

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



**Tender Document for Provision of Annual Maintenance Contract
of 01 no. Lipi 6805L Line Matrix Printer for Three Years in
Personnel Directorate, Administrative Building, RDSO, Manak
Nagar, Lucknow.**

Quotation to be open 15.11.2023 at 15.00 hrs.

No. of pages including cover: (6)

PERSONNEL DIRECTORATE

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. The period of contract shall be THREE years from the date of issue of acceptance letter/commencement.
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 "Annual maintenance of 01 no. Lipi Line Matrix-6805L for Three years in Personnel Directorate of RDSO, Lucknow" and should be deposited in office of Principal **Chief Personnel Officer**, 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 Director/ Establishment, 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 Director/Establishment, 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 tender 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 Director/ Establishment 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**

The payment will be made on quarterly basis at the end of each quarter after satisfactory maintenance of 01 Line Printer Lipi- 6805L machines.

19. **Schedule of Prices**

- 19.1 The unit prices of various items of work shall be quoted by the tender 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.

- 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.
20. **Security Deposit on Acceptance of Tender**
- The Contractor is required to deposit 10% of the contract value towards Security Deposit / 10% recovery through on account bill i.e. quarterly basis.
21. **Refund of Security Deposit**
- The total Security Deposit shall be refunded to the contractor after successful completion of contract.
22. **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.
23. **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

Sr. Personnel officer-1
RDSO/Lucknow
for and on behalf of President of India

Special Terms & Conditions of Contract

1. Eligibility Criteria/Experience

- 1.1 Quotationer should have valid license/certificate of OEM from Lipi Data System Ltd.

2. Scope of Work

- 2.1 The work involves "AMC of 01 Line Matrix Printer Lipi 6805L for three years (From the date of contract) in Personnel Directorate of RDSO, Lucknow.
- 2.2 Work involves comprehensive maintenance of 01 Lipi 6805L in Personnel Directorate of RDSO, Lucknow".
3. The firm shall carry out all the repair/maintenance (inclusive of all consumables) alongwith replacement of defective parts of the machine and RDSO shall pay no charges.
4. Printing Papers will be made available by RDSO.
5. In case of failure of machine, 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 beyond 48 hours quotationer should be able to install another machine to carry out the printing work.
6. The payment of the firm shall be made through account payee cheque or through NEFT/RTGS on **Quarterly** basis.
7. The period of contract shall be for Three years from the date of commencement of work.
8. The firm has to maintain a certain minimum quality of the print as approved by RDSO.
9. 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

Sr. Personnel officer-1
RDSO/Lucknow
for and on behalf of President of India

Schedule of Rates and Quantities

Name of Works: Provision of Annual contract for work for three years in
Personnel Dte., Admn. Building, Manak Nagar, RDSO Lucknow.

Validity of Quotation: 90days from the date of opening

Description of item	Unit	Rate per page (To be quoted in Rupees/Paisa)	Total Amount
AMC of Lipi 6805L Line Matrix printer.	One Machine		
Grand Total:			

Note:

1. Provision of Annual contract for AMC of 01 Line Matrix printer Lipi 6805L for three years on the same rate and terms & conditions subject to the satisfactory performance by contractor.
2. Tenderer shall quote rate & amount both in words & figures.

Signature of the tenderer with seal

Sr. Personnel officer-1
RDSO/Lucknow
for and on behalf of President of India