

**F.No. 2/2(15)/2005-NCW(G)**  
**National Commission for Women**  
**4, Deen Dayal Upadhyaya Marg**  
**New Delhi-110002**

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**27<sup>th</sup> February, 2012**

**Sub.: Quotation for installation of photocopier machine in NCW.**

Sealed quotations in duplicate are invited on behalf of National Commission for Women for installation of two nos. of photocopiers alongwith operators (one each for each machine) for photocopy work at National Commission for Women. The photocopy work will be done on A-4 and A-3 size paper on single side or back to back.

The terms and conditions of contract are as under :-

- i. The agency will be required to install two photocopiers along with efficient resident Photocopy Operators (one each for each machine) from 9.00 a.m. to 6.00 p.m. on all working days i.e. from Monday to Saturday. The agency shall also provide Xerox paper of good quality (weight 75 GSM).
- ii. Space for keeping the Xerox Machine and Electricity for running for the machine will be provided by the Commission.
- iii. The agency will be solely responsible for proper upkeep and maintenance of Xerox machine. Faults, if any shall be rectified by the agency itself. Before attending to any fault, the operators deputed by the agency will take all safety precautions. The Commission will not be responsible for any injury, loss and mishappening, if any, occurs to any of the operators during the course of operation and maintenance of the Xerox machine.
- iv. The operator can take lunch break from 1PM to 1.30 PM if required in rounds so that at least one is available at all times. There cannot be any further closure of operation. In case of breakdown of machine there should be immediate replacement of the same. In case of absence of operator immediate replacement has to be provided. The overhauling of the machine may invariably be undertaken on weekly basis on Sundays or closed holidays.
- v. In case of urgent nature of work the operators are required to be present on Sunday and attend to work after 6 PM on all working days.
- vi. The bulk of the photocopy work being undertaken on A4 single side paper, the rates quoted in the segment will be considered for finalization of the bidder. The rates for the other segments are for occasional work by the successful bidder of A4 single side. The rates

for the other segments will be the least quoted emerging out of the process. The bidder successful on the basis of the least quoted rates for A-4 single side paper will have to undertake the work of the other segments on the least quoted rates in those segments.

- vii. The payment will be made on monthly basis, in case operators fail to attend office on any of the working days the work of photocopy done from market the difference of expense will be reduced from his bill.
- viii. If interested, kindly quote your rates per month for providing the above said services.
- ix. In case the Photocopy work is not done in time or the same has not been done to the satisfaction of the Commission, the contract may be terminated.
- x. The rate quoted should remain valid for one year from the date of award of work.
- xi. Prices should be quoted on a firm & fixed price basis. The prices/rates quoted should be indicated in words as well as in figures and in INR only. Request for enhancement of contracted rates shall not be considered under any circumstances. Quotations with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straightaway without any consideration.
- xii. The bidders are required to provide rates for two operator assisted photocopier machines only. Bids for one operator assisted photocopier machine will be not considered.
- xiii. National Commission for Women reserves the right to reject any quotation/all quotation in full or part thereof without assigning any reasons.
- xiv. All participants are required to provide unqualified acceptance of the above terms and conditions.

The quotation in a sealed cover superscribed as "Quotation for photocopy work at NCW" may be submitted to The Under Secretary (Admn.), National Commission for Women, 4, Deen Dayal Upadhyaya Marg, New Delhi-110 002 on or before 09.03.2012 (till 3.00 P.M.) positively alongwith earnest money of Rs. 1,000/- in the form of Demand Draft/Pay Order drawn on any nationalised or schedule bank situated at Delhi in favour of "PAO, National Commission for Women". Quotations received will be opened on same day at 3.30 p.m. Quotations received after due date and time will not be entertained. The Commission will not be responsible for any postal delay.

Rate of the Photocopy work may be provided in the enclosed proforma in Annexure - I.

For signature of the contractor with rubber stamp and date.

Yours faithfully,

Sd/-  
(Sraddha Paul)  
Under Secretary

**Annexure -1**

<b>Sl.No.</b>	<b>Make of the Machine (model no.)</b>	<b>No. of Machines</b>	<b>Quality of paper</b>	<b>Specification of copy</b>	<b>Gross Rate per sheet(inclusive of tax if any) (In Rs.)</b>	
	Heavy Duty Copier Machine	02	Weight 75 GSM	A-4 Single side		
	with minimum print speed of 60 copies/60 second.				A-4 back to back	
					A-3 Single Side	
					A-3 Back to back	