



आरईसी पावर डिस्ट्रीब्यूशन कम्पनी लिमिटेड
REC POWER DISTRIBUTION COMPANY LIMITED
(A wholly owned subsidiary of REC Ltd., a 'Navratna CPSE' under Ministry of Power, Govt. of India)
CIN no. of RECPDCL- **U40101DL2007GOI165779**

Corporate Office: 1016-1023, 10th Floor, Devika Tower, Nehru Place, New Delhi-110019
Tel: 011-4412 8755 Fax: 011-4412 8768, Web: www.recpdcl.in, E-mail: recpdcl@rediffmail.com
Regd. Office: Core-4, SCOPE Complex, 7 Lodhi Road, New Delhi-110003, Phone (011) 43091506 Fax: (011) 24365815

Notice Inviting Tender (Tender invited through e-Tendering mode only)

For Providing MFD Digital Photocopier Machines on Rental Basis and Binding Services at RECPDCL Corporate Office

No. RECPDCL/Admn./ Photocopier /e-Tender/2016-17/3561 Dated: 08.02.2017

REC Power Distribution Company Limited
(A wholly owned subsidiary of REC, a 'Navratna CPSE'
Under the Ministry of Power, Govt of India)

Corporate office
1016-1023, Devika Tower, Nehru Place,
New Delhi-110019
Telefax : 011-44128768
Website : www.recpdcl.in

Description of task, Pre-qualifying criteria, e-tender submission format and procedure is available on RECPDCL website (www.recpdcl.in), REC website (www.recindia.com), Central Publication Portal (www.eprocure.gov.in)

Important Dates for E- Tendering mode	
Date of Release of NIT	08.02.2017
Pre-Bid Meeting	15.02.2017 at 11:00 hrs
Last date of submission of Tender	23.02.2017 upto 15:00 hrs
Date of Opening of Technical Bid	23.02.2017 upto 16:00 hrs
Date of Opening of Financial Bid	To be intimated later

-Sd-
(S.C. Garg)
Addl. General Manager (Tech.)

[This document is meant for the exclusive purpose of Agency/Company against this bid and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued]

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SECTION-I

TENDER INFORMATION

Name of the assignment: **Providing MFD Digital Photocopier Machines on Rental Basis & Binding Services at RECPDCL Corporate Office**

Important information

Sl. No.	Event	Information to the agencies
1	Date of Release of Tender	08.02.2017.
2	Pre Bid Meeting	15.02.2017 at 11:00 hours
3	Last Date & Time for online Submission of Tender	23.02.2017 at 15:00 hours
4	Date of Opening of Technical Bid	23.02.2017 at 16:00 hours
5	Date of Opening of Financial bid	To be intimated later
6	Pre- Bid Meeting Address	REC Power Distribution Company Limited, 4 th Floor, KRIBHCO Bhawan, Sector -1, Gautam Budh Nagar, Noida-201301.
7	Tender Document	The details can be downloaded free of cost from the websites www.recpdcl.in (or) portal.recpdcl.in (or) www.recindia.com (or) www.eprocure.gov.in (or) www.tenderwizard.com/REC
8	EMD #	Rs. 10000/-
9	Address for Bid submission	Shri. Subhash Chandra Garg, Addl. General Manager (Technical) REC Power Distribution Company Limited., 1016-1023, 10 th Floor, Devika Tower, Nehru Place, New Delhi- 110019, India Telefax : 011-4128768,44128760/67 Email- co.delhi@recpdcl.in
10	Contact Person	Shri. Sunil Bisht , Dy. Manager (Technical) REC Power Distribution Company Limited (RECPDCL) Phone:011-44128760; Fax:011-44128768 Email- admin.delhi@recpdcl.in

- **# The EMD (Earliest Money Deposit)** is to be submitted by all the participating bidders in the form of demand draft of an amount of Rs 10000/- (Ten Thousand only.) of any schedule Indian bank in favour of REC Power Distribution Company Limited, Payable at New Delhi .The EMD of unsuccessful bidder will be returned within 90 days from the contract and EMD of successful bidder will also be returned after acceptance of work order and submission of PBG (Performance Bank Guaranty) i.e. 10% of the Contract Value.
- The bid shall remain valid for a period of 90 days from the last date of bid opening.

