

PRESIDENT'S SECRETARIAT
(General Administration Section)

No. -12012/2/2011-GA

8th January, 2015

Subject: **Tender for Annual Maintenance Contract of Shredders.**

Sealed quotations are invited for AMC of 65 shredders functioning in the President's Secretariat as per details given in Annexure-'A' for a period of 2 years.

2. Tenders are required to furnish their bids in two parts namely a) technical bid and b) financial bid. The technical bid should contain the company profile, work experience, Income tax No., Registration No., personnel employed, Earnest Money Deposit, Tax identification Certificate and any other relevant document which the firm wishes to submit. The **financial bid** should contain the rate quoted in words and figures. Details of rates, taxes and discounts if any may be quoted by the bidder. The bids complete in all respect in separate sealed covers superscribed "**Technical bid- Annual Maintenance Contract of Shredders**" and "**Financial bid - Annual Maintenance Contract of Shredders**" addressed to **The Director, President's Secretariat, Rashtrapati Bhavan, New Delhi-110004** should be dropped in the tender box placed at the Central Registry Section, Rashtrapati Bhavan, near Brassey Avenue, Opposite Cathedral Church, New Delhi on all working days between 9 a.m. and 5.00 p.m. **The last date for dropping the bids is 23rd January, 2015.** Incomplete bid document will not be accepted. Late submission of tenders will not be accepted. The tenders will be opened on **28rd January 2015** at 3.30 pm by a Board in the presence of the tenderers or their representatives who desire to remain present at that time.

3. The intending tenderer will be required to deposit an account payee Demand Draft/Pay Order for **Rs. 5000/-** as earnest money in favour of **Pay and Accounts Officer, President's Secretariat, Rashtrapati Bhavan, New Delhi.** The earnest money of the firms, whose quotations are not approved, will be refunded as immediately. The firm, which is finally selected, will be required to make a Security Deposit of 5% of the contract value.

4. In the event of breach of any term or condition of the contract, the Secretary to the President reserves the right to annul the contract and have the work completed alternatively at the contractor's risk and expense without any further notice to him. The contractor will have no claim for compensation for any loss which he suffers in any case of default of the contracted terms. In case of any default by the contractor, his security deposit will be forfeited.

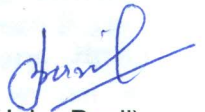
5. The Secretary to the President reserves the right to accept or reject any quotation in whole or in part without assigning any reason thereof.

6. In case of any dispute, the decision of the Secretary to the President of India will be final and binding on both parties. Further dispute, if any, will be settled in the court of law at New Delhi.

7. **Terms & Conditions:-**

- (i) AMC for the Shredders would be comprehensive on site. Replacement of defective parts, preventive maintenance of Shredders on monthly basis including cleaning, health check-up etc, will be carried out.
- (ii) The complaints would be attended to on the day these are reported. In case the shredder is to be taken out from the Rashtrapati Bhavan for repair, it should be ensured that a standby is provided. The unit should be returned to the Rashtrapati Bhavan within 24 hours and maximum of 48 hours, if extraordinary repair is required. This Secretariat will not make any payment towards cartage and the expense for the to and from transportation of the machines. Only genuine spare parts will be used.
- (iii) Payment will be released on half-yearly basis, i.e. 50% of the total AMC charges will be released after six months of the commencement of the contract period and the remaining 50% after successful completion of the contract.

8. The NIT is also displayed on our website www.rashtrapisachivalaya.gov.in.



(John Basil)

Under Secretary (GA)
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