

Indira Gandhi National Centre for the Arts
Media Centre

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AMC for equipments in the Media Centre

On behalf of Indira Gandhi Centre for the Arts (IGNCA), Media Centre is pleased to invite sealed quotations from authorized Sony dealers for giving Annual Maintenance Contract (AMC) for equipments in Media Centre as per list enclosed on the following terms and conditions:-

1. Quotations in sealed cover (separately for Technical and Commercial bids) are invited from authorized Sony dealers who can provide quality job and having proper equipments and technicians including modern infrastructure and back up support of high standard for giving Annual Maintenance Contract (AMC) for all the equipments in Media Centre as per list enclosed.
2. The Technical bid should also list out the sales/service tie up with the maximum no. of Principals, other than Sony whose equipments are listed in the enclosed equipment list. This should be supplemented by authorization/partnership letter/certificate from the Principals to be submitted along with the tender.
3. The empanelment would be for a period of one year and may be extended by one more year.
4. Payment will be made on half yearly basis after reviewing the performance of the firm, and due certification of the competent authority. In case the performance is found unsatisfactory, the contract can be cancelled at any time during the AMC period and a penalty of 10% of AMC rate amount will be imposed and may be deducted from the AMC amount. The decision of IGNCA would be final and binding on both the parties.
5. At least four visits in a quarter are essential and visit on call to be attended within 24 hours of intimation of a complaint.
6. IGNCA reserves the right to call for quotations from other dealers in case a part needs to be changed.
7. Site/Equipments inspection before submission of quotations can be made with prior intimation to this office at Tele No. 23388815.

Interested may please quote their best rates on Annual Contract basis. The last date for submission is 19th April 2017, in sealed cover along with the current Sony authorization letter. The technical bid will be opened on 20th April 2017, vendors may send their representative for the opening of the technical bid at 3.00 pm at Media Centre, IGNCA. Financial bids of only technically qualified bidders will be opened at a later date which will be communicated in advance. Technical bid must contain the following documents:

1. Current Sony Authorization letter.
2. Copy of PAN/Sales tax/service tax number etc.
3. Details of similar service given to other organizations during the last 3 years.
4. Copy of annual accounts or certificate signed by CA showing turnover for last 3 years.

The quotations may be addressed to Controller (Media Centre) IGNCA, No.3 Dr. Rajendra Prasad Road, New Delhi-110001.