

**GOVERNMENT OF INDIA  
CENTRAL WATER COMMISSION  
RIVER DATA COMPILATION-1**

Ground Floor, Wing-5, West Block-2  
R. K. Puram, New Delhi-110605

E-mail: rdcde-cwc@nic.in

Letter No. 3/8/2019-RDC-1/ 618-19

Dated: 07-7-2021

**NOTICE INVITING QUOTATION**

The sealed Quotations for Annual Maintenance Contract of Photocopiers for the period from 1<sup>st</sup> August, 2021 to 31<sup>st</sup> March, 2022 are hereby invited by the undersigned on behalf of the President of India. The quotations should reach the office of Director, RDC-1 Dte, and CWC Wing no. 5, Ground Floor, West Block-II, R.K. Puram New Delhi on or before 16<sup>th</sup> July, 2021 at 15:00 hrs and the same will be opened on the same day at 15:30 hrs in the presence of bidders who wish to be present.

Sl. No.	Make/Model/color/B/W	Number of Photocopiers machines Installed	Rate per pg (in fig)	Rate per pg (in words)
1	Toshiba ES-282 CVK736436	1		
2	Xerox 7125 color 3323132576	1		
3	Toshiba ES-352 CCG859177	1		
4	Xerox 5020 DAD 3330427298	1		
5	Toshiba ES-282 CUK851203	1		
6	Sharp-AR-5620N	1		
7	Toshiba e-studio 2000AC	1		
8	Sharp ARM205 03072390	1		
9	Canon ir-2004	1		
10	Digital Multifunction office Machine (Konica) bizhubc258	1		
11	Sharp-AR-5620N 2303856X	1		
12	Toshiba e-studio 352 CGA 967826	1		
13	Kyocera taskalfa-3252 ci	1		
14	Kyocera Taskalfa 2201 fully loaded	1		
15	Canon ir 2004N	1		
16	Canon ir 2004N	1		
17	Canon ir 2004N	1		
18	Canon ir 2004N	1		

**Terms & conditions:-**

1. The quoted rates shall be valid for a period of 45 days and shall remain fixed for the contract period.
2. There should be no over writing or cutting, if any, the same should be attested by the signatory.
3. The rates should be quoted in Rs. per machine in the above format on the letter head of the company only.
4. The quoted rate shall include routine servicing, replacement of parts as per machine manuals, minor repairs etc. **The quoted rates shall not include the cartridge/toner/drum.**
5. Interested bidders may inspect the machines at the locations in the working days before quoting the rates.
6. The contract shall be upto march 2022 from the date of issue of award letter.
7. The bidders should have valid TIN no. & PAN no. for GST.
8. Tax deduction at source or any other govt. levy shall be recovered from the bill.
9. The payment of the bill shall be made through cheque drawn on SBI, R.K. Puram, Delhi or e-payment on quarterly basis. No payment shall be made towards transportation (if any) of machines/spares.
10. Taxes or any other levy shall be mentioned extra.
11. The contractor shall be responsible for the care of photocopier machines.
12. A penalty of Rs. 50/- per day per machine will be deducted from the bill if the fault is not rectified within two days (excluding holidays).
13. The undersigned reserves the right to accept or reject any or all the quotations.
14. The quantity shown may be increased or decreased at the time of award of contract.
15. The detailed terms and conditions may be collected from the undersigned. The detailed terms and conditions shall be the part of the contract agreement.
16. The successful bidder will have to deposit a performance security deposit amounting to 5% of the contract value in the form of FDR/TD/NSC made in the name of the firm but hypothetically to the Dy. Director, River Data Compilation-I Directorate, CWC, New Delhi covering the period of contract.
17. GST payment will be made only after submitting proof of GST submission.

Yours Faithfully

*Altaf Hussain*  
07.07.2021

(Altaf Hussain)  
Dy Director

**Copy to:**

1. Notice Board, RDC-1, CWC, West Block 1, 2<sup>nd</sup> floor, Wing-4, R.K. Puram, New Delhi.
2. JE (HQ) for uploading on epublish and CWC Website.