

CENTRAL ELECTRICITY REGULATORY COMMISSION

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

No. ADMIN-1/6(4)/2017/Gen-CERC

Dated, the 04th Sep, 2019

Sub: **Notice Inviting Tender for Hiring of 03 Nos. (One Colour and Two Black & White) Canon Make Multifunctional Photocopier Machines in the Office Premises of CERC**

Central Electricity Regulatory Commission, a statutory body set up under an Act of Parliament, invites sealed quotations for hiring of 03 (Three) Nos. (one colour & two black & white) canon make multifunctional photocopier machines on rental basis in the office premises of CERC.

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

Specification	Quantity
Heavy Duty 03 Nos. (one colour & Two black and white Canon make multifunctional photocopier machine with facility of copy, print, scan, duplex, networking, DADF with minimum 02 trays for A4/A3 size paper & having speed of at least 45ppm. Detailed specifications are enclosed as per Appendix 'A' . Data Sheet of the machines proposed by the bidder should be enclosed along with the bids.	03

Description of Work

3. The photocopier machines to be supplied shall be **brand new** and it will be the responsibility of the bidder to install these machines in the office premises of CERC as per the direction of Assistant Secretary (P&A), CERC.

4. The bidder shall be responsible for all preventive maintenance of these photocopier machines and fault rectifications. The bidder shall be responsible for providing all spare parts, drum, toner, visiting charges and other consumables etc. Photocopy paper will be provided by CERC.

5. The bidder shall provide standby toner/cartridge for each photocopier machine. When the standby toner/cartridge is used, a new toner/cartridge shall be provided by the bidder within 02 days.

6. 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.

7. On receipt of a break down complaint, 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.

8. 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.

9. The bidder must be an authorized distributor/ dealer/ reseller/ partner of the OEM. Supporting documents in this respect shall be submitted by the bidder alongwith the bids.

10. The bidder shall quote rate for monthly rental with 10,000 free copies along with rates of additional pages (per page) for each black & white photocopier machines and monthly rental with 2,000 free copies along with rate of additional pages (per page) for each coloured photocopier machine.

11. **TOOLS and EQUIPMENTS:** The agency shall arrange at its own expenses all necessary tools, equipments and parts required for proper functioning of the machines.

12. **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.

13. 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 or otherwise.

14. If at any time during the currency of the contract, either party wants to end the contract, a prior intimation of atleast 03 months shall be given to the other party.

15. **Payment Terms:** The payment shall be released on monthly basis on receipt of bill along with call log report/counter report/system manager data list, as per actual reading of the machines at the contracted rates. No advance payment shall be made.

16. **Mode of payment:-** The payment shall be released through NEFT/RTGS on monthly basis on receipt of bill along with call reports/current report/meter reading of the machines.

17. **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.

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

- 19. If additional requirement arises for similar machines during the currency of the contract, then the bidder shall provide such additional machines at the same rates and terms and conditions for the contract period.
- 20. **PROHIBITION OF SUB CONTRACT** - The firm / agency shall not appoint any sub-contract for this work under any circumstances.
- 21. **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.
- 22. **RESOLUTION OF DISPUTE** - In case of dispute the decisions of Secretary, CERC shall be final.
- 23. Quotations strictly as per the above specification may kindly be sent to the undersigned in sealed cover on or before Friday, the 27th Sep 2019 up to 3.00 P.M.
- 24. The Secretary, CERC reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

S/d
(Sachin Kumar)
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. GST Registration No. _____

7. 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	

8. Rate quoted by the agency:-

Sl. No	Description	Rate	No. of Machine required	Total
(i)	Monthly rental charges with 10,000 free copies for each black & white photocopier machine		02	
(ii)	Rate for additional pages (per page) for each black & white photocopier machine		N/A	N/A
(iii)	Monthly rental charges with 2,000 free copies for each coloured photocopier machine		01	
(iv)	Rate for color pages (per page) for coloured photocopier machine		N/A	N/A
(v)	Rate for black & white pages (per page) for coloured photocopier machine		N/A	N/A

9. The rate quoted by the bidders should be inclusive of all spare parts, drum, toner, visiting charges and other consumables and without paper.
10. Taxes, as 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.
- iv) OEM authorization certificate.

