

**RAILWAY CLAIMS TRIBUNAL DELHI**

(Principal Bench)  
13/15, Mall Road, Delhi-1100054

No. RCT/DLI/Photocopier Machine(P)/2014

Dated: 09.07.2021

**NOTIFICATION FOR INVITING QUOTATION**

Sub: Quotation for hiring of one Heavy Duty digital Photocopier Machine (multi-purpose) for RCT/Delhi for a period of one (1) year

Sealed quotation for hiring of one Heavy duty Digital photo-copier machine (Multi-purpose) for RCT/Delhi for a period of one year is hereby invited. The Heavy duty digital photo-copier machine (Multi Purpose) should have the following features:

- a. Computer/Laptop Connectivity
- b. Automatic document feeder
- c. Memory of 64 kb or higher
- d. Resolution of 600x600 dpi
- e. Laser printout
- f. Network printing
- g. Copy speed -A4 size 40cpm
- h. Zoom 50%-200%
- i. Colour scanning

The Firm is requested to quote the rates on per page basis only. The Firm is also required to give 1% credit as "wastage charges" on total copies taken during the month. The firm will have full responsibility for the maintenance of the above machine during the currency of the contract. The firm will make a fortnightly inspection of the machine so that it renders regular, uninterrupted service. The firm will also make additional visits on the request of the client to keep the machine in working order to the satisfaction of users or replace the machine with the consent of Registrar/RCT/DLI.

In addition to the above, other terms and condition are as follows:-

1. The contract will be valid for 1 year from the date of signing of the agreement for approx 7,000 copies per month.
2. The charges will include maintenance, replacement of defective spare parts and all consumables items except paper, power, operator and space which will be provided by the RCT.
3. The payment will be made by NEFT on a monthly basis upon satisfactory services availed by the user, on submission of the bill in triplicate by the contractor.
4. The representative of the firm must attend to the complaints for any deficiency on the same/following day during office hours otherwise the firm will provide a standby photocopy machine. Failing which, a penalty @ Rs. 200/- per day will be imposed on the contractor.

5. The photocopy machine should not be over one year old. It should have been purchased not before 05.07.2020.
6. Interested parties submitting quotations will give item wise details of services (specifications of photocopier) offered during the period.
7. The agreement will be initially valid for a period of one year from the date of the signing of the agreement. It is extendable upto 5 years based on the satisfactory performance by the contractor on the same terms and conditions with mutual agreement between the parties.
8. RCT will review the performance on a monthly basis and if the RCT feels that the services of the firm are not satisfactory then the contract may be terminated by giving one month prior notice to the contractor.
9. The contractor may terminate the agreement at any time by giving two months prior notice to RCT.
10. In case of any dispute between the RCT and the contractor, the matter will be referred to the Sole arbitrator to be appointed by Honorable Chairman, RCT/Delhi.

Firms interested in providing Photocopier machine on hiring basis with the above terms and conditions, can submit their offer, in a sealed envelope with the subject mentioned at the top in capital and bold, addressed to the Additional Registrar, Railway Claim Tribunal, 13/15, Mall Road, Delhi-54, personally or by speed post on or before 16.07.2021 up to 17:00 Hours.

  
Assistant Registrar