



**Rural Electrification Corporation Limited**

A Government of India Enterprise  
Core-4, SCOPE Complex, 7 Lodi Road, New Delhi-110 003,  
Tel. : 24365161, Fax: 24360644, E-mail: reccorp@recl.nic.in. Website: www.recindia.nic.in

Ref. No: 4/1/2009-10/Admn.

Dated :26<sup>th</sup> March,2009

M/s .....

.....

.....(As per list enclosed and open to other firms through REC website

**Subject : Bids for Photocopy/Binding work 2009-10**

Sir,

The Corporation invites bids for empanelment of firms/agencies for photocopy/binding work as per details given in the tender document, a copy of which is enclosed.

The sealed bids – Technical and Financial – will be received by the Corporation up to 3.00 PM on 6.4.2009 (Monday) as per terms and conditions contained in the tender document and will be opened on the same day at 3.30 PM.

Yours faithfully,

Sd/-

(A.K. Arora)

Dy. General Manager (Admn.)

Encl: Tender document(8 pages)



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### Tender Document

Bids are invited for Photocopy/Binding works initially for a period of one year i.e. 2009-10, extendable by another one year on mutual consent. The estimated cost towards this job is about Rs. 5.00 lakh p.a. The bidder shall be required to quote rates as per specifications indicated in the Annexure-I,II,III &IV.

1. The sealed bid shall be signed by a person duly authorized on behalf of the bidder Organization and shall be sent to :-

The DGM (Administration),  
Rural Electrification Corporation Limited,  
Core-4, SCOPE Complex,  
**NEW DELHI – 110 003.**

1. The bids are to be sent in one main cover superscribed as bids for photocopy/binding work 2009-10. The main cover will contain two separate covers – one for Technical Bid as per Annexure-II superscribed as Technical Bid and the second sealed cover as per Annexure III & IV superscribed as Financial Bid.
  - 1.1 The bids will be received upto 3.00 PM on 6.4.2009 (Monday) Non-receipt of the bids by the stipulated time/date will disqualify the bidder from the tendering process. The technical bids will be opened in the presence of representatives of the firms on 6.4.2009 at 3.30 PM. The date of opening of financial bids of qualified bidders will be intimated separately after evaluation of technical bids
3. Earnest Money (EMD) of Rs.5,000/- should accompany the bid documents. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled bank in favour of Rural Electrification Corporation Limited, New Delhi. Any bid not accompanied by valid EMD shall deemed to be invalid and will be rejected by REC.
  - 3.1 The EMD shall be forfeited:
    - a) If the bidder withdraws his bid during the period of bid validity.
    - b) In the case of successful bidder, if he fails to furnish the required performance Security within the specified time limit or does not accept The terms of para 7.3.
  - 3.2 The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after submission of the required performance security.
  - 3.3 The firm may quote rates for specification`s indicated in Annexure-II and Annexure-III. However, bids offered only for AnnexureII or Annexure-III will also be valid.
4. The bid shall remain valid for a period of 4 months from the date of receipt of the bid.

#### 5.RATES AND PRICES

- 5.1 Bidders should quote item-wise rates/prices for each in the prescribed proforma.
- 5.2 All statutory duties and taxes (including excise and customs) Sales Tax and other Charges that may be payable by the bidder in connection with supply, installation and commissioning of machines shall be included in the price of equipment/material quoted.
- 5.3 Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.
- 5.4 No additional freight or any other charges, etc, would be payable for supply and commissioning of equipments.
- 5.5 Unconditional discount shall only be accepted, if offered, and shall be clearly indicated in the item Schedules.

#### 6.PENALTY FOR DELAYS IN SUPPLY/COMMISSIONING

- 6.1 Time is essence of the contract. The successful bidder must supply, install, test and commission all the equipments within 15 days of entrustment of the order. Failure to supply or commission all or some of the equipment(s) on or before the stipulated date will entail a penalty equal to 5% of the value of contracted package price per week subject to maximum of 10% of total contract value. In the case of delay in compliance with the order beyond 10 days of the stipulated time period, REC will have the right to cancel the order.
- 6.2 In case of photocopier machine provided on site as per Annexure-IV, it will be ensured by the firm that good quality copier/s is provided and satisfactorily maintained. A penalty @ Rs. 1000/- per day for the period the machine remain out of order, would be leviable to the firm.

#### 7.SECURITY TOWARDS PERFORMANCE OF THE CONTRACT

- 7.1 The successful bidder shall furnish a performance security for an amount equal to ten (10) percent of the bid price/value, within 7 calendar days from the date of entrustment of order. The EMD retained towards security for contract performance shall be discharged after receipt and acceptance of the performance guarantee towards full Security Deposit in the valid format.
- 7.2 The performance guarantee provided by the successful bidder may be in the form of Demand Draft in favour of REC or a bank guarantee from a Nationalised Bank (as per format given in Annexure-IV) and should be valid for the period of guarantee from the date of commissioning.
- 7.3 In case of failure to comply with the requirements of Sub-clause 7.1 & 7.2, the EMD would be converted into Security Deposit and 10% of the amount of each bill will be retained towards Security Deposit subject to a maximum of Rs. 50,000/-.

## 8.SPLITTING OF SUPPLIES

8.1 The Corporation may decide to have more than one source of supply for services/supplies indicated at Annexure-II and that at Annexure-III. The Corporation may also empanel more than one supplier/service provider standardizing the rates based on lowest bid received on mutual agreement.

