

**GOVERNMENT OF INDIA: MINISTRY OF RAILWAYS  
RESEARCH DESIGNS & STANDARDS ORGANISATION  
MANAK NAGR, LUCKNOW-226 011**


**PERSONNEL BRANCH**

**Quotation Notice NO. RDSO/Admin/Photocopy/01/2024**

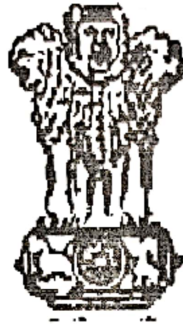
For and on behalf of President of India, **Scaled Quotation** for the following work is invited upto 09.09.2024 at 15:00 hrs and to be opened on 09-09-2024 at 15.30 hrs. in the office of the APO/Admin (Room No. 21, Ground Floor. Anusandhan Bhavan, RDSO, Manak Nagar, Lucknow-226011. In case of holiday on the date of opening of quotation, the quotation will be opened on the next working day at specified time and place.

S. No	Description of work	Estimated cost of the work	Earnest money	Completion time
1.	Repairing of Eight Photocopying Machines of Personnel Directorate of RDSO Lucknow.	Rs.97,763 /-	Nil	15 days from the date of contract.

2. The complete quotation document (non-transferable) can be downloaded from the website of RDSO i.e. [www.rdsogov.in](http://www.rdsogov.in) within the time frame 30-08-2024 to 09-09-2024. It will be responsibility of the tenderer to ensure the use of complete bid document available on website.
3. Quotation offers shall be submitted on or before 09-09-2024 up to 13.00 hrs in "in the office of the APO/Admin (Room No. 21, Ground Floor. Anusandhan Bhavan, RDSO, Manak Nagar, Lucknow-226011) in a sealed cover.
4. RDSO will not own any responsibility for any delay, loss or damage of the quotation document in the transit.
5. Tender submitted by the tenderer through FAX, Email will not be entertained.

  
(B.K. Pandey)  
SPO-I  
For and on behalf of President of India

**GOVERNMENT OF INDIA-MINISTRY OF RAILWAYS  
RESEARCH DESIGNS & STANDARDS ORGANIZATION  
MANAK NAGAR, LUCKNOW-226011**



**Tender Document for Provision of "Repairing of Eight  
Photocopying Machines of Personnel Directorate, RDSO,  
Lucknow"**

**Quotation to be opened on 09.09.2024 at 15.30 hours.**

**No. of pages including cover: (6)**

**PERSONNEL DIRECTORATE**

*Handwritten signature*

## General Conditions of Contract for works through Quotations

1. The tenderer(s) shall quote his/their rates with reference to each item and must quote for all the items shown in the attached schedule. The quantities shown in the attached schedule are approximate and are subject to variation according to the needs of the RDSO.
2. Tenders containing erasures and alterations of the tender documents are liable to be rejected. Any corrections made by the tenderer/tenderers in his/their entries must be attested by him/them.
3. Tenderer shall keep tender/quotation valid for 90 days from the date of opening of the tender/quotation.
4. It shall not be obligatory on the RDSO to accept the lowest quotation.
5. If the tenderer deliberately given wrong information in his quotation or creates circumstances for the acceptance of his quotation, the RDSO reserves the right to reject such quotation at any stage.
6. If a tenderer expires after the submission of his quotation or after the acceptance of his quotation, RDSO shall deem such quotation as cancelled. If a partner of a firm expires after the submission of their quotation or after the acceptance of their quotation, RDSO shall deem such quotation as cancelled unless the firm retains its character.
7. Original documents testifying to the tenderers previous experience and financial status should be produced when desired by RDSO.
8. **Quotation should be enclosed in sealed covers**, super-scribed "Provision of repairing of eight Photocopying machines of Personnel Directorate, RDSO Lucknow" and should be deposited in office of **PCPO**, Personnel Directorate, RDSO, Lucknow.
9. Non-compliance with any of the conditions set forth herein is liable to result in the quotation being rejected.
10. The authority for the acceptance of the quotation will rest with the SPO-I, RDSO who does not bind himself to accept the lowest or any other quotation, nor does he undertake to assign reason for declining to consider any particular quotation or quotations.
11. The successful tenderer/tenderers shall be issued acceptance letter by the President of India acting through SPO-I, RDSO for carrying out the work according to the general and special conditions of contract and specifications for work.
12. If RDSO decided to negotiate with a view to bring down the rates, the rates of the original offer will still be binding in case nothing materializes out of the negotiation.
13. General conditions of contract of Indian Railways as amended from time to time are also applicable to this contract.
14. The intending tenderer is advised to study the tender papers carefully. The tenderer(s) shall also get acquainted himself/themselves with locations, local conditions, means of



access of site of work, nature of works and all other matters relating thereof before submitting his/their offers.