SECTION-III

Instructions TO Bidders

4.1 Submission of Bid

Bidder shall submit their responses online through e-tendering website www.tenderwizard.com/REC

A. The submission and opening of Bids will be through e-tendering process.

Bidders can download Bid document from the RECPDCL web site i.e. <http://www.recpdcl.in> or portal.recpdcl.in or www.recindia.com or eprocure.gov.in and e-tendering regd. link is given in RECPDCL website i.e. www.tenderwizard.com/REC

***Note:** To participate in the e-Bid submission, it is mandatory for bidder to have user ID & Password. For this purpose, the agency has to register them self with REC through tender Wizard Website given below. Please also note that the agency has to obtain digital signature token for applying in the Bid. In this connection vendor may also obtain the same from tender Wizard.*

Steps for Registration

- (i) Go to website <http://www.tenderwizard.com/REC>
- (ii) Click the link 'Register Me'
- (iii) Enter the details about the E-tendering as per format
- (iv) Click 'Create Profile'
- (v) E-tender will get confirmation with Login ID and Password

B. Steps for application for Digital Signature from Bid Wizard:

Download the Application Form from the website <http://www.tenderwizard.com/REC> free of cost. Follow the instructions as provided therein. In case of any assistance you may contact RECPDCL officers whose address is given at the Bid.

Bids to be submitted through online mode on website www.tenderwizard.com/REC in the prescribed form.

Submission of Bid:

1. Bidders are hereby requested to submit their bids in the following format:-
 - a. Earnest Money to be sealed in a separate envelope subscribing "Earnest money" for "**Providing MFD Digital Photocopier Machines on Rental Basis at RECPDCL Corporate Office, New Delhi**".
 - b. **Technical Bids & Financial Bid are to be submitted through online mode only on website www.tenderwizard.com/REC.** No other mode of submission of bid shall be accepted under any circumstances.
2. The Earnest Money envelope also subscribing due date, addressed to DGM (Admn.), REC Power Distribution Company Limited, 4th Floor, KRIBHCO Bhawan, Sector -1, Noida-201301 shall be delivered into the tender box marked with name of work and placed at the main reception counter of RECPDCL on or before due date & time specified in the bid.
3. Opening of Earnest Money & Technical Bids would take place simultaneously on the date & time of bid opening in the presence of the intending bidders or their Authorized Representatives who may wish to be present.
4. The Technical Bids shall then be evaluated by the Evaluation Committee of RECPDCL as per the Eligibility/Pre qualifying Criteria as mentioned under Para – 5.1 of terms & conditions.
5. RECPDCL does not own any liability if the bids are not submitted within due date and time as per requirement.
6. EMD Envelope received after the due date and time or if submitted to any other place other than that mentioned above, shall not be considered and would be liable to be rejected without assigning any reason whatsoever. REC shall not be responsible for late receipt of the EMD Envelope submitted by any Bidder. The bidders may depute

their authorized representatives at the time of opening of Bid.

7. RECPDCL reserves the right to extend the deadline for submission of bids by issuing and amendment in which case all rights and obligation of the REC and the bidders previously subject to the original deadline will then be subject to the new deadline.
8. Withdrawal or modification of a bid between the deadline for submission of bids and the expiration of the original period of bid validity may result in the forfeiture of the EMD.
9. Document to be enclosed offline & online:
 - a) **Earnest Money** of Rs.10,000/-: **(Through offline mode)** Demand Draft/Pay order of required amount of Earnest Money issued in favour of "REC Power Distribution Company Limited" payable at Delhi required to be placed. Following information should be marked on the face of the sealed envelope.

Name of Party.....

Tender No.....

Earnest Money Amountissuing Bank.....Date.....

- b) **Technical Bid (online mode only):** The following Documents scanned images (preferably in PDF format) signed by the Authorized signatory to be uploaded with the on-line Technical bid (these documents need not be digitally signed):
 - I. Techno - Commercial Bid Form (as per format given in Annexure – II).
 - II. Complete Bid document as a token of acceptance of Terms & Conditions & Scope of services etc.
 - III. Average annual financial turnover for last three years required as per Eligibility/ Pre qualifying criteria (Para 5.1 of the terms & condition of the bid document).
 - IV. Documents required as per "Eligibility Criteria" and as mentioned in Techno Commercial Bid Annexure –I.
- c. **Financial Bid (Online Mode only):** Financial Bid as per enclosed Format in Annexure – III.

