

**GOVERNMENT OF INDIA  
MINISTRY OF CORPORATE AFFAIRS  
OFFICE OF THE OFFICIAL LIQUIDATOR  
HIGH COURT OF BOMBAY, AT NAGPUR**

2<sup>nd</sup> Floor, East Wing,  
New Secretariat Building,  
Opp. V.C. A. Ground,  
Civil Lines, Nagpur – 440 001.

Tel : 2522934 (O)  
Fax : 0712 - 2522934  
Tel Add. SAMAPAK  
NAGPUR.

OL/NGP/

DATE: 09/02/2016

**Subject :- Comprehensive/Non Comprehensive Annual Maintenance Contract in respect of Computer & Printer in the Office of Official Liquidator Nagpur – Reg.**

Sir,

Quotations are invited for complete service Agreement in respect of Six Computers and Five Laser Printer in the office of Official Liquidator, Nagpur having his office at N.S. Building, 2<sup>nd</sup> Floor, East wing, Opp. VCA Ground, Civil lines, Nagpur initially for a period of one year which may be extended on satisfactory performance. The rates are to be quoted on annually basis. The details of Computer & Printers are given below:-

S. No.	Model	Computer/U.P.S./Printer	Rate Annually
1	Pentium 4	Six Computer	
2	Laser Printer	Five	

The quotations may be submitted in a sealed cover super-scribed "Quotation for comprehensive/Non comprehensive Maintenance of Computer & Printer" and addressed to Official Liquidator, N.S. Building, 2<sup>nd</sup> Floor, East wing, Opp. VCA Ground, Civil lines, Nagpur so as to reach the same to the undersigned by **04:00 P.M.** on or before **24/02/2016** The quotations will be opened on the same day at **5:00 P.M.** in Official Liquidator, Nagpur office. Interested addressees who wish to be present at the time of opening of Quotations may remain present. Your representative may also inspect the same before submission of tender.

**Terms and conditions of the contract**

- i) The contract shall be on a comprehensive/Non comprehensive maintenance service basis in comprehensive basis no extra charges for any kind of service, replacement of any defective parts, supply of consumables like Drum, Toner etc. will be paid by this office. During the currency of the contract period it will be the responsibility of the company to keep the equipment in perfect working order. The repair works will have to be carried out within one day at the location of the equipment except in the exceptional circumstances where the equipment or any component may be required to be taken out for repairs in workshop.
- ii) The Engineer of the company will have to visit once a week. In addition to that he will have to attend the urgent calls for rectifying the faults for keeping the machines in good working condition at any time on short notice.
- iii) If any machine is not repaired within five days, the firm will provide stand by computer/ Printer. In case the firm fails to repair or provide a stand by machine within 5 days, then a penalty of Rs. 200/- per day or part thereof will be charged for delay beyond two days till such time machine is repaired.
- iv) The payment towards AMC charges would be made on quarterly basis supported by certificate from the concerned users.
- v) AMC will be terminated any time during the pendency of contract, if the service is found unsatisfactory.

Yours faithfully,

**Official Liquidator,  
High Court, Nagpur.**

**Copy to :-** Dy. Dir, E-governance with the request to put the tender on the website of the Ministry and CCP Portal of NIC.

**Official Liquidator,  
High Court, Nagpur.**

**E-mail : [ol-nagpur-mca@nic.in](mailto:ol-nagpur-mca@nic.in)**