Appendix –A

DESCRIPTION & SPECIFICATION FOR BLACK & WHITE PHOTOCOPIER MACHINE	
Parameters	Multifunction machine 45 PPM with Duplex and DADF
1.Type of Machine	Multifunction Machine
2.Print Technology	Laser
3.Cartridge Technology	With Separate Drum & Toner (Mono Component)
Developer Unit	No
4.Type of Printing	Mono
5.Platen/Flatbed Size	A3
6.Paper Size (Original/Image)	A3/A3
7.RAM size (MB) hint: Must Indicate	3072
8.Hard Disk Capacity(GB) hint: Must Indicate	250
9.Minimum Speed per Minute in A4 Size-Mono (PPM), hint: Must Indicate	45
11.Minimum Speed per Minute in A3 Size-Mono(PPM), hint: Must Indicate if applicable or may write NA	22
13.Scanning Feature Availability	Yes
14.Duplexing Feature Availability	Yes
15.Networking Feature Availability	Yes
16.If yes, Network Interface	Ethernet 10/100/1000
19.Original Feed Type	DADF/RADF
20.Feeder Capacity (Number), hint: Must Indicate	100
21.Wi-Fi Capability	Yes
22.If yes, Wi-Fi Type	Wi fi 802.11 b/g/n & Wi Fi Direct
23.Number of Main Tray(Number), hint: Must Indicate	2
Each Paper Tray Capacity	550+550
24.Total Main Tray Capacity, hint: Must Indicate	1100
25.Bypass Facility	Yes
26.Bypass Tray Capacity, hint: Must Indicate No of pages	100
Black Toner; Yield	42100
Black Drum; Yield	3,18,000
29.Duty Cycle/Month (Number of Prints) hint: Must Indicate	170000
30.BIS Registration under CRS of Meity	Yes
Processor/Bits/MHz	Dual custom processor/1.70 GHz and above
TEC Value	2.3KWh
Scan Speed	"51 ipm color, 70 ipm black or 80 ipm color, 80 ipm black"
Unenhanced Resolution	1200 x 1200 dpi
USB Interface	"Std 2.0, std 2.0 (host), std 3.0 (host)"

Description & Specification for Colour Photocopier Machine :

Parameters	Multifunction Machine 30 PPM with DADF
1.Type of Machine	Multifunction Machine
2.Print Technology	Laser
3.Cartridge Technology	With Separate Drum & Toner (Dual Component)

Developer Unit	Yes
4.Type of Printing	Colour
5.Platen/Flatbed Size	A3
6.Paper Size (Original/Image)	A3/A3
7.RAM size (MB), hint: Must Indicate	3072
8.Hard Disk Capacity (GB), hint: Must Indicate	250
9.Minimum Speed per Minute in A4 Size-Mono(PPM)	30
10.Minimum Speed per Minute in A4 Size-Colour (PPM)	30
11.Minimum Speed per Minute in A3 Size-Mono (PPM)	15
12.Minimum Speed per Minute in A3 Size-Colour (PPM)	15
13.Scanning Feature Availability	Yes
14.Duplexing Feature Availability	Yes
15.Networking Feature Availability	Yes
16.If yes, Network Interface	Ethernet 10/100/1000
19.Original Feed Type	DADF
20.Feeder Capacity (Number), hint: Must Indicate	100 Sheets (80 gsm)
21.Wi-Fi Capability	Yes
22.If yes, Wi-Fi Type	Wi fi 802.11 b/g/n & Wi Fi Direct
23.Number of Main Tray(Number), hint: Must Indicate	2
Each Paper Tray Capacity	550+550
24.Total Main Tray Capacity, hint: Must Indicate	1100
25.Bypass Facility	Yes
26.Bypass Tray Capacity, hint: Must Indicate No of pages	100
Black Toner Yield@5% coverage	36000
Cyan Toner Yield @ 5% coverage	18000
Magenta Toner Yield @ 5% coverage	18000
Yellow Toner Yield @ 5% coverage	18000
Black Drum Yield@5% coverage	69,000
Cyan Drum Yield @ 5% coverage	54,000
Magenta Drum Yield @ 5% coverage	54,000
Yellow Drum Yield @ 5% coverage	54,000
29.Duty Cycle/Month (Number of Prints)	110K
30.BIS Registration under CRS of Meity	Yes
Access Management System	Standard
Processor MHz	Dual custom processor 1.70 GHz and Above
Scan Technology	Proprietary image sensor
TEC Value	1.2KWh
USB Interface	"Std 2.0, std 2.0 (host), std 3.0 (host)"