

**NATIONAL SMALL INDUSTRIES CORPORATION LTD.  
"NSIC BHAWAN"  
Okhla Industrial Estate  
New Delhi -110 020**

**Tender Document**

**For**

**"Providing Photocopy Machines for photocopy  
work and other related services."**

**in**

**NSIC HEAD OFFICE  
at**

**OKHLA INDUSTRIAL ESTATE, NEW DELHI-110 020**

**Starting Date of Sale/Downloading  
of Tender document : 22.02.2013 (Office hours)**  
**Last date of receipt of tender : 07.03.2013 (Latest by 3.00 P.M.)**  
**Date of opening of Price Bid : 07.03.2013 ( at 4.00 P.M.)**  
**(In DGM-Admn.'s Room)**

**(D.K.Bhatia)  
Dy. General Mgr (Admn)**

**NSIC**

ISO 9001:2008

**The National Small Industries Corporation Ltd.**

"NSIC Bhawan", Okhla industrial Estate,  
New Delhi – 110 020

No: SIC/ADMN/7(48)/2013

Dated:22.02.2013

M/s.-----  
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**Sub:- Tender for "Providing Photocopy Machines for photocopy work and other related services."at NSIC Head Office at Okhla Industrial Estate, New Delhi-110020.**

Sealed Quotations are invited from from Delhi and NCR based contractors / agencies for the above mentioned work. The details are as below:-

1. Offer documents can be obtained from our office at the address given below from **22.02.2013 to 07.03.2013** on all working days from 1000hrs to 1700hrs by making a payment of Rs.500/- (non-refundable) in cash / DD in favour of "**National Small Industries Corporation Ltd.**", payable at **New Delhi** .
2. The Quotation in the prescribed format at **Annexure-I** should reach this office **latest by 1500 hrs on 07.03.2013** in sealed envelope at the address as below:-  
**Deputy General Manager (Admn)**  
**NSIC Bhawan,**  
**Okhla Industrial Estate,**  
**New Delhi-110 020**
3. The sealed envelop containing quotations in the enclosed format must be super scribed with "**Quotation for providing Photocopy Machines for photocopy work and other related services**".
4. The offer form may be down loaded from website [www.nsic.co.in](http://www.nsic.co.in), however in such a case, Rs.500/- per tender has to be deposited in cash or DD drawn on National Small Industries Corporation Limited, New Delhi to become eligible to submit the same.

NSIC reserves the right to accept or reject any offer, without assigning any reasons thereof, and to amend the terms and conditions before award of the contract.

Thanking you,

**DY. GENERAL MGR (ADMN)**  
**ISSUING AUTHORITY**

**THE NATIONAL SMALL INDUSTRIES CORPORATION Ltd.,**  
( A GOVERNMENT OF INDIA ENTERPRISE )  
**NSIC BHAWAN, OKHLA INDUSTRIAL ESTATE**  
**NEW DELHI –110020.**

No: SIC/ADMN/ 7(48)/2013

Dated: 22.02.2013

**TERMS & CONDITIONS OF THE OFFER**

**1.0 Definitions:-**

- 1.1 “Corporation” shall mean the National Small Industries Corporation Ltd. (A Govt. of India Enterprise ) Okhla Industrial Estate, New Delhi . 110020, and shall include their legal representatives, successors and permitted assignees.
- 1.2 “Contract” means and includes the documents forming the tender and acceptance thereof together with the documents referred to therein including the conditions.
- 1.3 “Competent Authority” means Chairman cum Managing Director of Corporation and his successors.
- 1.4 “Officer In Charge “ shall mean the officer of the Corporation, not below the level of Deputy Manager, designated by “Competent Authority.” as the case may be, who shall supervise and be in-charge of such works.

- 2.0 Period :** . Period of the contract will be two years from the date of the award of the contract i.e. from 01.04.2013 to 31.03.2015 which will be extendable to another period of two years on the basis of mutual agreement and subject to the work found satisfactory.

**3.0 OTHER TERMS & CONDITIONS:**

- 3.1 The contractor will provide the following **photocopy and other allied services** against proper indent as per the rates quoted in Price Bid given in **Annexure-I:-**
- a. Photocopying : A4 size paper
  - b. Photocopying : A3 size paper
  - c. Back to back page photocopying : A4 size paper
  - e. Back to back page photocopying : A3 size paper
  - d. Spiral binding per copy 1 to 100 pages.
- 3.2 The Contractor shall provide two numbers digital Photocopier Machine. One each to be installed at first floor & Second floor. The machine should not be more than one year old.
- 3.3 Corporation shall provide the space for installation of the machines with required light / power points and shall not charge any rental towards the space provide the light / power consumption.
- 3.4 The Corporation shall provide adequate storage facility for stock of consumables such as paper, toners etc.
- 3.5 The Contractor will provide one operator each to operate & maintain the machine who should not be of less than 18 years in age. In case of absence of the operator due to any reason the contractor shall provide replacement for the same immediately as the work should not suffer.
- 3.6 The operators deputed should be soft-spoken, neatly dressed, well behaved and also have knowledge of Hindi/English.
- 3.7 Persons engaged as operator by the contractor shall be the employees of the contractor for all purposes and shall have no claim / right on Corporation whatsoever.