Financial bid to be submitted in the specific format designed same may be downloaded from website www.tenderwizard.com/REC and after filling the form it is to be uploaded through digital signature.

The all document should be addressed to.

Addl. General Manager (Tech)

REC Power Distribution Company Ltd.

1016-1023, 10th Floor, Devika Tower,

Nehru Place, New Delhi - 110019

(Note: All papers that comprise the Bid document of the concerned Bid must be numbered. An index of each page should also be provided.)

SECTION – IV

SCOPE OF WORK

1. Brand New Digital Photocopier Machines – Multi Functional Device (MFD) on Rental Basis and Binding services at KRIBHCO Bhawan, A-10, Sector-1, Dist. Gautam Budh Nagar, Noida (UP)-201301 for photocopy and prints of attached computers on A4 & A3 Size as per requirement at RECPDCL Corporate office in Delhi/New Delhi/NCR.
2. Equipment offered must be new, unused and current/latest models and the keypad language of machine must be in English.
3. Vendors may be required to provide demonstrations of proposed machines prior to selection of award.
4. The bidders are required to submit copies of the invoice/bill (s) of the brand new photocopiers (MFD).
5. OEM/Authorised Dealers/Franchisees will enclose with the Technical Bid Valid OEM's authorization in their name with proper validity.
6. The Digital Photocopiers (MFD) would be returned to the agency upon completion/termination of Contract.
7. The Successful Bidder/Tenderer shall also ensure that all Digital Photocopier Machines – Multi Functional Device (MFD) are also be able to photocopy and or take prints directly through print command given by the users from their Computer directly or through a Company provided Server Connection.
8. The agency shall also ensure that all Digital Photocopier Machines – Multi Functional Device (MFD) provided by them fulfil all technical specifications.
9. All Consumables and toners etc. will be provided by agency at their own cost.
10. The agency shall also have to ensure, free replacement of all defective / unserviceable parts etc. which also includes all consumables, toner etc. immediately for smooth & uninterrupted operation of all Digital Photocopier Machines in case of a breakdown except the photocopy paper.
11. In case of Major breakdown, which may last beyond 24 hours, the Agency shall immediate provide standby Digital Photocopier Machines - Multi Functional Device (MFD) of the same category for un-interrupted services to RECPDCL. In case of minor fault/issues same should be rectified within 2 hours and if you fail to do so penalty amount of Rs.1000/- per day for Digital Photocopier Machines- Multi Functional Device (MFD) shall be imposed against each complaint.
12. Bidder shall also ensure that the material used for Spiral/Spico Binding should be transparent sheet of 100 micron at the top and rigid sheet of 100 micron at the bottom or as per requirement of RECPDCL.

13. The requirement of 2 nos. Heavy Duty Digital Photocopier Machines - Multi Functional Device (MFD) and 1 no. Medium Duty Digital Photocopier Machines – Multi Functional Device (MFD) on rental basis is tentative and may increase or decrease the numbers depending upon the Company's requirement. The successful bidder/agency shall be required to provide more Heavy Duty & Medium Duty Digital Photocopier Machines-Multi Functional Device (MFD), as and when required by RECPDCL and shall also have to take it back, when surrendered by RECPDCL (due to their non-utilisation) during the tenure of the Contract.
14. Service may be required at our New office space i.e. RECPDCL, 4th Floor, Sector -4, KRIBHCO Bhawan, Gautam Budh Nagar, Noida-201301. All expenses like on-site engineer, delivery, installation, physical movement of equipment/ items, support etc. including travel, other logistics etc. for providing such services shall be borne by the bidder in this regard and the bidder shall be deemed to have quoted accordingly.
15. The rates quoted by the bidders will include all taxes, duties levies etc. at the applicable rates as per Commercial Part – Price Bid (Annexure - III).
16. Space for installation of machines shall be provided by RECPDCL free of cost within the RECPDCL office premises.
17. Electricity for photocopying work shall also be provided free of cost by RECPDCL in respect of the machines provided / installed at RECPDCL's premises.
18. The contract can be terminated any time by issuing a notice of one month by RECPDCL.
19. In case of default in your service or denial of services, RECPDCL, at its sole discretion will be free to avail services of outsider agency at your risk & cost.
20. Bidder shall ensure that Drum, Toner, Scanner or any other parts which is working or not working at fortnightly basis.
21. All MFD shall be capable of scanning. Identify whether or not scanning is an optional feature and delineate all functions of this feature and identify all formats available (e.g. PDF, MS word, MS power point etc.).
22. In situations where a surface does not exist to sit a non-floor standing MFD or printer the vendor will supply a sturdy and suitable cabinet/table for the purpose of providing that surface for the MFD or printer to sit upon bringing the device to a comfortable and useable height. This would be limited only to network attached MFD's or printers.
23. Power cords, surge protectors (if required), network connection cords and any other required cords or connection devices, must be provided for each multi-function machine by the vendor.
24. The successful bidder should be in a position to install and commission the New & Latest model of 2 nos. Heavy Duty Digital Photocopier Machines - Multi Functional Device (MFD) and 1 no. Medium Duty Digital Photocopier Machines – Multi Functional Device (MFD) at RECPDCL office premises within 15 days from the date of awarding of the contract.

Management and Reporting Requirements

RECPDCL requires the following management and reporting processes from the selected vendor for ALL multifunction copier/scanner/printer/fax and printers that are part of a resulting contract.

- a) Maintaining service records to report individual device performance.
- b) Access to electronic monthly usage reports per device.
- c) Monthly electronically generated status reports communicating equipment issues to the Information Technology & Data manager.
- d) Ability to measure and manage output at a Job, user department or building level.
- e) Ability to allocate cost of job, user, department or building level.
- f) Ability to manage user access and workflows.

Micro & Small Enterprises

The following facilities are extended to Micro & Small Scale units registered with National Small Industries Corporation & to be mentioned in tender documents as & where required:-

- i. Issue of Tender Sets free of Cost.
- ii. Exemption from Payment of Earnest Money.
- iii. Waiver of Security Deposit up to the monetary limit for which the unit is registered;
 - a) Copy of valid Registration Certificate, if bidder is a Micro or Small Enterprises (MSE) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies.

LIQUIDATED DAMAGES

Liquidity damage will be applicable for any delay in providing & install and commission the New & Latest model of 2 no's Heavy Duty Digital Photocopier Machines - Multi Functional Device (MFD) and 1 no. Medium Duty Digital Photocopier Machines – Multi Functional Device (MFD) as per the timelines mentioned in Section –IV Clause no. 24 of detailed scope of work. Liquidity damage equal to 0.5% of the total contract value per week or part thereof subject to the maximum of 5% of the total contract value may be levied from the bill of the successful bidder/agency or can be recovered from any dues of the agency.

SECTION-V

GENERAL TERMS & CONDITIONS OF TENDER

1. The bidder must fulfil the above eligibility criteria/pre-qualifying conditions for evaluation of their bids. Bids of bidders fulfilling the above eligibility/pre-qualifying conditions will only be evaluated by the duly constituted evaluation committee. Bids of the bidders not fulfilling the eligibility/pre-qualifying conditions given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
2. RECPDCL reserve the right to verify/confirm all original documentary evidence submitted by the bidder in support of above mentioned clauses of eligibility criteria, failure to produce the same within the period as and when required and notified in writing by RECPDCL shall result in summarily rejection of the bid.
3. Engagement shall be initially for a period of One year, which may be renewed for further period(s) at the sole discretion of RECPDCL.
4. Engagement with RECPDCL does not confer any right to the agencies to be invited for participating in any bids, tender etc. floated by RECPDCL. RECPDCL reserves the right to call bids/assign work/associate the agency/agencies in any area as may be deemed fit by RECPDCL depending upon the profile provided by the agencies and requirement of assignment.
5. RECPDCL reserves the right to accept or reject any or all requests for engagement without assigning any reason or to accept in parts and engage more than one agency at its sole discretion.
6. Acceptance of the application(s) constitutes no form of commitment on the part of RECPDCL. Furthermore, this acceptance of the application confers neither the right nor an expectation on any application to participate in the proposed project.
7. RECPDCL reserve the right to waive off any shortfalls; accept the whole, accept part of or reject any or all responses to the Tender.
8. RECPDCL reserve the right to call for fresh tenders at any stage and /or time as per the present and /or envisaged RECPDCL requirements. even if the tender is in evaluation stage.
9. RECPDCL reserve the right to modify, expand, restrict, scrap, re-float the tender without assigning any reason for the same.
10. The responder shall bear all costs associated with the preparation and submission of its response, and RECPDCL will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the tender process.
11. Consortium and joint venture responses are not allowed, in any case.

Performance Security: The agency/franchisee need to deposit within fifteen (15) working days from the date of acceptance of work order, a Performance Security in the form of Bank Guarantee or Demand Draft (DD), for an amount of 10% (Ten per cent) of the Tender value for the due performance and fulfilment of the contract by your firm which is valid for 26 months in the format placed at Annexure – IV.

The Performance Bank Guarantee may be drawn from a scheduled commercial bank in favour of The “REC Power Distribution Company Ltd”, New Delhi.

The Performance Bank Guarantee may be discharged/ returned by the RECPDCL after the completion of the contract upon being satisfied for the performance of the obligations of your firm under the contract.

Failing to comply with the above requirement, or failure to enter into contract within 30 days or within such other extended period, as may be decided by the CEO, RECPDCL shall constitute sufficient grounds, among others, if any, for the annulment of the award of the tender.

In the event the firm being unable to provide the services, during the engagement period as per the contract for whatever reason, the Performance Bank Guarantee would be invoked by RECPDCL.

No Bank Charges/ interest shall be payable for the Performance Bank Guarantee.

SECTION-VI

ELIGIBILITY CRITERIA

5.1. Pre-Qualifying Criteria

Sr. No.	Eligibility Criteria	Document Required
1	The bidder should be Original Equipment's Manufacturers (OEM) or Authorised Dealer/Franchisee / Channel Partner of the OEM	(i) Company registration certificate or (ii) Authorization letter issued by OEM or (iii) Valid Franchisee agreement/Letter In addition to above PAN details and applicable VAT/ Service Tax number also be submitted.
2	Bidder should have successfully provided Digital photocopier machines on rental basis for similar work(s) in India for any Central/ State Government/ Semi Government/ Public Sector Undertaking/ Large Corporate/ MNC (Such Large Corporate/ MNC should have turnover more than Rs. 100 crores) during last Four Financial years i.e. F-Y 2012-13, 2013-14, 2014-15, 2015-16, having minimum contract value as below: Single work of minimum Rs.8 lakh OR Two works of minimum Rs.5 lakh	Bidder should submit copy of Work Order (mandatory) and any one document from list below: (i) Payment receipts (ii) Proof of release of performance security after completion of the contract (iii) Proof of settlement/release of final payment against the contract (iv) Certificate for successful completion of work/ Performance report by the client.
3	Average annual Turnover Last four(4) Financial Year above Rs. 7Lakh i.e. F-Y 2012-13, 2013-14, 2014-15, 2015-16. If balance sheet for FY 2015-16 is unaudited, in such case, balance sheet for FY 2012-13 may be considered.	Audited balance sheet of last four FY 2015-16, 2014-15, 2013-14, 2012-13 is to be submitted with summary as cover page on company's letterhead.
4	The bidder should not be black listed or banned for business by any Public Sector undertaking / Govt. Department/ MNC/ Pvt. Limited companies in India or abroad.	Undertaking regarding not having black listed/banned by signed authorized signatory

Technical Specifications for Digital Photocopier Machines – Multi Functional

Device (MFD) with following Features & Facilities

Sr. No.	Specifications	Heavy Duty (MFD)	Medium Duty (MFD)
1	Printing/Copy/Scan	YES	YES
2	Duplex (Back to Back)	YES	YES
3	Auto Set Maker	YES	YES
4	Coloured/Mono (B&W)	1 no. Mono & 1 no. Color	Mono
5	Speed (Copies Per Minute)	70PPM or higher	50PPM or higher
6	Resolution	600x600 DPI (Scan & Copy)	600x600 DPI (Scan & Copy)
		1200 x 1200 (Print)	1200 x 1200 (Print)
7	No. of Trays	1+2	1+2
8	Automatic Document Feeder	YES	YES
9	USB Jack / Network	YES	YES
10	Paper Size	A4 & A3	A4 & A3
11	Estimated Copies Per Month	Minimum 20000	Minimum 6000
12	Memory	10 GB or higher	2GB or higher
13	Hard Disk Drive	250 GB or higher	150 GB or higher
14	Paper capacity of Tray	Minimum 500 sheets	Minimum 400 sheets
15	Estimated Copies per month	Up to 20000 for Mono and Up to 5000 for Color	Up to 6000
16	Photo Copiers Required (Nos.)	2	1

SECTION-VII

TENDER EVALUATION METHODOLOGY

OPENING OF BID:

The bid will be opened on dated.....at 1500 Hrs. The Bidder or his authorized representative may be present at the time of opening of bid on the specified date, but a letter in the form annexed at (Annexure – I) hereto must be forwarded to this office along with bid and a copy of this letter must be produced in the office by the person attending the opening of bid. Unless this letter is presented by him, he may not be allowed to attend the opening of bid.

