

No.RM2/EQ/23/2018

Date: 26.11.2018

M/s _____

Sub: - Hiring of photocopier for photocopying for 03 years in Testing
Directorate

Dear Sirs,

Sealed quotations are invited for Installation of photocopying machine for photocopying work in Testing Directorate. The quotations complete in all respects as per Annexure-1 further covering special Terms & Conditions as Annexure-II herewith shall reach Jt. Director Testing/HQ, RDSO, Manak Nagar, Room number 12, berthing complex, RDSO, Lucknow up to 15.00 hrs. on 30.11.2018. Quotations received after this time & date are liable to be rejected.

The sealed quotations will be opened on 30.11.2018 at 15.30 hrs. in Testing Directorate in the presence of participating parties or their authorized representatives submitting the quotations who may like to be present.

Please note that quotations without the details required in Annexure-I and Annexure-II will not be considered and are liable to be summarily rejected.

Thanking you.

(S.K. Mishra)
Jt. Director (H.Q)/General/Testing

(Annexure I)

Schedules of Rate

Name of work :- Hiring of photocopier for photocopying for 03 years in Testing
Directorate

Estimated cost :- Rs.3,05,856/- (Three lakh five thousand eight hundred fifty six only)
of the work.

Completion period:- 36 months (Three years)

S. No.	Description of Tender	Qty per month	Unit price including all Tax	Total Amount (Rs.) In figure
1.	Hiring of photocopier for photocopying for 03 years in Testing Directorate/RDSO	(i) Up to 10000 copies		
		(ii) above 10 000 copies (Optional to be quoted separately)		
Total amount to be quoted (and no other charge would be given from RDSO side(In figure)				
Total amount to be quoted (and no other charge would be given from RDSO side(In words)				

Note:-

1. Lowest rate would be considered based on photocopying up to 10000 (ten thousand) pages per month only.
2. No other charges/taxes in any form would be acceptable.
3. Rate to be quoted for above works should also be in figures as well as in words. In case of any difference in the rates quoted in figure and words the rates quoted in words only will be considered as correct. Rate quoted is inclusive of all taxes.
4. We note that RDSO reserves the right to reject all or any of the offers received without assigning any reason and that it also reserves the right to accept more than one offer.
5. We agree that in the event of any doubt or dispute, we shall abide by the decision of the Exe. Director/Testing, Lucknow.

Signature & Name of the proprietor

With address & stamp of the firm with date.

(Annexure II)

TERMS & CONDITIONS

Name of works: Hiring of photocopier for photocopying for 03 years in Testing Directorate of RDSO, Lucknow.

Sr. no.	<u>Terms & Conditions</u>
1.	The Firm should install photocopier/Xerox machine (capable to both side copying on page) with voltage stabilizer and other input required to Photostat A3 & A4 size paper in Testing Directorate of RDSO, Manak Nagar, Lucknow. No cost of transportation, installation and commissioning shall be given by the Testing Directorate/RDSO. The firm has to bear the same. The machine and quality of Photostat should be good and acceptable to Director/Testing (HQ), RDSO.
2.	The firm shall carry out all the repair/maintenance (inclusive of all consumables/toner/parts required for maintenance) of the machine and Testing Directorate/ RDSO/Lucknow shall pay no charges for the same.
3	The Testing Directorate will pay net amount of per copy and no other charges in form of any taxes etc. shall be paid.
4.	<ul style="list-style-type: none">• In case of failure of machine, firm shall ensure photocopying within 05 hours, beyond which Rs. 50/per hour (Rs. Fifty only) shall be imposed. For subsequent days penalty of Rs 75/- would be imposed in-addition to above charges. Exemption would be 16 hours in a month or 02 days in a month may be granted, in case of delay beyond the cumulative hours or days in a month penalty would be imposed as per the above criteria (i.e Rs.75/- per day The exemption will not be carried forward to next month.• In case of non availability of an operator beyond five hours, in a day penalty of Rs. 50/- per day would be imposed .Exemption on such occurrence in a month would not be allowed & more than three times in a month beyond that a fine @ Rs.150/- would be imposed. Both the said penalties as given in preceding paragraph shall not be additive in nature. Only one type of fine will be admissible which ever in higher. The day means working day.
5.	The payment of the firm shall be made through A/C payee cheque /through RTGS system on monthly basis against bill raised by the firm and duly sanction by competent authority.
6.	The installed Photostat machine shall carry out no photocopying work other than the work of Testing Directorate/RDSO.
7.	The space will be provided by Testing Directorate to install a Photostat machine and free electricity for the working of Photostat machine shall be given by the Testing Dte. and no change for the same shall be taken from the firm .The RDSO will not provide any infrastructure (except a chair & table) required for this purpose.
8.	Testing Directorate without any charge shall provide one fan and two light for operation of machine.

9.	The paper for photocopying shall be given by the Testing Directorate.
10.	Some document may require small amount of reduction or enlargement to fit in A4 size, they shall be paid on the normal rates only and no extra charges for reduction or enlargement shall be paid.
11.	The period of contract would be three years from the date of commencement. The contract shall be extended every year for another one year on the same rates, after completion of a year (maximum up to 3 years) subject to the satisfactory performance by contractor.
12.	The firm has to maintain a good quality of the print as approved by Testing Directorate. Payment shall be done only of correctly done & accepted copies only. Those copies with poor quality copying, faint illegible copying shall not be paid for.
13	The machine installed has to be approved by SSRE/HQ/Testing and if any substitute machine required further it shall also taken approval of SSRE/HQ/Testing. The machine should not be removed from the site without the written permission of Director/HQ of Testing Directorate.
14.	Other standard deductions as per general conditions of contract and other approved rules of the RDSO shall be enforced during currency period of the tender.
15.	The machine shall be from a reputed make and quality of photocopy shall be good and acceptable to Director(HQ)/Testing or his authorized representative in this regard, shall be final and binding.
16.	The contractor shall provide suitable machine with photocopy capacity to the extent of 12,000 copies in a calendar month.
17.	Successful contractor will be required to deposit 10% of the contract value as a performance Bank guarantee (i.e.@ 10% of awarded contract value in favour of ED/Finance. RDSO, Lucknow).

Signature & Name of the proprietor
With address & stamp of the firm with date.