



रूरल इलेक्ट्रीफिकेशन कारपोरेशन लिमिटेड

RURAL ELECTRIFICATION CORPORATION LIMITED

(भारत सरकार का उद्यम) (A Government of India Enterprise)

Regd Office: Core-4, SCOPE Complex, 7 Lodi Road New Delhi 110003
Tele. 24365161 Fax 24360644 Email reccorp@recl.nic.in Gram RECTRIC
Website www.recindia.com & www.recindia.nic.in

TENDER NO: REC/IT/COMPUTER-(Inventory)/93/609

Request for Proposal (RFP)

“Open to bidders fulfilling Pre-qualification Criteria through REC website”

For

Third Party Verification and reconciliation of IT equipments at Rural Electrification Corporation Limited ('REC'),
Corporate Office, Core 4, SCOPE Complex, 7 - Lodi Road, New Delhi – 110 003 and Annex Office at Palika Bhawan,
R. K. Puram, New Delhi

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|------|----------------------------------|---|--|
| (i) | Issue of Bids | : | 18/08/2011 |
| (i) | Last Date for Submission of Bids | : | 02/09/2011 Time: 1100 Hours (IST) |
| (ii) | Date of Opening of Bid | : | 02/09/2011 Time: 1130 Hours (IST) |

**RURAL ELECTRIFICATION CORPORATION LIMITED
CORE – 4, SCOPE COMPLEX, 7 - LODI ROAD, NEW DELHI – 110 003**

Rural Electrification Corporation Ltd., (A Govt. of India Enterprise) under Ministry of Power, invites Sealed bids in two parts, Part-I: Documents named as "Eligibility Criteria" & Part-II: Financial Bid are invited for Third Party Verification of IT equipments at REC, Corporate Office, Core 4, Scope Complex, 7 - Lodi Road, New Delhi – 110 003 and Annex Office at Palika Bhawan, R. K. Puram, New Delhi as per the following Terms and Conditions:

1.1 The major responsibilities of the bidder shall include:

- a) Carrying out Physical Verification and reconciliation work of all IT equipments allocated to various users at both locations (Scope Complex & Palika Bhawan) as per IT allocation list maintained by IT division. The IT equipments may include Personal Computer, UPS, Printers, Laptop, Servers, Networking Equipments etc
- b) Reconciling the physically verified IT equipment with the corresponding approval for purchase and respective work orders from various internal files including the items which have been stolen, discarded or disposed by auction etc.
- c) Reconciling the records as per (a) and (b) above with Fixed Asset Register as maintained by the Corporation.
- d) Submitting various reports including those required for statutory purposes based on above.
- e) Analyzing the Gaps, if any and recommending the future strategy for carrying out similar activity.

Note:

- i) The major responsibilities as specified above are indicative only and are not exhaustive in any manner.
- ii) The exact formats for reports will be fixed after mutual discussions with successful bidder
- iii) REC will provide all documents and information as required by the successful bidder, however for reconciliation from documents etc bidder is expected to make separate effort himself/ herself.

1.2 Eligibility Criteria/ Pre-qualification Criteria

- a) The bidder should be a Chartered Accountancy / Audit Firm. Attach documentary evidence.
- b) The bidder should have been in operations for a period of at least 1 year as on last date of bid submission along with necessary documentary evidence.
- c) The bidder shall be the single point of contact for REC and shall be solely responsible for all works. Attach an undertaking to this effect.
- d) The bidder should have successfully carried out audit or similar assignments during the last four financial years. (Attach copy of purchase/ work order as documentary proof).
- e) Bidder should submit valid documentary proof of income tax registration number (PAN).
- f) The bidder must fulfill the above eligibility criteria/ pre-qualification conditions for evaluation of their bids. Bid of bidders fulfilling the above eligibility/ pre-qualification conditions will only be evaluated by the duly constituted evaluation committee. Bids of the bidders not fulfilling the eligibility/ pre-qualification conditions given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
- g) REC reserves the right to verify/confirm all original documentary evidence submitted by the bidder in support of above mentioned clauses of eligibility criteria, failure to produce the same within the period as and when required and/or notified in writing by REC shall result in summary rejection of the bid and/or termination of the contract with imposition of the contract clauses on the bidder by the REC on the award of the contract and/or the contract period extended or otherwise provided that the bidder is the successful bidder and has been awarded the contract as per the terms and conditions laid out in this tender.

1.3 Eligibility Criteria Documents and Financial Bid should be put in separate envelopes duly sealed. The content on the envelope, tender number, bidder's name & address should be clearly marked on the top of the sealed

envelopes. All the envelopes thus prepared shall be put in a single sealed envelope clearly mentioning the tender number, bidder's name & address on the top of the sealed envelope.