In case of unscheduled holiday on the closing/opening day of bid, the next working day will be treated as scheduled prescribed day of closing/opening of bid; the time notified remaining the same.

EVALUATION OF BID

PRE-QUALIFYING CRITERIA - Evaluation and comparison of bids will be done as per provisions of Pre-qualifying Criteria supporting documents as proof of pre-qualifying criteria at section – VI.

The RECPDCL will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order qualifying to which bids shall be summarily rejected.

PRICE EVALUATION CRITERIA

- 1.1 Bidders should quote their rates/prices in Indian Rupees only which shall be inclusive of all applicable taxes, duties, levies, insurance, transportation etc., applicable excluding service tax for entire scope of work as per Price Schedule included to Annexure - III of this tender document.
- 1.2 Bids shall be evaluated on the basis of the total evaluated value as per the quoted rates for the services mentioned in Scope of Work. The total evaluated price as per the evaluation methodology mentioned as under at Form - III of this tender document and the other details mentioned therein will be the basis for the evaluation purposes and for arriving at inter-se ranking of the various bidders of the tender.

1.3 AWARD CRITERIA

RECPDCL will award the contract to the successful bidder whose bid has been determined to be in full conformity to the bid documents and has been determined as the lowest evaluated bid.

Letter for Submission of Tender

To,
Addl. General Manager (Tech.)
REC Power Distribution Company Limited (RECPDCL),
1016-1023, 10th Floor,
Devika Tower, Nehru Place,
New Delhi-110019

Sub.: **Providing MFD Digital Photocopier Machines on Rental basis at RECPDCL Corporate office.**

Sir,

With reference to your Tender No. ----- dated ----- for **Providing MFD Digital Photocopier Machines on Rental basis at RECPDCL Corporate office**, I wish to apply for engagement with RECPDCL as **“Providing MFD Digital Photocopier Machines on Rental basis at RECPDCL Corporate office”**.

Further, I hereby certify that

I have read the provisions of the all clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me and I have not taken any deviation to any clause.

1. I further confirm that any deviation to any clause of Tender found anywhere in my Bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the RECPDCL.
2. Our bid shall remain valid for period of 90 days from the last date of bid submission.

Date:
Place:

Signature.....
Name.....
Designation.....
Address.....

Note: In absence of above declaration/certification, the Bid is liable to be rejected and shall not be taken into account for evaluation.

Annexure -II

Providing MFD Digital Photocopier Machines on Rental basis & Binding Services at

RECPDCL Corporate office.

TECHNO COMMERCIAL BID

1	Name of Bidder			
	Name & Contact no of the Contact Person with Designation			
2	Annual Turnover at Least Rs. 10 Lakhs for the Last four years i.e. 2012-13, 2013-14, 2014-15, 2015-16	Financial year	Annual Turnover in Lakh Rs.	
		2012-13		
		2013-14		
		2014-15		
	2015-16			
	Has the copy of Balance Sheet/Statement of profit & loss or certificate from CA indicating the turnover during last three financial years uploaded?	Yes/ No		
3	Minimum three (3) years Working Experience of at least 3 Gov. Companies/ MNC/ Pvt. Limited companies	Sr. No.	Name of Organisation	
		1		
		2		
		3		
	Has the documentary evidence uploaded?	Yes / No		
4	PAN No.			
	Has Copy of PAN uploaded?	Yes / No		
5	SRN No.			
	Has Copy of SRN Uploaded?	Yes /No		
6	EMD Details			
	Has Copy of EMD has been uploaded?	Yes / No		
7	In case of bidder registered with MSME & SC/ST			
	Has Copy of valid certificate uploaded?	Yes / No		

Undertaking

I/we have read the terms & conditions of the tender documents and understand that in case of any of the statement furnished by the undersigned is found to be false or if any/all the terms & conditions are not compiled with the tender is liable to be cancelled & the earnest money deposited shall be forfeited by RECPDCL.

