

**LOK SABHA SECRETARIAT**  
**(GENERAL WORKS BRANCH)**

**TENDER NOTICE**

Sealed quotations are invited for installation of Movie Magic Software (Photoshop) system with cable connections at five locations in Block 'A' Extension to PHA, annual maintenance of Movie Magic Software (Photoshop) system already installed at 11 places in Parliament House Complex and providing/feeding the digital information of committee meetings (English & Hindi) on both the systems (to be installed and already installed in Parliament House Complex for the period of one year w.e.f. 1.11.2017 to 31.11.2018. The envelope containing the quotation should reach to the Deputy Secretary (GW), Lok Sabha Secretariat, Room No. 404, Parliament House Annexe, New Delhi either or through registered/ speed post not later than 9th October, 2017 by 1500 hrs. complete in all respects.

Tenders will be opened on the same day i.e. 9th October, 2017 at 1600 hrs. in Room No. 302, Parliament House Annexe, New Delhi, in the presence of tender(s) or their authorized representatives, who wish to be present on this occasion. The firm interested to attend the opening of quotation will have to intimate well in advance to get necessary passes.

**TERMS AND CONDITIONS**

- (i) Installation of Movie Magic Software (Photoshop) system with cable connections at five locations in Block 'A' Extension to PHA, annual maintenance of Movie Magic Software (Photoshop) system already installed at 11 places in Parliament House Complex and providing/feeding the digital information of committee meetings (English & Hindi) on both the systems (to be installed and already installed in Parliament House Complex shall be done to the satisfaction of the owner i.e. Lok Sabha Secretariat. Defect liability period of newly installed Movie Magic Software (Photoshop) system shall be one year from the date of completion of installation work.
- (ii) The period of contract shall be one year from 01.11.2017 to 31.10.2018.

- (iii) This AMC will cover free replacement of components, which may be necessary as a result of normal wear & tear during the period of service contract. With the commitment towards total Customer Satisfaction.
- (iv) Maintenance services shall also include preventive and corrective maintenance.
- (v) All spare parts which are necessary to keep the System functional shall be supplied promptly after taking prior approval of this Secretariat.
- (vii) All complaints shall be attended to immediately (within 2-3 Hours on the same day) but not later than 24 hours in any case.
- (vi) GST will be charged extra (as applicable). Surcharges and other taxes, as per Govt. rules, will be deducted from the Bills.
- (viii) The AMC contract is not transferable.
- (ix) Performance Security deposit @10% of total amount of contract will have to be deposited by the successful Bidders within 7 days of receipt of letter of intent after acceptance of bids to ensure due performance of the contract.
- (x) Performance Security deposit shall be in the form of Demand Draft /Fixed Deposit Receipt from a Commercial Bank/Bank Guarantee from a Commercial Bank. Demand Draft Drawn in favour of the **Drawing and Disbursing Officer, Lok Sabha, New Delhi.**
- (xi) In case the Tender fails to adhere to prescribed time schedule and deficiency is found in respect of quality etc. the Performance Security Deposit is liable to be forfeited and penalty can be imposed as deemed fit by the Secretariat. The penalty for not adhering of time frame shall be levied @ 2% per day subject to maximum of 10% of contract value
- (xii) Data for providing/feeding the digital information of Committee meetings (English & Hindi) on both the systems will be provided by the Committee Branches concerned.
- (xiii) This Secretariat reserves the right to cancel the maintenance contract any time after serving a simple notice of 15 days if it is found that the service being rendered is not up to the mark and the firm will have to refund the balance amount paid to them in advance.

**TENDER FOR INSTALLATION/AMC CONTRACT OF MOVIE MAGIC SOFTWARE  
(PHOTOSHOP) SYSTEM IN LOK SABHA SECRETARIAT**

To

The Deputy Secretary (GW)  
Lok Sabha Secretariat  
Room No. 404, Parliament House Annexe  
New Delhi

I/we hereby submit tender for Movie Magic Software (Photoshop) system with cable connections at five locations in Block 'A' Extension to PHA and annual maintenance of Movie Magic Software (Photoshop) system already installed at 11 places in Parliament House Complex and provide/feed the digital information of committee meetings (English & Hindi) on both the systems (to be installed and already installed in Parliament House Complex period specified in the underwritten Memorandum in accordance, in all respects, with the terms and conditions in the Memorandum of agreement and schedules showing items there in hereto annexed:-

**FORMAT**

Quotations for Installation/AMC of Movie Magic Software (Photoshop) system system with cable connections at five locations in Block 'A' Extension to PHA and annual maintenance of Movie Magic Software (Photoshop) system already installed at 11 places in Parliament House Complex and provide/feed the digital information of committee meetings (English & Hindi) on both the systems (to be installed and already installed in Parliament House Complex.

- (a) Description of job:- Installation/AMC of Movie Magic Software (Photoshop) system system with cable connections at five locations in Block 'A' Extension to PHA and annual maintenance of Movie Magic Software (Photoshop) system already installed at 11 places in Parliament House Complex and provide/feed the digital information of committee meetings (English & Hindi) on both the systems (to be installed and already installed in Parliament House Complex.
- (b) Period of Contract The contract shall be initially for a period of one year from the date of award of the contract or any such date decided and conveyed by the Lok Sabha Secretariat renewable at the sole discretion of the Lok Sabha Secretariat subject to a maximum of two terms (yearly) excluding the initial period of one year.
- (c) Name of the firm

(d) Address of the firm with Tel.No.

(e) Whether the firm is registered

(f) if yes, state: (i) GST No. \_\_\_\_\_

(ii) PAN No..\_\_\_\_\_

(g) Place where the company/firm is situated \_\_\_\_\_

(h) Name of the Proprietor \_\_\_\_\_  
(full name and not initials).

(i) Whether the firm has been black listed by any Ministry/Department/ Rajya Sabha Secretariat, if, yes give details and reason.

(j) Quoted rate both in figure and words.

Dated:

Signature of the Proprietor  
of the firm with stamp of the firm