- 1.4 The bids complete in all respects addressed to the ED(IT) REC, should be submitted into the tender box kept at the REC reception at the following address latest by 1100 hours (IST) on 02/09/2011. REC does not own any liability if the bid is submitted somewhere else and not reached to the addressee within due date and time.

Rural Electrification Corporation Ltd.
Core-4, Scope Complex,
7 - Lodi Road
New Delhi – 110 003.

- 1.6 The "Part 1" will be opened at IT Division, REC, Core-4, Scope Complex, 7 - Lodi Road, New Delhi – 110 003 on the same day (last date of submission of the Bid) i.e. 02/09/2011 at 1130 hours (IST) in the presence of bidders who choose to be present.
- 1.7 The REC reserves the right to waive any irregularities; accept or reject the whole; accept or reject part of; any or all bids at its sole discretion without assigning any reason whatsoever.
- 1.8 The services of the bidder selected through this tender can be availed by REC and its subsidiaries and sister concerns, as the case may be depending on the project, and the selected vendor shall be obliged to render services / supplies to all or any of these organizations as per the indent placed by the respective organization.

1.9 Indicative Schedules

The bidder is required to stick to the agreed upon time-schedule given below.

TABLE – I: Major Activities

Serial Number	Milestone	Deliverables
1.	Placement of Work Order	T1
2.	Acceptance of order	T1+7
3.	Third Party Verification and reconciliation of IT equipments and completion of entire scope of work along with required report as per above scope of work and Terms & conditions	T1 + 45 days

1.10 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid, and REC will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

1.11 The Tender Document

The bidder is expected and deemed to have read, examined/ perused, complied/ agreed to all instructions, forms, terms & conditions and specifications etc. in the tender document while bidding. Failure to furnish all information required and/or False/Incorrect information and/or ambiguous/ irrelevant information and/or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

- 1.12 Telex, cable, e-mail, facsimile or unsealed bids etc. shall be rejected outright.

1.13 Financial Bid:

- a. The financial bid shall comprise of:
 - I. The Financial Bid Form
 - II. The Price Schedule
- b. The financial bid shall indicate the Unit prices for the scope of work as indicated in the Price Schedule Format by considering the major responsibility/Scope of work and other T&C, it proposes to provide under the contract.
- c. Quoted prices should be firm and inclusive of all applicable taxes, duties, levis etc, cost of all other expenses related with the visits of the Vendor's personnel in connection with the performance of the contractual obligations by the Vendor.
- d. The Bidder has to quote rate for each item in the Price Schedule. The Bidder has also to give total cost wherever applicable. Offers not indicating item-wise rates, wherever applicable, are liable for disqualification.
- e. The bidder must note that REC will **not** provide Form-'D'/Form-'C' etc.
- f. Prices quoted by the bidder shall be fixed during the bidders performance of the contract and not subject to variation on any account. A bid submitted with any conditional price will be treated as non-responsive and shall be summarily rejected.
- g. All prices and other information like discount etc. having a bearing on the price shall be written both in figures and words in the prescribed offer form.
- h. If there is discrepancy between the price/information quoted in words and figures, whichever is the higher of the two shall be taken as bid price for evaluation purpose, However the purchase/work ordering shall be carried out on the lower of the two prices.
- i. During the validity of this bid or during the extended period, if any, if the bidder provides similar services to any other Department/Organization in India at a price lower than the fixed price for the Purchases, the bidder shall automatically pass on the benefits to REC, in case of a failure to pass on the reduced prices to REC within a maximum period of 30 days of such reduction as offered by the bidder to any other Department/ Organization the empanelment shall be cancelled. Further, the bidder shall be blacklisted by REC for indefinite or specific period of time at REC's discretion and the bidder's performance guarantee or any other payments (outstanding or future)/ guarantees shall be forfeited (including those payable/ revocable against any other work) by REC.
- j. Rates should be valid for a period of 90 days from the date of opening of technical Bids subject to the condition that the bids shall be deemed to be valid after 83 days from the date of opening of Bids till the bidder gives a minimum seven working days (as per REC/ Government of India notified official calendar) advance notice in writing through registered post for his bid withdrawal and if during the notice period the tender is finalized/ awarded the bidder shall be deemed to be a willful party to that and in case of a default EMD shall be forfeited and the bidder may be blacklisted from participating in and and/or all tenders of REC for such a period as decided by REC at its sole discretion.
- k. The prices shall be for carrying out work at desired destination/ locations at New Delhi.
- l. All costs and charges, related to the bid, shall be expressed in Indian Rupees only.
- m. The price indicated in the schedule shall be FOR destination i.e. upto site of the company. Prices shall include Excise Duty, Sales Tax, VAT, WCT, Service Tax and other taxes, Transit Insurance and freight etc. The prices quoted by the bidder shall remain firm during the entire period of the Contract and shall not be subject to variation on any account. The bid submitted with a variation clause (unless asked by the REC) will be treated as non-responsive and rejected.

- n. REC reserves the right at the time of award of the contract to vary the quantities of the supplies and services specified in the schedule of requirements without any change in unit price of the ordered quantity.

1.14 Deadline for Submission of Bids

REC may, at his discretion extend this deadline for submission of bids by amending the tender document, in which case all rights and obligations of REC and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

1.15 Late and Delayed Bids

Any bid received by REC after the deadline for submission of bids prescribed by the REC will be rejected and/or returned unopened to the bidder.

1.16 Opening of Bids

REC will open the Eligibility Criteria document and in case the Eligibility/ Pre-Qualification Criteria Document(s) is/ are not found in order the bid shall be summarily rejected. Financial Bids of only those bidders will be evaluated whose Eligibility Criteria Documents are found in order.

1.17 Clarification of Bids

- a. During evaluation of the bids, the REC may at its discretion, ask the Bidder for clarification of its bid and the same has to be provided within the time period minimum One day as specified by REC and in case of a default it will be deemed that bidder has no clarification to submit and the bid is liable to be evaluated and/or rejected accordingly. The request for clarification and the response shall be in writing and no change in clarification submission date, price or substance of the bid shall be sought, offered or permitted.
- b. No Bidder shall contact the REC on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the REC, it should be done in writing.
- c. Any effort by a Bidder to influence the REC in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid and REC will declare the firm ineligible, either indefinitely or for a stated period of time from participation in future RFPs/tenders of REC.
- d. REC reserves the right to revise or alter the scope and/or specifications of the tender before acceptance of any bid but prior to opening of the financial bids. However, in such an eventuality, all the eligible/ per-qualified bidder(s) may be given an opportunity to consider such changes and revise their financial bid accordingly at their discretion, if found necessary. In case the specifications offered deviate from the specifications as described in this tender, the Bidder should describe unambiguously in what respect and to what extent the item offered by him differ from our specifications, even if the deviation is not very material.
- e. REC reserves the right to call for revised financial bid from the eligible/ pre-qualified at any time prior to opening of the financial bids with the original scope of work and/or specifications. The bidder may submit the revised financial bid or may adhere to its original financial bid submitted by him/her within the REC stipulated time period. In case of non submission of revised financial the bidder shall be deemed to have opted for adhering to its original financial bid. It may however be noted that in this particular case the revised financial bid if submitted by the bidder as requested by REC cannot be higher than the original financial bid submitted by the bidder for the total/ sub-total and/or individual line item price. In case of the revised financial bid being higher than the original financial bid the same shall be summarily rejected and shall not be considered for further financial evaluation.

1.18 Opening of Financial Bids

- a. REC will open the financial bids of only those bidders, which have been found to be eligible to undertake the job (including surprise visits/ testing benchmarking/ presentation etc, if any, as mention in the tender document).
- b. The Financial Bids of the qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date and time and Venue.
- c. The date and time of opening of financial bids shall be informed only to the qualified bidder.

1.19 Evaluation and Comparison of Bids

- a. The comparison shall be of all-inclusive price of services and goods, such price to include all costs as well as duties and taxes paid or payable.
- b. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, whichever is the higher of the two shall be taken as bid price for the purpose of calculation of lowest bidder, in case the bidder becomes lowest bidder the lowest of the two shall be taken as the final price for the items at the time of issuing of Purchase/Work Order.
- c. Bidders shall state their bid price for the payment schedule outlined in the tender **as per the format given in –“Price Schedule” only.**
- d. Bids will be evaluated on the basis of **lowest quote (LQ1) for “Grand Total” as per the specified formulae. REC will recalculate the “Grand Total” based on unit values and specified formulae, if any and accordingly LQ1 bidder will be determined.**
- e. The order shall be placed on LQ1 bidder.
- f. The decision of REC arrived at, as per above will be final and no representation of any kind shall be entertained.
- g. The vendor should not assign and/or sublet the empanelment or any part of it to any other agency in any form. Failure to do so shall result in termination of empanelment and forfeiture of security deposit/ performance guarantee (if any) etc.

