

Railway Claims Tribunal  
Kendriye Sadan, 4/6<sup>th</sup> Floor, Sector-9A,  
Chandigarh

No RCT/CDG/Photocopy/2022/ 2089


Dated 23/8/2022

Quotation Notice

Sub. - Quotation for hiring one Photocopy machine in Railway Claims Tribunal/  
Chandigarh.

Sealed quotations are invited for hiring of Digital Photocopier Machine size A-3 duplex for 5000 copies per month on rental basis for 3 months or till finalization of regular contract through GeM Portal, whichever is earlier, as detailed below -

1. The quotations in a sealed cover envelope addressed to the Additional Registrar, Railway Claims Tribunal, Kendriye Sadan, 4/6<sup>th</sup> Floor, Sector-9A/Chandigarh should reach this office on or before 30/8/2022 upto 15.00 hrs. and the quotations so received will be opened on same day at 15.05 hrs. In case the date of opening of quotations happens to be a holiday, the quotations will be opened on the next working day at the same time. The owner/representatives of Bidders are requested to attend this office at the time of opening of quotations.
2. The GST registered firms should submit quotations mentioning their GST Number.
3. The estimated total cost of the work is Rs.7611/-only for 3 months.
4. The firm will provide all other services, spares and consumable like drum, developer, toner and regular preventive/corrective maintenance visit by service engineer of firm as and when called during office hours.
5. The Machine shall be installed in Railway Claims Tribunal/Sector-9A/Chandigarh
6. Bidders are advised to submit EMD i.e. Rs.153/- only alongwith the quotation in favour of SR.DFM/NR/Ambala Cantt. through Demand Draft, which will be returned after finalization of quotation.
7. The contract can be terminated at a short notice without any prejudice by competent authority of RCT/CDG.
8. Other terms & conditions are attached as Annexure A-I.
9. The rates should be quoted in figures and words as per proforma enclosed as Annexure A-II.
10. The photocopier machine to be supplied by Bidder should be in good working condition and should not be old than one year and bill of the same may be checked before its installation in RCT/CDG office.

  
Additional Registrar

DA:- As above

Copy to:-

1. AFA/RCT/CDG:- please arrange to depute SSO of your office to open the quotations on the date/time mentioned above.

2. Notice Board/RCT/CDG

3. Uploading on Website of RCT/DLI to give wide publicity.

## Terms and Conditions

1	The competent parties who have enough experience and can execute the above said work properly and smoothly should submit quotation.
2	The contract will remain in force for 3 months w.e.f. date of commencement. The firm shall keep the machine in good working condition during the contract period. The firm will provide its services within 24 hours of complaint in written or telephonically and will arrange to put in 72 hours. Failing which penalty of Rs.100/- per day will be levied and deducted from running bills of the firm. The Saturday, Sunday and National holidays when the office remain closed are not covered by the said period mentioned.
3	No material other than papers, free electricity, space for installation of machine shall be provided by the Railway Claims Tribunal/Chandigarh. The copies will be done by the staff of RCT/CDG office.
4	Billing will be done on basis of meter reading for payment. All payments shall be made through (ECS) Electronic clearing system/Electronic fund transfer. The successful awardee should submit ECS/EFT mandate transfer from duly verified by concerned bank alongwith duly certified copy of PAN card of the firm. The payment to the firm shall be made on monthly basis bill.
5	Contract may be terminated at any time by Railway Claims Tribunal/Chandigarh without specifying any particular reason.
6	The firm shall ensure that the contract shall be executed as per terms and conditions. The photostate machine will be delivered/returned to the firm after the expiry of contract period.
7	Railway Claims Tribunal/Chandigarh shall not be responsible for safety/security of any item related to photostate machine.
8	Photocopy prints must be neat and clean, otherwise no payment shall be made.

  
Additional Registrar

Proforma for hiring of one Photocopier machine in Railway Claims Tribunal/Chandigarh on monthly rental basis for 3 months

Description of photocopier to be supplied by Bidder	Rate for 5000 copies per month including GST	EMD details
	In figures _____  In words _____  _____	

Note:- Above proforma may be clearly typed on letter head of firm participating in quotation.

Seal/Signature of Bidder \_\_\_\_\_