



NORTHERN POWER DISTRIBUTION COMPANY OF TS LIMITED
CORPORATE OFFICE, VIDYUTH BHAVAN,
2-5-31/2, Nakkalagutta, Hanamkonda, Warangal – 506 001.

Tender Document

Tender Notice No. 02 / 2014-15

Specification No. 01 / 2014 -15

Name of the work: Xerox printing charges on A4, A3 & Legal size papers by installing 2No.s Xerox machines at Corporate Office Vidyut Bhavan, NPDCL, Warangal for a period of two years from 01-01-2015 to 31-12-2016.

Issued to:

M/s. _____.

_____.

_____.

Cost of the Tender schedule: Rs.1,145-00

Schedule cost details : DD.No....., Dt.....

Bank.....

**Chief General Manager
Operation/NPDCL/Warangal**

(The Specification contains (7) pages including the cover page)



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Tender Notice: 02/2014-15 of CGM (OP)/Warangal.

1) Tender Specification No. 01 / 2014-15.

2) Name of Work : Xerox printing charges on A4, A3 & Legal size papers by installing 2No.s Xerox machines at Corporate Office Vidyut Bhavan, NPDCL, Warangal for a period of two years from 01-01-2015 to 31-12-2016.

3) Estimated Contract Value: Rs 14, 40,000=00

Sl. No.	Place of work	No. of Xerox Machines	Approximate value of work	Bid security to be paid
1	Corporate Office, Vidyut Bhavan, TSNPDCL, Nakkalagutta, Warangal	2	Rs 14,40,000=00	Rs 28,800=00

**Chief General Manager
Operation/ NPDCL/Warangal**

FOR THE OFFICE USE ONLY

- 1) Date of Opening of tender : _____
- 2) Whether received in proper form : _____
- 3) Whether the Bid Security paid : _____
- 4) If paid : DD No. _____ . Date: _____.
Name of the bank and branch _____
_____ . Amount paid Rs. _____
- 5) No. of attested corrections : _____
- 6) No. of unattested corrections : _____
- 7) Opened by / Signature : _____
(Name, Designation & Stamp)

**Chief General Manager
Operation/NPDCL/Warangal**



**NORTHERN POWER DISTRIBUTION COMPANY OF TS LTD.
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Tender Notice No.02/2014-15 of CGM(OP)/Warangal

- 1 Tender Specification No. : **01 / 2014-15**
- 2 Name of the work : Xerox printing charges on A4, A3 & Legal size papers by installing 2No.s Xerox machines at Corporate Office Vidyut Bhavan, NPDCL, Warangal for a period of two years from 01-01-2015 to 31-12-2016
- 3 Name & Address of Agency :
- 4 Approximate value of the work & Bid security to be paid for each vehicle : Rs 14,40,000=00/Rs 28,800=00
- 5 Cost of Tender schedule : Rs. 1145.00 (incl. 14.5% VAT & Non-refundable) drawn in favour of Accounts
Pay Officer/NPDCL/Warangal.
- 6 Period of Contract : 24 Months
(w.e.f. 01-01-2015 to 31-12-2016)
- 7 Sale of Tenders : From: **17-11-2014 onwards**
- 8 Last date of receipt of tenders : Up to **13:00 Hrs. on 17-12-2014**
- 9 Date of Opening of Tenders : From **16:00 Hrs. on 17-12-2014**
- 10 Sealed tenders are invited from the Xerox agencies for the work of Xerox printing charges on A4, A3 & Legal size papers by installing 2No.s Xerox machines at Corporate Office Vidyut Bhavan, NPDCL, Warangal for a period of two years from 01-01-2015 to 31-12-2016.
- 11 The Tender Specification will be available in our websites : www.tsnpdcl.in
- 12 Tender cover without superscription of Tender particulars will be un-opened. i.e., 1) Tender Specification No. 2) Name of the work, 3) Schedule Cost DD details, 4) Bid Security particulars, 5) Accepted NPDCL Terms & Conditions – Yes/No. etc.,