- 3.8 All statutory payments for the operators of photocopy machines including salary, EPF, ESI etc shall be the sole responsibility of the Contractor.
- 3.9 The contractor shall ensure that the operator is available after office hours and on Saturday/Sunday/holidays whenever required in emergency.
- 3.10 In case of any accident due to any reason with the operator of the machine during discharge of his duties, the responsibility towards the same shall be of the contractor only. Corporation shall not responsible for such accident in any manner.
- 3.11 The Contractor shall be responsible for all the consumable required such as photocopying papers, toners etc.
- 3.12 The Contractor should have the sufficient stock of papers and consumables with the operator.
- 3.13 The contractor shall ensure that photocopies of official documents are carried out in accordance with proper Indent for Photocopying of Official Documents.
- 3.14 The contractor shall ensure that the indents are duly signed by the controlling officers of the sections/divisions intimated to him time to time.
- 3.15 All records for photocopying the official documents i.e indent etc will be maintained by the Contractor and submitted along with the bill as documentary evidence.
- 3.16 In case of breakdown of the photocopying machine. The Contractor will be responsible to provide alternative machine immediately failing which NSIC will be within its right to make alternative arrangement of the risk and cost of contractor & the same will be adjusted in the next bill.
- 3.17 The contractor shall be solely responsible for the maintenance of their machine and the Corporation will not be responsible in any manner whatsoever for any loss claimed on this accounts.
- 3.18 Either party to the contract may terminate the same by giving a 30 days written notice to the other party.

#### **4.0 PENALTY:**

- 4.1 The machines should be operational continuously. In case if any machine becomes defective, the contractor will ensure that the same is repaired within two working days or an alternative arrangement is made within two working days of its being defective. If the contractor fails to comply the above, he will have to pay a penalty of Rs.200/- per machine per day which may not exceed Rs.10,000/-. In such case the contract may be terminated subject to a written notice of 30 days from the date of issue of the letter.
- 4.2 The contractor will ensure the availability of operators continuously. In case if the operator becomes absent, the contractor will provide alternative arrangement within two working days failing which contractor will have to pay a penalty of Rs.200/- per operator per day which may not exceed Rs.10,000/-. In such case the contract may be terminated subject to a written notice of 30 days from the date of issue of the letter.

#### **5.0 TERMS OF PAYMENT:**

- 5.1 The Contractor shall submit the bills in the prescribed format along with copies of indents on the 7<sup>th</sup> day of the following months for payment.
- 5.2 All prevailing / applicable taxes like TDS etc. will be deducted from the due payments.
- 5.3 Penalties under clause 4.1 and 4.2 will be deducted from the bills of the contractor.

#### **6.0 ARBITRATION:-**

- 6.1 Except where otherwise provided for in the contract, all questions and disputes relating to the meaning of the words, terms, specifications, operations,

and instructions, mentioned in this contract and as to the quality of workmanship or performance of the contractor any other question, claim, right, matter, or thing whatsoever in any way arising out of or relating to the contract, specifications, operating instructions, orders or these conditions; or otherwise concerning the performance of the contract, the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof, shall be referred to the sole arbitration of Director (Planning & Marketing) of the corporation or any other officer appointed as the sole arbitrator by Director (Planning & Marketing).

- 6.2 The Arbitrator shall have power to call for such evidence by way of affidavits or otherwise as he thinks proper and it shall be the duty of the parties hereto to do or cause to be done, all such things as may be necessary to enable the Arbitrator to make the award without any delay. The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion. The Award of the Arbitrator shall be final, conclusive and binding on all parties to the contract.
- 6.3 The law under the Arbitration and Conciliation Act, 1996 shall be applicable to such proceedings.

**DY. GENERAL MANAGER (ADMN)**  
ISSUING AUTHORITY

**Signature of the contractor**

**ANNEXURE-I****PRICE BID**

<b>Sl. Nos.</b>	<b>Description of work</b>	<b>Rates per page (Rs.)</b>
1	A-4 size paper one-side copy	
2	A-4 size paper back to back copy	
3	A-3 size paper one-side copy	
4	A-3 size paper back to back copy	
5	Spiral binding per copy (1-100 pages)	

Authorized Signatory  
(with seal & designation)