



रेलटेल
RAILTEL

A mini
ratna enterprise

NO:RCIL/2012/P&A/40/1

Dated: 07.07.17

Sub:- Limited Tender for photocopy work through out source reg.

Sir,

RailTel Corporation of India Ltd, a Mini Ratna (Category-I) intends to out sources the work of photocopy alongwith spiral binding in Corporate office at Gurugram as per the terms and conditons enclosed with this letter. The rates quoted should be inclusive of all taxes. Total 3 photocopy machined are required. An earnest money of Rs.20,000/- (Rs. Twenty thousand only) in the shape of bank Draft in favour of RailTel Corporation of India Ltd, payable at Delhi may also be enclosed with the quotation. Quotation without earnest money will be summarily rejected. The rates may be quoted in the prescribed performa (Annexure-I) & send in a sealed envelop. The envelope should be superscribed "**Limited Tender for outsource Photocoping Work**" and be dropped at Reception Counter at Ground Floor of the Corporate office of RailTel, at Plot No.143, Sector-44, Gurugram(Haryana) on or before 18.07.17 upto 3.00 PM. RailTel reserves the right to accept or reject any or all the quotations without assigning any reason.

Yours Faithfully,

Manik Sinha
(Manik Sinha)

Jt. General Manager/A

Encl:

1. Terms and conditons.
2. Performa for Rates.



रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड (भारत सरकार का उपक्रम)
RailTel Corporation of India Ltd. (A Government of India Undertaking)

CIN : U64202DL2000GOI107905

Corporate Office : 143, Institutional Area, Sector-44, Gurgaon - 122 003, NCR (India), T : +91 124 2714000, F +91 124 4236084
Regd. Office : 6th Floor, IIIrd Block, Delhi Technology Park, Shastri Park, Delhi - 110053
Website : www.railtelindia.com

Terms and Conditions

1. Sealed Tender complete in all respect along with a bank draft for Rs. 20,000/- (Rs. Twenty thousand only) valid for a period of 6 months towards earnest money drawn in favour of the RailTel Corporation of India Ltd, payable at Delhi, placed in Envelop should be dropped at Reception Counter, Corporate office, Plot No.143, Sector 44, Gurugram on or before 18.07.17 upto 3.00 PM positively. Incomplete/Conditional/late tenders or those without earnest money will be rejected. Tender will be opened at 3.30 P.M. in the presence of the representatives of the Tenderers, who may like to be present. There should not be over writing or amendment in the rates quoted. All the columns of the form at Annexure-I should be duly signed with seal of the firm.
2. The photocopy would be provided by the firm on rate per copy basis including all taxes and Government levies. The rate per copy should be specified separately.
3. The Rate contract shall be valid for minimum period of one from the date of notification of the rate contract/work order. However, the contract period may be extended further, subject to satisfactory services, on year to year basis for maximum period of 03 years on mutually agreed Terms & Conditions.
4. No advance payment shall be made. The revision of rates will not be allowed during the contract period and taxes shall be deducted as per rule. There shall be no change in price structure during the currency of contract except of the statutory levies which are made applicable by the Govt. through notification/regulations change. Hence, the firms who can give valid price for one year need only apply.
5. The number of Machines can be increased/decrease depending on the requirement by the office and no-stop work has to be ensured Standby arrangement will be made so that there is no disruption in office work. The machine must be installed within a week of placement of order.
6. No transport charges or any other charges will be paid by the office.
7. The Agency shall provide one trained manpower to operate the machine during 9.30AM to 6.00P.M from Monday to Friday and from 9.30AM to 1.30 PM on Saturday.
8. The contracted firm will be responsible for maintaining the photocopy machine. The cost for supply of stationery viz, good paper (75gsm), toner staplers, staplers pins, binding etc will be borne by the contracted firm. Manpower to operate photocopy machine and expenditure incurred on his engagement will also borne by the contracted firm.
9. The contracted firm shall be responsible to install/provide stand by machine to ensure that the photocopy work in the office goes on smoothly to avoid any hardship in execution of work, failing which a penalty of Rs. 500/- per day will be imposed. Besides, bills for the photocopying work done from the market will also be deducted from the pending bills/performance Security of the firm.



10. The photocopying machine to be installed against the work Order should not be more than two years old, and agency will provide a photocopy of "purchase order" of the machine to be installed, in order to verify the model/year.
11. The makes & model along with specification of all three photocopy machine offered by the firm, proof of GST and TIN NO, if any and list of Central Government Ministries/Departments/other Government offices/Undertaking to whom the outsourcing services for photocopy are being provided by the firm along with documentary proof and satisfactory services report with full details like address, name of contract person, phone numbers etc.
12. It will be the responsibility of the firm to ensure that no outsider gets access to any official document of the office. Breach of this clause is liable to attract stringent action under the provision of Official Secrecy Act and contract the firm is also liable to be terminated without further notice besides forfeiture of the EMD/performance Security and pending bills.
13. RailTel will provide only electricity connection and space. RailTel will extend no other facility to the agency.
14. The requirement of photocopy, on a average in approximately 1,75,000 copies per month and requirement of spiral binding is around 750 copies per month. However there will be no minimum/miximum workload commitment. The work will be variable in quantity.
15. RailTel reserves the right to terminate the contract at any time without any notice in case of unsatisfactory services of the concerned vendor. The penalty as deemed fit or forfeit part or whole of the earnest money of the tender if tenderer fails to work within the prescribed method or found not in accordance with the specification or not in the quality/quantity or there is any breach of the terms of the contract on the part of the tenderer, after approval of the tender, fails to accept it.
16. RailTel reserves the right to reject any tender or reject in entirely without assigning any reason.
17. In case of any dispute regarding imposition of penalty, forfeiture of earnest money, dabarment of his agency due to unsatisfactory work with the approved specification, the decision of the RailTel shall be final and biding upon the tenderer. The Earnest money will be forfeited if the firm backs out after submission of Ltd. Tender quotation or without forming the contract.
18. Incase of any dispute, the legal jurisdiction shall be within the Jurisdiction of Gurugram.

Acceptance of the Tenderer

The terms and conditions enumerated in his form from clause 01 to 18 have been read by me/us and are acceptable to me/us.

(Signature of the Tenderer)

Seal with complete Address



ANNEXURE-I

LIMITED TENDER PERFORMA FOR OUTSOURCE PHOTOCOPY WORK

1. Rate of the Tenderer (INCLUSIVE OF ALL TAXES)

(A)

Photocopy/Print on	Rate per copy
A-4 size photocopy paper	
A-3 size photocopy paper	

3. (B)

Spiral Binding	Rate per spiral binding
Spiral Binding of 1-50 pages	
Spiral Binding above 50 pgs upto 200 pgs	

2. Machine Model No. and make:

3. Earnest Money details bank draft:

Bank Draft No..... Date.....for Rs.20000/- Drawee

Bank.....

4.PAN No.....TIN NO.....

The terms and conditions of the tender are acceptable to me/us

Signature.....

Name & address with Seal & Date Mobil No:



Handwritten signature and date: 12/06/18