



TRANSFORMERS AND ELECTRICALS KERALA LTD
(A JOINT VENTURE OF GOVT. OF KERALA & NTPC LTD)
ANGAMALY SOUTH PO, ERANAKULAM DIST- 683 573

NOTICE INVITING TENDER (NIT)

BID DOCUMENT NO: TELK/C&M/PCC/157/2017

We are pleased to invite competitive tenders for providing "Photocopier Machine on Contract basis" as per the "Scope of work and Terms & Conditions of Contract".

Bid Synopsis

1. Name and Address of Owner : Transformers and Electricals Kerala Ltd
Angamaly South. P. O, Ernakulum Dist, PIN- 683573.
2. Name of Project. : Photocopier machine on Contract basis
3. Location. : Angamaly, Ernakulam Dist, Kerala
4. Nearest Airport. : Cochin International Airport
5. Accessibility : Site is accessible by road, Rail & Air.
6. Completion Period : 2 Years
7. Tender document issuing & receiving authority: Assistant General Manager (C&M)
TELK, Angamaly South P.O.
PIN- 683573,Ernakulam Dist.
Kerala, India
8. Last date & time for submission of Bids : 01-11-2017.Time up to 2.00 pm
9. Date and Time of Technical Bid opening : 01-11-2017.Time at 2.30 pm





SCOPE OF WORK AND TERMS AND CONDITIONS

The following are the tender documents.

Cover 1

- i. NIT
- ii. Special Conditions of Contract to Bid.doc No. **TELK/C&M/PCC/157/2017**
- iii. Rate Schedule (BOQ)

Notes:

(1) Offers are to be submitted in sealed covers before the due date

Yours Faithfully,
For Transformers and Electricals Ltd Kerala

KANJANA KUMARI E.R
ASSISTANT GENERAL MANAGER (C&M)

Angamaly,
26-10-2017

REVIEWED

Sanjay
26/10/17



SCOPE OF WORK AND TERMS & CONDITIONS OF CONTRACT

1. The Contractor shall install 1 No. Photocopier machine as per the given specifications in C&M department of TELK, Angamaly. **Specifications :** The Photocopier machine shall be of popular/reputed make having Print (B/W), Scan (Colour), Duplex print, A3/A4 compatibility, 2 Nos. paper trays, Enlarge/Reduction, 25 CPM, min speed and Network connectivity features in addition to the other standard inbuilt features of the machine.
2. The machine will be operated by the TELK personnel
3. Rate shall be quoted for taking prints in A4 & A3 sizes on per copy basis. Applicable GST will be paid extra on producing documentary evidence for remitting the taxes. GST registration details of the supplier (if any) shall be furnished in the offer.
4. Rent for the machine will not be paid for the above scope of work
5. The quoted rate shall be firm and shall remain in force during the entire period of contract. No demand for revision of rate on any account will be entertained during the contract period.
6. The contract shall be valid for a period of two years from the date of award of work order. TELK reserves the right to extend the period of the validity for such further period on such terms and conditions as mutually agreed upon at that time.
7. TELK reserves the right to reject the machine if found with substandard quality.
8. TELK would provide power/electricity and space for installing the Photocopier free of cost.
9. The machine installed will be under the safe custody of TELK during the period of contract. However, TELK will not be responsible for any damage of the machine due to handling, operation, and other natural calamities and subsequent losses to the contractor. Losses due to damage shall be borne by the Contractor. Contractor will be responsible for arranging insurance for the machine against all loss and damages.
10. The Contractor shall provide the Repair, Services, Tonner, Drum, Rollers and all other spares and consumables except paper at his own cost.
11. The photocopies shall be legible, clear and without any unwanted lines, dots, etc.
12. The Contractor shall attend the complaints reported by TELK within 24 hours of reporting the complaint. The complaint will be reported over telephone or email. The Contractor shall make alternate arrangement by installing another machine meeting the required specifications in case if the machine is damaged or could not be repaired and put in service within 24 hours after reporting the complaint.
13. Payments will be made on quarterly basis based on the Bills raised by the Contractor and corresponding to the counter reading of the machine. The Bills submitted shall be duly certified by the competent Officer in the C&M department of TELK.
14. All statutory deductions like TDS will be deducted from the Bills as per applicable rules
15. Payment will be made within 45 days from the date of receipt of the Bill by RTGS method.
16. TELK reserves the right to deduct such amounts from the Bill of the Contractor corresponding to defective and rejected copies delivered due to fault of the machine.
17. TELK reserves the right to terminate the Contract at any time by giving two month's notice in writing.
18. All disputes, claims, differences and questions arising out or relating to or touching upon this contract shall be settled amicably through mutual discussion/negotiations and falling such settlement such disputes, claims, questions or differences shall be subject to exclusive jurisdiction of the Civil Courts in Ernakulam.



RATE SCHEDULE TO BID.DOC. TELK/C&M /PCC/157/2017

SL. No.	Description	Unit of Measurement	Rate (Rs)
1	RATE FOR A3 SIZE	PER COPY	
2	RATE FOR A4 SIZE	PER COPY	
3	GST	%	
4	OTHER CHARGES IF ANY		

