

No.8-2/2009-GA
Telecom Regulatory Authority of India
(GA Section)

Date 31 .03.2011

NOTICE INVITING TENDER

TRAI intends to hire one black & white heavy duty photocopier for a period of one year for its office at MahanagarDoorsancharBhawan, J L Nehru Marg, New Delhi – 110002. The actual number of photocopy machines required may vary depending on the requirement at a particular point of time.

2. The interested firms may submit bids in the "schedule of rates" (Annexure-1) in **sealed envelope** Superscribed in Bold Letter as "**Bids for Annual Contract of Photocopiers**" and address it to the Senior Research Officer (GA), TRAI MahanagarDoorsancharBhawan, J L Nehru Marg, New Delhi – 110002.

3. **The bids must reach TRAI office latest by 15 00 hrs on 14th April 2011.**

4. GENERAL INSTRUCTIONS FOR SUBMISSION OF BIDS

i. The TRAI requires One black & white heavy-duty (45 cpm) photocopier (This requirement may be increased) for which the contracted firm will have to bear the cost for maintenance; parts of photocopy machines, toner, etc. The firms would require to quote rates in the schedule of rate (Annexure-1). The estimated work volume may be around 10 to 15 thousand copies per month.

ii. The speed (in CPM), specifications and make & model of the photocopy machine to be provided by the firm must be indicated categorically in the bid.

iii. The contracted firm would require to submit the bills every month. The payment will be released only after getting satisfactory service report for the billing period from the user of the machine.

iv The bids as per the annexure-1 shall be signed by the authorised signatory of the bidding firm.

v. The bidder must furnish list of clients where they have annual contract for providing photocopy machines on hiring basis alongwith documentary evidence;

vi. The bidding firm should not have been blacklisted by any Government / Semi-Govt Department; The bidder should furnish a self Certificate to the effect that any Govt/Semi Department/office has not blacklisted their firm/agency;

vii. The bidding firm must have VAT (TIN No.), Service Tax registration and PAN-Number

viii. The bids/quotations received after due date and time will not be accepted;

ix. Taxes, levies and any other charges should be indicated separately. The TRAI reserves the right to reject any bid/quotation without assigning any reason.

5. TERMS AND CONDITIONS OF THE CONTRACT

- i. The photocopiers would be provided by the firm on rate "per page copy basis. Rate per copy with rent and without rent be clearly specified.
- ii. The cost for supply of toner etc will be borne by the contracted firm;
- iii. In case any of the machines goes out of order, it should be repaired by the contracted firm within 24 hours or be replaced with another machine, failing which a penalty of Rs.200/- per day will be imposed.
- iv. The quotations / bids which are not in conformity with the instructions contained in this notice/letter are liable to be rejected. However, in any case the TRAI reserves the right to reject any bid / quotation without assigning any reason. The decision of the TRAI shall be final and binding on the firm.
- vi. The photocopier machines to be provided by the successful bidder should be of good quality and renowned brand. The firm must ensure that the photocopier is free of defects and in top quality working condition, before installation and also during the entire period they are in use in the TRAI premises. Once installed, no machine shall be replaced / taken out without written permission of the authorised officer of TRAI.
- vii. The contracted firm will be responsible for maintaining the photocopy machines and replacement of its parts etc.
- viii. The AMC shall be awarded for a period of 12 months from the date of commencement of the contract, which may be extended further on mutual consent on the basis of satisfactory performance of the firm. However, the TRAI reserves the right to terminate the AMC by giving one month's notice without assigning any reasons or to entrust the job to any other firm.
- ix. Bidders are requested to ensure to make a specific mention in their bid to the effect that the terms and conditions are acceptable to them in full.

Sd/-
(Yogender Kumar)
Sr Research Officer (GA)
Tele:23211047

Schedule of Rate

<i>Make, Model & specification of the machine</i>	<i>Rate per copy</i>	<i>With rent or without rent (if with rent , the amount of rent per month shall be specified)</i>

- *Taxes should be indicated separately.*

Date:

(Authorised Signatory)

Name.....

Desig.....