



आरईसी
REC

असीमित ऊर्जा, अनन्त संभावनाएं
Endless energy. Infinite possibilities.

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

(ADMINISTRATION DIVISION)

No: REC/Admn./4/1/2011-12/

Dated : 7th April, 2011

Tender Document

Bids are invited for Photocopy/Binding works initially for a period of two year i.e. 2011-12 & 2012-13, extendable by another one year on mutual consent. The estimated cost towards this job is about Rs. 6.00 lakhs 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 2011-12 & 2012-13. 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.
2. The bids will be received upto 3.00 PM on 18.4.2011. 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 18.4.2011 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.10,000/- 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-III and Annexure-IV. Bids offered only for Annexure-III or Annexure-IV will not 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-V) 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 Corpn. Ltd,
Core-4,SCOPE Complex,
NEW DELHI-110003
TelephoneNo.24366921

Chief Manager(Admn.)
Rural Electrification Corpn. Ltd,
Core-4, SCOPE Complex,
NEW DELHI – 110003
Telephone No: 43091673

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 of J.K.Copier/Centuary/ Power-Bilt
3	Photocopying	Single side/back to back
4	Binding	Spiral/spico with transparent sheet of 100 micron at the top and rigid sheet of 100 micron at the bottom.

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 three other reputed Companies) Please enclose copy of evidence
7. EMD (to be enclosed with the Technical Bid)
 - a) Amount Rs.10,000/-
 - 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 of 100 micron at the top and rigid Sheet of 100 micron 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 of 100 micron at the top and rigid sheet of 100 micron 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

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 of 100 micron at the top and rigid sheet of 100 micron 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 of 100 micron at the top and rigid sheet of 100 micron 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

M/s Rural Electrification Corporation,
Core-4, Scope Complex, Lodhi Road,
New Delhi-110003

(With due stamp duty if applicable)

OUR LETTER OF GUARANTEE No. :

In consideration of Rural Electrification Corporation Ltd., having its office at _____ (hereinafter referred to as "REC" which expression shall unless repugnant to the content or meaning thereof include all its successors, administrators and executors) and having entered into an agreement dated _____/issued Purchase Order No. _____ dated _____ with/on _____ M/s _____ (hereinafter referred to as "The Supplier" which expression unless repugnant to the content or meaning thereof, shall include all the successors, administrators, and executors).

WHEREAS the Supplier having unequivocally accepted to supply the materials as per terms and conditions given in the Agreement dated _____ /Purchase Order No. _____ dated _____ and REC having agreed that the Supplier shall furnish to REC a Performance Guarantee for the faithful performance of the entire contract, to the extent of 10% (ten percent) (or the percentage as per the individual case) of the value of the Purchase Order i.e. for _____.

We, _____ ("The Bank") which shall include OUR successors, administrators and executors herewith establish an irrevocable Letter of Guarantee No. _____ in your favour for account of _____ (The Supplier) in cover of performance guarantee in accordance with the terms and conditions of the Agreement/Purchase Order.

Hereby, we undertake to pay upto but not exceeding _____ (say _____ only) upon receipt by us of your first written demand companied by your declaration stating that the amount claimed is due by reason of the Supplier having failed to perform the Agreement and despite any contestation on the part of above named supplier.

This Letter of Guarantee will expire on _____ including 30 days of claim period and any claims made hereunder must be received by us on or before expiry date after which date this Letter of Guarantee will become of no effect whatsoever whether returned to us or not.

Authorized Signature
Chief Manager/Manager
Seal of Bank