I/We agree that the decision of the REC in this regard would be final and binding on me/us/

I/we also certify that I/We understood all the terms & conditions indicated in the tender document and hereby accept the same completely.

(Signatures of authorized signatory)

Name:.....
Designation:.....

Seal

	upto 200 sheets									
	upto 300 sheets									
	> 400 sheets									
5	Cost of Spiral Binding with transparent sheet of 100 micron at the top and rigid, sheet of 100 micron at the bottom upto 100 sheets									
	upto 200 sheets									
	upto 300 sheets									
	> 400 sheets									
									Total (V)	
									Total (K+V)	
									Rupees in words	

(*) in case of printing of B/W printout from color machine, the rate for the same shall be calculated based on the rate quoted by the bidder in Colum 'E'-Sr. No.2 of Price bid.

Note:

- 1) Bidders have to quote as per financial bid format given above showing all taxes & duties. At the time of release of payment to the bidder, TDS/WCT/Labor Cess will be deducted as the case may be.
- 2) Rate quoted by the bidder, once finalized and accepted by RECPDCL bidder shall remain firm & fixed and shall be binding on the successful bidder till completion of comprehensive on-site maintenance period irrespective of actual cost of execution of the project. No escalation will be granted on any reason whatsoever. The bidder shall not be entitled to claim any additional charges, even though it may be necessary to extend the completion period for any reasons whatsoever.
- 3) If it is found that the tax quoted is higher than the applicable tax, in that case applicable taxes will only be paid by RECPDCL and if the tax quoted is lower than the applicable tax, in that case only the quoted taxes will be paid by the RECPDCL.
- 4) In case of any mismatch between figures and words, amount in words shall prevail.
- 5) Supply of material and billing shall be at new office of RECPDCL at KRIBHCO Bhawan, Noida.
- 6) In case of implementation of GST/New taxation policy etc., such taxes will be payable as per prevailing laws of Govt. of India & State gov.
- 7) The Financial bid is required to be filled by the agencies as per format mentioned in Annexure –III. L1 will be decided on Grand total amount which includes of all Taxes.

PERFORMANCE BANK GUARANTEE

M/s. REC Power Distribution Company Ltd.
1016-23, 10th Floor, Devika Tower,
Nehru Place,
New Delhi

(With due Rs.100/- stamp duty, if applicable)

OUR LETTER OF GUARANTEE No. :.....

Date:.....

Amount:.....

Valid Date:.....

Bank Name & Address:.....

In consideration of REC Power Distribution Company Ltd. having its office at 1016-1023, 10th floor, Devika Towers, Nehru Place, New Delhi (hereinafter referred to as "RECPDCL" which expression shall unless repugnant to the content or meaning there of include all its successors, administrators and executors) and having entered into an agreement dated _____/issued Work Order No. _____ dated _____ with/on as _____ (hereinafter referred to as "The Supplier" which expression unless repugnant to the content or meaning thereof, shall include all the successors, Administrators and executors).

WHEREAS the Supplier having unequivocally accepted to supply the materials as per terms and conditions given in the Agreement dated _____ /Work Order No. _____ dated _____ and RECPDCL having agreed that the Supplier shall furnish to RECPDCL a Performance Guarantee for the faithful performance of the entire contract, to the extent of 10% (ten percent) (or the percentage as per the individual case) of the value of the Work Order i.e. for _____.

We, _____ (The Bank) which shall include OUR successors, administrators and executors herewith establish an irrevocable Letter of Guarantee No. _____

_____ in your favour for account of _____ (The Supplier) in cover of performance guarantee in accordance with the terms and conditions of the Agreement/work Order.

Hereby, we undertake to pay upto but not exceeding _____ (say only) upon receipt by us of your first written demand accompanied by your declaration stating that the amount Claimed is due by reason of the Supplier having failed to perform the Agreement and despite any contestation on the part of above named Supplier.

This Letter of Guarantee will expire on _____ including 30 days of claim period and any claims made hereunder must be received by us on or before expiry date after which date this Letter of Guarantee will become of no effect whatsoever whether returned to us or not.

Authorized Signature
Chief Manager/Manger

Seal of Bank