Contractor

**Chief General Manager
Operation/NPDCL/Warangal**

- 13 The sealed cover shall accompany the copies of (Sl. no. i to v), original DDs as per (sl. no vi & vii).
- i. NPDCL Registration/Under taking letter to get registration in NPDCL before Entering into agreement.
 - ii. Proof of Xerox Machines.
 - iii. Experience to carry out Xerox works.
 - iv. Schedule rates quoted by the tenderer.
 - v. Details of Manpower (i.e. Operator).
 - vi. Rs. 1145=00 (Non-refundable) DD drawn in favour of **Pay Officer/NPDCL/Warangal**. Towards cost of Tender Schedule.
 - vii. Bid Security Deposit **Rs 28,800=00**, DD' drawn in favour of **Pay Officer/NPDCL/ Warangal**.
- 14 If any date mentioned in the tender notice happens to be a holiday due to any unforeseen reasons the same will be postponed to the next working day.
- 15 The under signed reserves the right to reject any or all the tenders with out assigning any reasons there of.
- 16 The tenderer's should affix their signatures at the bottom of every page of schedule.
- 17 The schedules with its enclosures must be retained in-tact.
- 18 Rates should quoted in figures and words in the price Schedule.
- 19 Validity of the tender is 60 days.

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TERMS & CONDITIONS

1. Rate quoted is including cost of paper & other consumable if any. The Paper of JK Copier 75 GSM/equal quality should be used.
2. Xerox machines of 2014 Model and later are to be provided and it is the Contractor responsibility to arrange the cabin for the machine with lock and key system.
3. Any repairs due to wear and tear, replacement of parts and repairs charges are to be born by the Contractor only and there is no responsibility of TSNPDCL.
4. Electricity and accommodation for keeping the machine will be provided by the Company free of cost.
5. The company, without prejudice to any other remedy for breach of contract, may terminate this contract in whole or part by giving 30 days advance notice.
6. The payment will be made within 30 days after submission of proper bills to concerned authority (i.e., AO/CPR/TSNPDCL/Warangal) and no interest will be allowed in case of any delay in payment.
7. Taxes will be recovered from the bills as per rules in force. Income tax deductions from bill will be effected as per standing rate of the Income Tax department.
8.
 - A) Contractor has to provide operators for the machines and they must be available from 10.00 AM to 6.00 PM and also available in holidays if necessary except regional festivals.
 - B) The Contractor is responsible for payment of wages, EPF etc. to Xerox machine Operators engaged by him.
 - C) Any hindrance or stoppage of work due to non-availability of Operator, the contractor will be held responsible and liable for levy of penalty at the description of competent authority as per clause 15 of Terms & Conditions.
9. Contractor has to maintain the separate Log Books for Xerox machines to keep the record of Photostat copies, which has to authorized by the Divisional Engineer/O&M/corporate office at the time of agreement, will be sent to AO/CPR/NPDCL every month in the prescribed formats for making the payments of bills.

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10. **PAYMENTS:** 100% payment will be generally arranged for the value of the work done within 30 days from the date of receipts of the bill in complete shape. However, while every effort is made to pay the payment early, it may be delayed due to exigencies beyond the control of the concern officer. It should be noted that the contractor should not stop the work on the plea of delay, if any in the payment and no interest will be paid for delayed payment.
11. **Performance:** Due to non fulfillment of the contractor conditions, if any loss is caused to TSNPDCL works, liquidated damages not exceeding monthly bills and the contract is liable for termination if there is continued default.
12. **PERIOD:** This agreement is valid from **01-01-2015** to **31-12-2016**.
13. The contractor shall be directly responsible for following the statutory regulations in respect of their employees under ESI Scheme, employee's provident fund and various other laws, both (Central & State). The contractor shall indemnify the TSNPDCL from all liabilities according or arresting on their failure to fulfill the said statutory obligations.
14. No enhancement of rate will be given during the contract period.
15. If the contractor fails to provide Xerox works on any days as required, a penalty of Rs. 500/- (Rupees Five Thousand only) per day will be recovered for the inconvenience caused.
16. **Dispute:** Any dispute or differences arising but of or touching this agreement shall be decided by courts situated at the Warangal district, head quarters. No suit or other legal proceedings shall be instituted else where.

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PRICE SCHEDULE

Sl. No.	Paper Size		Rate per each copy in Rs	
			In Figure	In words
1	A4	One side		
		Two side		
2	A3	One side		
		Two side		
3	Legal	One side		
		Two side		

* The rate should be quoted inclusive of all taxes and duties.

Contractor

Date:
Place:

**Chief General Manager
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