOK SABHA SECRETARIAT**

To

The Deputy Secretary (GW)
Lok Sabha Secretariat
Room No. 404, Parliament House Annexe
New Delhi

I/we hereby submit tender for Annual Maintenance Contract of NEC, ASPILA Ex Key telephone system installed at the residential office of Hon'ble Speaker, Lok Sabha (20 Akbar Road, New Delhi) period specified in the underwritten Memorandum in accordance, in all respects, with the terms and conditions in the Memorandum of agreement and schedules showing items there in hereto annexed:-

FORMAT

Quotations for AMC of NEC, ASPIA Ex Key telephone system installed at the residence office of Hon'ble Speaker Residence (20 Akbar Road, New Delhi).

- (a) Description of job:- AMC from (Residence Office of Hon'ble Speaker, Lok Sabha 20 Akbar Road, New Delhi)
- (b) Period of Contract The contract shall be initially for a period of one year from the date of award of the contract or any such date decided and conveyed by the Lok Sabha Secretariat renewable at the sole discretion of the Lok Sabha Secretariat subject to a maximum of two terms (yearly) excluding the initial period of one year.
- (c) Name of the firm
- (d) Address of the firm with Tel.No.
- (e) Whether the firm is registered
- (f) if yes, state: (i) Registration No. _____
(ii) PAN No./TIN No. _____
- (g) Place where the company/firm is situated _____
- (h) Name of the Proprietor _____
(full name and not initials).

- (i) Whether the firm has been black listed by any Ministry/Department/ Rajya Sabha Secretariat, if, yes give details and reason.
- (j) Quoted rate both in figure and words.

Signature of the Proprietor
of the firm with stamp of the firm

Dated: