

**No. 2/2(15)/2005-NCW(G)**  
**National Commission for Women**  
**4, Deen Dayal Upadhyaya Marg**  
**New Delhi-1100 02**

**28<sup>th</sup> March, 2014**

**Subject: Quotation for installation of photocopier machines in NCW.**

Sealed quotations 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:-

(1) The agency will be required to install two photocopiers alongwith efficient resident photocopy operators (one each for each machine) from 9.00AM to 6.00 PM on all working days i.e. from Monday to Saturday. The agency shall also provide Xerox paper of good quality (weight 75GSM).

(2) Space for keeping the Xerox Machine and Electricity for running of the machine will be provided by the Commission.

(3) 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.

(4) The operator can take lunch break from 1 PM to 1.30 PM if required in rounds so that at least one is available at all times. There cannot be any 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.

(5) In case of urgent nature of work the operators are required to work after 6 PM on any or all working days as well as on Sunday or any other holiday.

(6) 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 successful bidder on the

basis of the least quoted rates for A4 single side paper will have to undertake the work of the other segments on the least quoted rates in those segments.

(7) Interested parties may quote their rates per photocopy for providing the above said services irrespective of number of copies.

(8) The payment will be made on monthly basis. In case operators fail to attend office on any of the working days and the work of photocopy is got done from market, the difference of expense will be reduced from his bill.

(9) 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 any time by giving one day notice.

(10) The rate quoted should remain valid for one year from the date of award of work.

(11) Prices should be quoted on a firm and 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 shall be rejected straightaway.

(12) 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.

(13) The poor quality of Xerox copy will also be treated as machine failure. In case of failure of machine or manpower, it shall be ensured by the firm that alternative arrangements of machine and manpower are made within stipulated time (3 hrs for photocopy machine and one hrs for manpower), beyond which a fine of rupees 100/- per day shall be imposed on the firm. The maximum failure permitted per month shall be 6 working hours beyond which a fine of Rs. 50/- per hr shall be levied on the firm in addition to fine given above. In addition to above, during the period of failure, the contractor will arrange to get photocopy work done from other sources and payment of such photocopy work will be made at a rate of half of accepted rate of contract.

(14) National Commission for Women reserves the right to reject any quotation/all quotation in full or part thereof without assigning any reasons.

(15) All participants are required to provide unconditional 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-1100 02 on or before **14.04.2014 (till 3.00PM)** positively alongwith earnest money of Rs. 1,000/- in the form of Demand Draft/Pay Order drawn on any nationalized or schedule bank payable at Delhi in favour of "**PAO, National Commission for Women**". Quotations received will be opened on same day at 3.30PM. Quotations received after due date and time will not be entertained in any circumstances. The Commission will not be responsible for any postal delay etc.

Rate of the Photocopy work duly signed and stamped by the Contractor may be provided in the enclosed proforma in Annexure – I.

Yours faithfully,

Sd/-  
**(S.K. Gupta)**  
**Under Secretary**

**Annexure – I**

<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>
1.	Heavy duty copier machine with minimum print speed of 60 copies/60 second.	02	Weight 75 GSM	A-4 Single Side	
				A-4 Back to Back	
				A-3 Single Side	
				A-3 Back to back	

**(Seal and signature of the firm)**