## 9.ARBITRATION

9.1 If any dispute or difference of opinion arises between parties concerning the terms of agreement or their respective rights, responsibilities, or liabilities, then the parties shall meet and try to settle these amicably. If the parties fail to reach an amicable settlement within a reasonable time, the dispute, doubt or difference of opinion shall be referred to arbitration of a sole arbitrator to be nominated by the CMD, REC. The decision of the arbitrator shall be conclusive, final and binding on both the parties. The jurisdiction of the court will be Delhi.

10.No alternative offer shall be considered.

11.REC reserves the right to cancel/withdraw this invitation for bids without assigning any reason for such decision. Such decision will not incur any liability whatsoever on the part of REC consequently.

12.REC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

13.Any clarification on the documents may be obtained from the DGM (Admn.) at the address given below:-

DGM (Administration),  
Rural Electrification Corporation Limited,  
Core-4, SCOPE Complex,  
**NEW DELHI – 110 003.**  
Telephone No: 24366921

DGM (Administration)  
Rural Electrification Corporation Limited

Encls: as above

**SPECIFICATION OF THE PHOTOSTAT/BINDING WORK**

**SPECIFICATIONS**

1	Size	A4 (B&W) A4 (Coloured) A3 (B&W) A3 (Coloured)
2	Paper	Photocopy Paper 75 GSM
3	Photocopying	Single side/back to back
4	Binding	Spiral/spico with transparent sheet at the top and rigid sheet at the bottom.

**ANNEXURE-II**

**TECHNICAL BID**

1. Name of the Firm

2. Status (Please tick)

Propriety/Partnership/Limited Company/Cooperative Society

3. Pan No. (essential) \_\_\_\_\_

4. Tin No. (essential) \_\_\_\_\_

5. Vat No. (essential) \_\_\_\_\_

6. List of clients (should have provided similar service to at least one PSE and five other reputed Companies) Please endorse copy of evidence

7. EMD (to be enclosed with the Technical Bid)

a) Amount Rs. 5000/-  
b) D.D. No. \_\_\_\_\_  
c) Bank \_\_\_\_\_

Signature of the authorized signatory  
with stamp

**OFFSITE FINANCIAL QUOTE** (At firms premises)

		A-4	A-3
1	Photocopy (B&W) single side per page	Rs.	Rs.
2	Photocopy (B&W) both sides per page	Rs.	Rs.
3	Photocopy (Coloured) single side per page	Rs.	Rs.
4	Photocopy (Coloured) both sides per page	Rs.	Rs.
5	Cost of spiral binding with transparent sheet at the top and rigid sheet at the bottom:  -upto 100 sheets -upto 200 sheets -upto 300 sheets -upto 400 sheets	Rs. Rs. Rs. Rs.	Rs. Rs. Rs. Rs.
6	Cost of Spico binding with Transparent Sheet at the top and rigid sheet at the bottom -upto 100 sheets -upto 200 sheets -upto 300 sheets -upto 400 sheets	Rs. Rs. Rs. Rs	Rs. Rs. Rs. Rs.

The above rates are inclusive of all taxes/statutory charges. The firm also undertakes collection and delivery of the material at REC`s premises within the quoted rates.

Signature of the authorized signatory  
with stamp

ANNEXURE –IV

ONSITE FINANCIAL QUOTE (At REC's premises)

		A-4	A-3
1	Photocopy (B&W) single side per page	Rs.	Rs.
2	Photocopy (B&W) both sides per page	Rs.	Rs.
3	Photocopy (Coloured) single side per page	Rs.	Rs.
4	Photocopy (Coloured) both sides per page	Rs.	Rs.
5	Cost of spiral binding with transparent sheet at the top and rigid sheet at the bottom:  -upto 100 sheets -upto 200 sheets -upto 300 sheets -upto 400 sheets	Rs. Rs. Rs. Rs.	Rs. Rs. Rs. Rs.
6	Cost of Spico binding with Transparent Sheet at the top and rigid sheet at the bottom -upto 100 sheets -upto 200 sheets -upto 300 sheets -upto 400 sheets	Rs. Rs. Rs. Rs	Rs. Rs. Rs. Rs.

The above rates are inclusive of all taxes/statutory charges. The firm undertakes that the photocopier machine/s installed at REC premises will be maintained to give satisfactory service and in no case remain inoperative/out of order for more than 3 hrs. The firm also accepts the terms and conditions stipulated by REC which provides a penalty of Rs. 1000 per day for the period the machine/s remain out of order.

Electricity and space for Photocopier will be provided free of charge by REC.

Signature of the authorized signatory  
with stamp

**Performance security (Bank Guarantee)**  
**(To be executed on a Rs. 50/- non-judicial stamp paper)**

WHEREAS (name and address of Supplier) (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. ....dated ..... for Photocopy/Binding work 2009-10with REC (hereinafter called :the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier such a Bank Guarantee. NOW THEREFORE we hereby affirm that we are the Guarantee-tor and responsible to you, on behalf of the Supplier, upto a total of (amount of guarantee) (in words), such sum being payable in Rupees in which the Contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified herein.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with demand.

We further agree that no change or additional to or other modification of the terms of the Contract or of the supply, delivery and installation of ..... To be performed there under or of any of the Contract documents which may be made between to be performed there under or of any of the Contract documents which may be made between you and the Supplier shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, additional or modification.

The guarantee shall be valid for **one year from the date of .....**

Signature and seal of the Guarantor .....  
Name of the Bank.....  
Address.....  
Dated .....