

**CENTRAL ELECTRICITY REGULATORY COMMISSION**

Ground Floor, Chanderlok Building  
36, Janpath, New Delhi – 110 001

1/6(4)/2017/Gen Adm/CERC

Dated, the 03 Apr 2017

Sub: **Notice inviting tender for rental of Canon make photocopier machines**

Central Electricity Regulatory Commission, a statutory body set up under an Act of Parliament, invites sealed quotations for hiring of one Canon make photocopier machines IR-3245 on rental basis in the office premises of CERC.

2. The details of machine required is as under:-

Specification of machine	Quantity
Canon black and white photocopier machines IR-3245, speed 45ppm, A4/A3 size paper, print/copy/scan/duplex/DADF and two tray	01

**Description of Work**

3. The agency shall be responsible for all preventive maintenance of the photocopier machines and fault rectifications.

4. The agency shall be responsible for the maintenance towards routine servicing and labour for attending any number of breakdown calls during the contract period and fault rectification on-site as well as off-site.

5. On receipt of a break down intimation, a qualified staff would be deputed immediately on the same day and fault would be rectified immediately on priority basis and within 24 hrs so as to ensure that machines are functioning satisfactorily.

6. The rectification works of photocopier machines will have to be carried out at the location of the equipment except in exceptional circumstances where the equipment or any component may be required to be taken out for repairs in workshop. In such case, the standby arrangement shall have to be made by the agency and in no way the working of system shall be held up for want of any standby arrangements.

7. The bidder must be an authorized distributor/ dealer/ reseller/ partner of the OEM.

8. **TOOLS and EQUIPMENTS** - The agency shall arrange at its own expenses all necessary tools, equipments and required parts required for proper execution of the work.

9. **TENURE OF CONTRACT:** The tenure of the contract shall ordinarily be one year. However, the competent authority in CERC, may at the discretion, allow extension of the tenure of contract, up to two spells of one year each subject to satisfactory services of the firm.

10. The competent authority reserves the right to terminate the contract at any time before completion of the tenure in case the services of the firm are found unsatisfactory.

11. **Mode of payment:-** The payment shall be released through RTGS on monthly basis on receipt of bill along with present reading of the machines.

12. **Penalty Clauses:** In case of failure of the vendor to repair the machine within 48 hrs, a recovery at the rate of Rs. 300/- per day for the down time days would be made from the bills of the vendor . In case the machine is down consecutive for a period more than 07 days in a month, a recovery at the rate of Rs. 500/- per day for the down time days would be made.

13. **SATISFACTORY SERVICES** - The decisions of Assistant Secretary (P&A), CERC or any other officer authorized by the Secretary, CERC, shall be final and binding on the firm / agency for the purpose of determining satisfactory services.

14. **PROHIBITION OF SUB CONTRACT** - The firm / agency shall not appoint any sub-contract for this work under any circumstances.

15. **DEDUCTION OF INCOME TAX AT SOURCE** - Since it is a "Works Job Order", Income Tax shall be deducted as source from all the accepted payment to be made, in accordance with the provision of Income Tax Act, 1961 as amended from time to time.

16. **RESOLUTION OF DISPUTE** - In case of dispute the decisions of Secretary, CERC shall be final.

17. Quotations strictly as per the above specification may kindly be sent to the undersigned in sealed cover on or before Friday, the 28 Apr 2017 up to 3.00 P.M..

18. The Secretary, CERC reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

(P. Ramamoorthy)  
Assistant Secretary (P&A)  
Tel: 2375 3921

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1. Name of the Firm \_\_\_\_\_
2. Address \_\_\_\_\_  
\_\_\_\_\_
3. Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_
4. PAN No. \_\_\_\_\_
5. Service Tax Registration No. \_\_\_\_\_
6. List of Clients (*Additional sheet may be used if the space provided below is insufficient*):

Sl. No	Name of the Client	Duration of service			Remarks (if any)
		From	To	Total	

7. Rate quoted by the agency:-

Sl. No	Description	Rate Quote
(i)	Monthly rental with 10000 free copies	
(ii)	Rate for additional pages (per page)	

8 The rate quoted by the bidders should be inclusive of all spare parts, drum, toner, visiting charges and other consumables and without paper.

9. Taxes applicable shall be payable by CERC.

Dated: \_\_\_\_\_

**(Signature of the authorized signatory)**

Full Name \_\_\_\_\_

Mob. No. \_\_\_\_\_

Company Seal \_\_\_\_\_

**List of Enclosures:**

- i) Attested copy of PAN No.
- ii) Attested copy of Service Tax Registration No.
- iii) Experience certificate from client organizations.