

**PRASAR BHARTI
BROADCASTING CORPORATION OF INDIA
DIRECTORATE GENERAL: ALL INDIA RADIO**

No.D-25011/13/2011-GA

New Delhi, dated 23-01-2012

To,

Sub:- Annual Maintenance Contract of 25 (Twenty Five) Nos. of FAX Machines installed in various Sections/Officers rooms in Akashvani Bhavan. DG:AIR

Sir,

The undersigned is directed to invite sealed offers from the reputed firms or their dealers for Annual Maintenance Contract of 25 (Twenty Five) Nos. of FAX Machines installed in various Sections/Officers rooms in Akashvani Bhavan. DG:AIR.


2. The sealed Tender, along with bid security of Rs.3,000/- in the form of Account Payee Demand Draft, FDR, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form (The Demand Draft/Banker's cheque should be drawn in favour of – "PB, BCI, DG:AIR, New Delhi"), should be addressed to DDA(GA), Room No.218, 2nd Floor, Akashvani Bhawan, Parliament Street, New Delhi-110001. The Tenders should be dropped in the Tender Box kept in that room, positively before 3 P.M. on 14-02-2012. The Tenderer registered with the Central Purchase Organization and/or National small Industries Corporation are exempted from Bid Security. The Tenderer will not be allowed to be dropped in the tender box after the due date and time. Tenders can also be sent by registered post at the aforesaid address so as to reach this Directorate General by the scheduled date/time.

3. The Tenders will be opened by this Office on 14-02-2012 at 04.00 P.M. in the presence of representatives of the participating tenderers who may be willing to be present at the time of opening of tenders. Such persons should reach before 04.00 P.M. on that day and bring the authority letters from the tenderers concerned on their letter head. The authority letter should also contain signature of the authorized representative, duly attested by the authorized signatory of the Tenderers.

4. The terms and conditions attached to this LTE are given in the Annexure-1.

5. The Schedule of Machines ie. Make, Model etc. showing, interalia the format in which rates should be quoted, is given in the Annexure-II.

The text of this Limited Tender Enquiry alongwith Annexures, is also available at the official website of DG:AIR i.e. <http://www.allindiaradio.org>.


(N.SRIVASTAVA)
DEPUTY DIRECTOR OF ADMN(GA)
TEL:23421728

Terms and Conditions:

1. The envelope containing tender should be super scribed in right hand upper corner, as "Tender for AMC of FAX Machines (Due date 14-02-2012 by 3.00 P.M.)"
2. The tenders should be submitted legibly in English/Hindi.
3. The tenderers should submit a copy of their PAN Card and Tax Registration alongwith the tender.
4. Quotation once submitted shall not be allowed to be withdrawn till the quotation process for acceptance remains in force.
5. Over-writing, over-typing or erasing of figures are not allowed.
6. The DG:AIR reserves all rights to accept or not to accept one or more quotation or reject all the quotations without assigning any reasons whatsoever.
7. The tenders should be valid for at least 90 days from the last date of submission thereof.
8. The Price offered should show the rate/amount of VAT and other applicable taxes extra. Tenders quoting price inclusive of taxes, without giving rates/amount of taxes will not be considered.
9. The incomplete, vague, unresponsive and late/delayed tenders will not be considered. A tender will be considered unresponsive, where
 - (i) It is unsigned or signed without the rubber stamp of authorized signatory of the firm.
 - (ii) It is illegible.
 - (iii) It is not submitted as per Notice Inviting Tender and any of the terms and condition.
 - (iv) The quotation have not been made for all the items.
 - (v) The tender is conditional.
 - (vi) The tenderer does not agree to any of the term and conditions specified herein.
10. The parts/material used should be of standards make & quality.
11. The rate should include the cost of transportation for taking the machines to workshop and back to Akashvani Bhavan after repairs.
12. Preventive maintenance of each Fax Machines shall be done once in 3 months.
13. The firm shall provide the service on all working days(during working hours 9.30 AM to 6.00 PM).
14. The contract will be for a period of one year from the date of award.
15. The Complaints will have to be attended within 24 hours.
16. Consumables are included in the AMC.
17. The successful bidder/firm shall execute and submit a Bank Guarantee of Rs.5000/- from Commercial Bank by way of Performance Security which shall stand forfeited if the firm fails to execute the work assigned to them. Performance Security can also be deposited in the form of Account payee demand Draft or Banker's cheque of any commercial bank drawn in favour of "PB,BCI,DG:AIR, New Delhi."
18. The payment will be made on quarterly basis against bill duly pre received.
19. In case the service is not found satisfactory, the Directorate reserves the right to terminate the contract at any stage and the bank guarantee will be forfeited.
20. On expiry of the contract, the firm shall hand over all the FAX Machines in perfect working condition to this Directorate failing which liquidated damages, if any, will be recovered from the contractor.
21. TDS/Levies shall be deducted from the contractor's bills as per the Government orders.

Annexure-II

FORMAT/DETAILS OF THE FAX MACHINES

S.No.	Make/Model of the Fax	No. of Machines	Rate per Unit including all consumables for one year	Total Amount
1	Canon/L-220	09		
2	Panasonic-KXF	01		
3	Modi Xerox-F-800	02		
4	Canon/L-140	13		
Total Amount (1-4)				
Service Tax(10.3%)				
Grand Total				