1.20 Terms of Payment

- a. No advance payment shall be made.
- b. Payments shall be subject to deductions of any amount for which the Vendor is liable under the agreement against this contract. Further, all payments shall be made subjects to deduction of TDS (Tax deduction at Source) as per the prevailing income- Tax Act and any other taxes as on the date of invoice submission and/or payment date, whichever is higher.
- c. All Payments shall be made in Indian Rupees only.
- d. 100 % payment on successful completion of the work as mentioned in the Purchase/Work Order duly certified by the user and/or authorized REC official.

1.21 Penalty for Delays/ Liquidated Damages

Time is essence of the contract. The successful bidder must carry out the work as per time period as specified in the work order. Failure to complete all or some of the work on or before the stipulated date will entail a penalty equal to 1.5% of the value of contracted Package price per week subject to maximum of 15% of total contract value or part thereof. Payment of liquidated damages does not affect the successful bidder's liabilities.

1.22 Termination of Contract

- a. REC may at any time terminate the contract, if the bidder is unable to provide the services as per the contract. In such cases, if any amount is due to the Bidder on account of the work executed by him, if payable, shall be paid to him only after due recoveries as per the provisions

of the contract and after alternate arrangement to complete the work has been made at the Bidder's cost and risk. The selected Bidder will give at least three months notice prior to discontinuing the service

- b. REC may at any time terminate the Contract by giving written notice to the selected Vendor, without compensation to the selected Vendor, if the selected Vendor becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to REC.
- c. REC may by written notice sent to the selected Vendor, terminate the Purchase/Work order and/or the Contract, in whole or in part at any time of its convenience. The notice of termination shall specify that termination is for REC's convenience, the extent to which performance of work under the purchase/work order and /or the Contract is terminated, and the date upon which such termination becomes effective. REC reserves the right to elect :
 - i to have any portion completed at the purchase/work order and/or the Contract terms and prices; and/or
 - ii to cancel the remainder and pay to the selected Vendor an agreed amount for partially completed Services.
- d. In the event the Vendor's Company or the concerned Division of the company is taken over/bought over by another company, all the obligations under the agreement with REC , should be passed on the compliance by the new company new Division in the negotiation for their transfer.
- e. REC at its discretion may terminate the empanelment for any inordinate delay in supply, commissioning and/or maintenance of the equipments/ products.

1.23 Force Majeure clause

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such event is duly endorsed by the appropriate authorities/chamber of commerce in the country of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof and satisfies the party adequately of the measures taken by it, neither party shall, by reason of such event, be entitled to terminate this contract, nor shall either party have any claim for damages against the other in respect of such nonperformance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of the purchaser as to whether the deliveries have so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, the purchaser may at his option, terminate the contract.

1.24 Miscellaneous

- a) It will be imperative on each bidder to fully acquaint it self of all the local conditions and factors which would have effect on the performance of the work and its cost.
- b) Whilst the individual proposal shall be treated in commercial confidence, the proposals will be evaluated by a group, certain members of which may not necessarily be officers of REC. By responding to this tender, potential suppliers agree to their proposals being examined by this group.
- c) REC is a Government organization, and its aims, structure and way of working may differ from that of commercial enterprises. Potential vendors should be aware of the status and

environment of REC, and must take particular note that intellectual property rights relating to any software, equipment, products and materials acquired for this project are properly observed.

- d) The bidder shall be deemed to have included proven state-of-the-art components and techniques while performance of the contract.
- e) REC reserves the right to allocate the contracted work in a staggered/ staged or phased manner.
- f) Alterations if any in the tender should be attested properly by the vendor, failing which the tender is liable to be rejected.
- g) The Bids prepared by the Vendor and all correspondence and documents relating to the bids exchanged by the Vendor and REC, shall be written in the English language, provided that any printed literature furnished by the Vendor may be written in another language so long as the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.
- h) The Vendor shall be entirely responsible for all taxes, duties, octroi, license fees, etc., incurred for performance of the services. If there is any reduction in taxes/duties etc. due to any reason whatever, after Notification of Award, the same shall be passed on to REC.
- i) The selected Vendor shall perform the services and carry out its obligations under the Contract with due diligence and efficiency, in accordance with generally accepted techniques and practices used in the industry and with professional engineering and training/consulting standards recognized by national/international professional bodies and shall observe sound management, technical and engineering practices. It shall employ appropriate advanced technology and safe and effective equipment, machinery, material and methods. The Vendor shall always act, in respect of any matter relating to this Contract, as faithful advisors to REC and shall, at all times, support and safeguard REC's legitimate interests in any dealings with Third parties.
- j) REC reserves the right to inspect the performance of the vendor prior to commencement or in between the work progress. The inspection may cover all areas related to the assigned purchase/work order, especially methodology, manpower, infrastructure etc. REC reserves the right to cancel the purchase/work order assigned to the vendor at any time which includes the time after the completion of assigned work without assigning any reason for the same. In case the purchase/work order is canceled then the costs incurred will be at the risk of the vendor and shall be born by the vendor and under no circumstances the vendor shall be eligible for any payment or damages from REC.
- k) The selected vendor shall not, without REC's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, software code, sample of information furnished by or on behalf of REC in connection therewith, to any person other than a person employed by the Vendor in the Performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- l) If the selected vendor is not able to fulfill its obligations under the contract, which includes non completion of the work, the REC reserves the right to accomplish the work through another vendor. Also any costs, damages etc. resulting out of the same shall have to be born by the selected vendor.
- m) Printed terms and conditions of the Bidders will not be considered as forming part of their Bid. In case terms and conditions of the contract applicable to the Invitation of Bid are not acceptable to any Bidder, he should clearly specify deviation in its bid.
- n) The selected vendor automatically agree with REC for honoring all aspects of fair trade practices in executing the purchase/work orders placed by REC
- o) If the name of the product is changed for describing substantially the same in a renamed form then all techno financial benefits agreed with respect to the original product, shall be passed on

