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No.R-16069/1138-HP GDC  
To

भारतीय सर्वेक्षण विभाग  
SURVEY OF INDIA



महासर्वेक्षक का कार्यालय  
SURVEYOR GENERAL'S OFFICE  
डाक बक्स सं० 37, POST BOX No.37,  
देहरादून-248001 (उत्तराखण्ड)-भारत।  
DEHRA DUN-248001 (UTTARAKHAND), INDIA  
Dated the 20<sup>th</sup> Dec., 2010

The Addl SG / Director: WB & S GDC/EPG/ Jharkhand GDC/ Orissa GDC/Meghalaya & Ar.P GDC/ A&N GDC/TM&M GDC/ MP GDC/Chattisgarh GDC/ Rajasthan GDC/ Maharashtra & Goa GDC/ Gujarat. D&D.GDC/ UP GDC/ Bihar GDC/Uttarakhand GDC/ J&K GDC/HP GDC/ Int. Bdy. Dte. / Punjab GDC/ WPG/ AP GDC/ SPG / Karnataka GDC/ K&L Dweep GDC//GIS RS Dte./Tamil Nadu PA&NI GDC/ DMC/ DSSDI/ N GDC/NPG/G&RB/Survey Air/ B&P.  
The Estt. & Accounts Officer 'A' SGO.

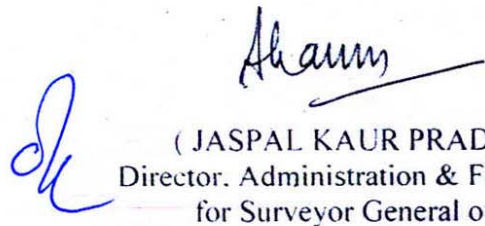
Sub: Annual Maintenance Contract of various instruments/mechines etc - Regarding.  
Ref: i) This office No.R-2553/1167-NIIT dated 8.3.2006  
ii) This office No.R-3720/1138-Genl. dated 3.4.2006

The maintainance of various instruments/machines i.e., computers, printers, plotters, AC plants, UPS, Gen sets, scanners etc for the GDCs/field Directorates are done through award of Annual Maintenance contracts (AMC) entered either with the authorised company/dealer or through tendering procedure. The proposals for granting financial sanctions for payment of AMC are received in this office from time to time. On scrutiny/examination of these proposals it is observed that the AMC jobs have been assigned to a particular firm/agency who continuous to do so for several years. The period of AMC is renewed/extended every year at the old rates on the basis of "satisfactory performance certificate".

2. The above practice though convenient for the offices but it allows monopoly of a single firm/dealer by preventing fresh contracts. Further, it may keep out many technically advanced companies since rapid technological advancements are taking place in the electronic market. By keeping away new entrants we rule out the possibility of getting competitive rates. In view of the above it has been decided that the following guidelines are to be followed in future, for assigning the Annual Maintenance Contracts

1. AMCs should be finalised through limited tendering process.
2. The quotations received from the firms under limited tender, duly intialled by the competent authority to receive these should be preserved in the file alongwith the envelope.
3. The firms quoting should be registered with proper registration Nos. & TAN Nos.

4. The reasons for the non-participation of a firm whose name was included in the limited tender list is to be recorded on file at the time of opening quotations.
  5. The limited tenders finalised shall be valid for one financial year only. At the most the AMC can be extended to the same firm by another year. However, there is no bar if the firm qualifies in the next year after competitive bidding. Under any circumstance no AMCs will be extended to the same firm beyond 2 years without calling fresh bids. After 2 years, fresh procedure is to be followed.
  6. Payment to the firms/ contractors shall be made in accordance with Rule 159 (i) of GFR - 2005.
  7. The procedures for AMCs should be initiated well in advance by the Office Incharge so that there are no time gap. No ex-post-facto approvals would be granted and any break down in the office equipment during the intermittent period would be the responsibility of the officials concerned.
3. The office while inviting tenders/contracts etc will strictly follow the terms/conditions/ guidelines/instructions as laid down in GFRs/Tenders & Contracts - as laid down in Chapter 76 of Swamy's Complete Manual on Estt. & Adm. and also other relevant orders issued by the Govt. from time to time on the subject.

  
( JASPAL KAUR PRADYOT )  
Director, Administration & Finance  
for Surveyor General of India

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