15. **Supplement to Schedule or Additional Items of Work**

If it is considered that items of work included in the schedule of quantities would not cover all the works involved in completing the said work and additional items of works are considered necessary for completion of work, it shall be given by the tenderer with details viz. description, rate and required quantity under deviation in the tender paper, for consideration.

16. **Variation in Quantity**

The quantities of item/items shown in the schedule of quantities for work to be executed are approximate and are for guidance of the contractor/contractors only. The quantities have been as far as possible assessed correctly, but the same may vary to the extent of 25% on either side i.e. increase or decrease and also items may be deleted at the time of awarding contract according to the actual need of RDSO. The work/works with variation laid down above shall be binding on the contractor/contractors and he/they will not be entitled for any compensation for such variation and he/they will be paid only for the actual quantity of work/works done by him/them. The decision of the SPO-I regarding the extent and necessity of the variation shall be final and binding on the contractor(s) and the contractor(s) cannot question or make any claim regarding the same at any stage.

17. **Price**

The prices quoted by the tenderer shall be firm and shall be inclusive of all taxes and duties.

18. **Terms of Payment**

90% payment will be made after satisfactory completion of repairing of eight photocopying machines of Personnel Directorate RDSO by adhering TDS as per applicable rates. Balance 10% shall be released after completion of warranty period.

19. **Schedule of Prices**

- 19.1 The unit prices of various items of work shall be quoted by the tenderer, both in figures and words, in the schedule of rates. All unit prices shall be firm. Minor changes in basic designs shall not affect the unit prices so long as such changes are mutually agreed to by the purchaser and contractor. All unit prices shall be in Rupees.
- 19.2 The prices quoted in the schedule shall include all incidental charges for transport, loading, unloading and handling of materials etc. excluding cost of paper for photocopying (Xerox).
- 19.3 The whole of works included in the contract shall be executed by the contractor who shall not directly or indirectly transfer, assign or sublet the contract or any part thereof. No undertaking shall relieve the contractor from full responsibility.

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20. **Arbitration**

All disputes and differences arising of or in any way concerning the contract (except those the decision whereof is otherwise herein provided for) shall be referred to the sole arbitration of an officer who may be appointed by the DG/RDSO. The award of the arbitrator shall be final and binding on the parties.

21. **Price Adjustment**

No adjustment of unit price or prices of equipments etc. on account of price fluctuation will be permitted. Price(s) shall be firm.

Signature of the tenderer with seal

SPO-I  
RDSO/Lucknow  
for and on behalf of President of India

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## Special Terms & Conditions of Contract

1. **Eligibility Criteria/Experience**

- Quotationer should have valid license/certificate of OEM from Canon India Pvt. Ltd.

2. **Scope of Work**

- The work involves "Repairing of Eight Photocopying Machines of Personnel Directorate, RDSO, Lucknow".

3. The firm shall carry out all the repair/maintenance (inclusive of all consumables) along with replacement of defective parts of the machine.

4. Photocopy papers will be made available by RDSO.

5. In case of failure of machine within warranty period, quotationer should take prompt action to rectify the fault within 24 hours otherwise a fine of Rs. 200/- will be imposed for every 24 hours and to be adjusted in the balance amount of bill i.e. 10 %.

6. The payment of the firm shall be made through account payee cheque or through NEFT/RTGS on completion the work.

8. Other standard deductions as per general conditions of contract and other approved rules of the Railways /RDSO shall be enforced.

Signature of the tenderer with seal

SPO-I  
RDSO/Lucknow  
for and on behalf of President of India

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### **Schedule of Rates and Quantities**

Name of Works: Provision of Repairing of Eight Photocopying Machines of  
Personnel Dte, RDSO Lucknow.

Date of opening of Quotation : 09.009.2024

Validity of Quotation: 90 days from the date of opening

SN	Description of item/Parts Required	Unit	Rate (in Rupees/Paisa)	Total Amount
1.	Transfer Roller Assembly For Canon IR2202 N	01		
2.	Fixing Motor For Canon IR2202 N	01		
3.	Drum Unit For Canon IR2202 N	06		
4.	Drum Unit For Canon IR2206 N	01		
5.	Touch Panel For Canon IR2206 N	01		
6.	Service Charges (If Any)			
	Total:			
	GST			
	Grand Total:			

Note:

**Tenderer shall quote rate & amount both in words & figures. In case of any discrepancies between words and figures rates quoted in words shall be taken into account for evaluation.**

Signature of the tenderer with seal



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RDSO/Lucknow  
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