

REF No: SIC/ADMN.II/5(94)/2007

Dated: 15.10.2010

Subject : Quotation for Installation of Photocopier machines on rental basis.

Dear Sir,

NSIC is inviting sealed offers for installation of photocopier machines for out source the copying jobs (A-4 Size, Legal/A-3 Size papers) & spiral binding jobs at National Small Industries Corporation Limited, NSIC Bhawan, Okhla Industrial Estate, Phase – III, New Delhi on the following terms & conditions

TERMS & CONDITIONS.

1. The contract will be for a period of 1(One) year initially, which may be extended for a further period of 1(One) year on mutually agreed terms & subject to satisfactory services.
2. The Contractor shall provide two numbers new digital photocopier machine. One each to be installed at first floor & second floor. The machine should not be more than one year old.
3. The Contractor will provide one operator each to operate & maintained the machines. The Contractor shall be responsible for all the consumables required such as photocopying papers, toners etc.
4. The Contractor should have the sufficient stock of papers and consumables with the operator.
5. The operator deputed should be soft-spoken, neatly dressed and well behaved. He should also have knowledge of Hindi/English
6. Any person(s) engaged for rendering the services shall be the employee of The Contractor for all purposes and shall have no claim/right on NSIC whatsoever.
7. The Contractor shall ensure that photocopy of official documents shall be carried out within half hour or immediately
8. The Contractor shall ensure that the operator is available after office hours and on Saturday/Sunday/holiday whenever required in emergency.
9. The Contractor shall ensure that only photocopies of official documents are carried out in accordance with the **INDENT FOR PHOTOCOPYING OF OFFICIAL DOCUMENTS** as per Annexure A to this agreement.
10. The Contractor shall ensure that the indents are duly signed by the controlling officers of the sections/divisions intimated to him time to time..
11. All records for photocopying the official documents will be maintained by The Contractor, and submitted alongwith the bill as documentary evidence.
12. 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 at the risk and cost of contractor & the same will be adjusted in the next bill.

Contd..

13. The Contractor shall be sole responsible for the maintenance of their machines and the Corporation will not be responsible in any manner whatsoever for any loss claimed on this account.
14. Work of spiral binding and plastic file covers or simple file covers binding may also be undertaken from them at reasonable rates.
15. The Contractor shall submit the bills on the 7th day of the following months for payment.
16. All prevailing/applicable taxes like TDS etc. will be deducted from the due payments.
17. The Corporation will provide the space for installation of the machines with required light/power points and shall not charge any rental towards the space provided and light/power consumption.
18. The Corporation shall provide adequate storage facility for stocks of consumables such as papers, toners etc.
19. NSIC reserves the right to terminate the assignment at any time without assigning any reason by giving one month's notice in writing.
20. All payment including that of salary for the operator who performed duty with NSIC shall be the sole responsibility of the Contractor.
21. In case of dispute, if any, in the contract, the decision of the Competent Authority of the Corporation shall be final and binding.
22. Sealed Offer should be reach to this office on or before 1st November 2010 by 5.30 PM.
23. The Corporation reserves its right to reject any or all offers without assigning any reasons

(M.P. Singh)
Chief Manager(Administration)