



भारतीय लेखापरीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT

प्रधान महालेखाकार का कार्यालय (लेखा व हकदारी) - I, महाराष्ट्र
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENT)-I, MAHARASHTRA

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No. Record-I/A&E/AMC/Duplicating Machine/2020-21/7

Date: 9/09/2020

Tender Notice

Sub: Comprehensive Annual Maintenance Contract for Duplicating Machine from 1/10/2020 to 30/09/2021.

This office desires to enter into a Comprehensive Annual Maintenance Contract for digital duplicating machine model no. RISO CV 3230 purchased in 2018. The contract period shall be from **1/10/2020 to 30/09/2021**. Quotations are invited from reputed vendors. The quotation should invariably be submitted by email to agaeMaharashtra1@cag.gov.in on or before **18/09/2020 by 4 pm**

The subject of the email should be superscribed as “**Quotation for A.M.C. for Duplicating Machine**” Conditional quotations will not be accepted. This office reserves the right to accept or reject any or all the quotations without assigning any reasons whatsoever. Please see Annexure-I for terms and conditions.

Sd/-

Sr. Accounts .Officer/Record-I

'Annexure-I'

1. This office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason whatsoever. Inadequate or incomplete tenders in any respect or the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in any form by the bidders will result in rejection of their tenders.
2. The AMC shall be purely comprehensive in nature, which includes all components, except consumable items such as Muster Roll & Ink etc.
3. However, details list of parts and nature (consumable/non-consumable) thereof to be included or excluded under the proposed CAMC shall clearly be mentioned by the bidder in their respective quotation (s).
4. All the major hardware item (s) and other important installations shall be checked/serviced thoroughly at least once in every month and a report thereon shall be submitted to this office. Materials/labours required for the purpose shall be brought by the contractor. The machine is to be kept in good working conditions during the period of the contract.
5. Payment shall be made at the end of half yearly proportionately after rendering satisfactory services at this end. TDS 2% or as applicable shall be deducted at the time of making payment
6. Complaints shall be attended immediately. If any complaint is not attended within the stipulated time period, appropriate penalty, which shall be decided by the competent authority of this office, per complaint beyond the stipulated time shall be imposed till the completion of work/call closure.
7. If any item (s) or part thereof is to be removed from the machine, then the contractor shall arrange (i) to deploy his labour (s) to shift the item out of this office premises (after getting prior approval of the competent authority) (ii) to replace faulty parts or to provide suitable standby item (s) immediately along with consumable and non-consumable relevant/spare parts (if any).
8. If any defect(s) is (are) noticed or any complaint during the contract period, the levy of compensation for any dislocation of work due to delayed rectification or any other reason, will be decided by the competent authority of this office to enforce penalty claim from the contractor.
9. If for any reason, the contractor is not able to attend the complaints/problem, the job shall be got done from some other firm or from the open market at the risk and cost of the contractor and the expenditure incurred thereon shall be recovered from the contractor. This may also entail the termination of the contract.
10. The vendor shall not sublet the whole or part of the works, except where otherwise provided in the contract, without the prior written consent of the competent authority of this office. Such consent, if given, shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of his and any of his agents' servants or workmen.

11. The contractor shall at all times during the currency of contract conform to and comply with the regulations and bye laws of the Central Government or of this office and of all other local authorities, the provisions contained in the various labour acts enacted by the State Legislature and Parliament in force and the rules made there under including those under Minimum Wages Act, Workmen Compensation Act, Provident Fund Regulation etc., for welfare and protection of workers or for the safety of the public and other insurance provisions.

12. The contractor shall indemnify this office against any liability for compensation due to injury to his own workmen or to other persons inside the office premises while executing any of the work (s) under the contract and for any damage to the property.

13.A Performance security of Rs. 1500/- (Rupees One thousand five hundred only) in the form of Fixed Deposit Receipt (FDR) /Bank Guarantee should be furnished by the successful agency/ bidder within one month of award of the contract with validity period beyond 60 days of the expiry of the contract.

Sd/-
Sr. Accounts Officer /R-1