to REC and the obligations with REC taken by the Vendor with respect to the product with the old name shall be passed on to the product so renamed.

- p) REC and/or its subsidiaries and/or affiliates and/or sister concerns etc. reserves the right at their discretion to utilize this tender for ordering/ procurement etc.

(On the letter head of the firm submitting the bid document)

Financial Bid Form

To,
The Executive Director (IT),
Rural Electrification Corporation Limited,
Core 4, Scope Complex,
7 - Lodi Road,
New Delhi 110 003

Ref: Bid document No

Dated_____

Sir,

Having examined the bidding documents and having submitted the bid for the same, I/We, the undersigned, hereby submit the financial bid for providing services as per the schedule of requirements and in conformity with the said bidding documents.

I/We hereby offer to provide Services at the prices and rates mentioned in the Commercial Bid.

I/We do hereby undertake that, in the event of acceptance of my / our bid, the rendering of services shall be made as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.

The prices quoted are inclusive of all charges including logistics, taxes, duties, levis etc for providing offered services to REC and/or its clients/ users across India.

I/We enclose herewith the complete Financial Bid as required by you. This includes:

- a. Bid Letter
- b. Price Schedule

I/We agree to abide by our offer for a period of 90 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time and any extended and/or deemed period provided that I/We have not withdrawn in writing my/our bid after the expiry of 83 days.

I/We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to provide services as per these terms and conditions. There are no Financial Deviations from my/our side.

Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor,

OR

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/ by virtue of general power of attorney,

OR

A company and the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections / deletions should invariably be duly attested by the person authorized to sign the bid document.)

I/We do hereby undertake, that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and/or placement of letter of intent and/or awarding the work order, shall constitute a binding contract between us.

Dated this day of _____ 2011

Signature of Bidder
Name

Details of enclosures

Full Address:

Telephone No.

Telegraphic Address:

Fax No.

E-mail:

COMPANY SEAL

"Price Schedule"

(On the letter head of the firm submitting the bid document)

S. No.	Item Description	Unit	Quantity (In Num.) (A)	All inclusive Unit Rate (In INR) (B)	Total in INR (C) = A X B
1	Third Party Verification and reconciliation of IT equipments as per scope of work and other terms and conditions mentioned in the bid document.	Each	01	In Words In Figures	In Words In Figures
	Grand Total				In Words In Figures

Note:

1. All items must be quoted.
2. All prices Should be in Indian Rupees only
3. Prices should be inclusive of all taxes, duties, levis etc.
4. Prices should be inclusive of all services and logistics
5. Quoted Prices should be by considering the Scope of Work/Responsibility of the bidder and other Terms & Conditions mentioned in the bid document.
6. Lowest quote (LQ1) bidder will be decided on the basis of the **Grand Total i.e. Column (C) of the above price schedule table**
7. **Any cutting, erasures etc should be duly attested with bidder's signature and company seal otherwise the bid will be rejected outright.**
8. Prices should be mentioned in both figures and words.
9. Costs for all other logistics like equipment, software, accessories, commissioning, paper, photocopying, typing/ data entry, pre-requisite software, manuals etc, travelling, boarding, lodging etc. shall be borne by the bidder and are deemed to be included the bidders quote at sl no. 1. REC will only provide seating space, electricity connection, telephone (if required) with local dialing facility.