



JOINT ELECTRICITY REGULATORY COMMISSION

(For the state of Goa and Union territories)

2nd Floor, HSIIDC Office Complex, Vanijya Nikunj Complex,
Udyog Vihar, Phase V, Gurgaon (Haryana)

Ph: 0124-2342851, 2342852 Fax: 0124-2342853

Email: secretaryjerc@gmail.com

Ref. 1215/2012-JERC
To

Date - 02/07/14

As per List enclosed

Subject: - Quotation for outsourcing services for photocopying/spiral binding work (including supply of Heavy Duty Photocopier machine, operator, supply of toner and paper) on per copy rate basis.

The Joint Electricity Regulatory Commission (for the state of Goa and UTs), HSIIDC Office Complex, IInd Floor, Vanijya Nikunj, Udyog Vihar, Phase-V, Gurgaon-122016, intends to outsource the work of their Photocopying for a period of two years on per copy rate basis. The terms and conditions for the said installation of the photocopier are as under:-

- a) The photocopier would be provided by the firm on rate per copy basis including all taxes.
- b) The contracted firm will be responsible for maintaining the photocopy machine.
- c) The cost of supply of stationery viz., good quality paper (75 gsm), toner, staplers, stapler pins, binding material etc. will be borne by the contracted firm.
- d) Manpower to operate photocopier (including spiral binding work) and the expenditure incurred on their engagement will be borne by the contracted firm.
- e) This office will only provide space for installation and power supply to run the machines.
- f) The firm will provide stand-by Photocopy machine to ensure uninterrupted service in case of any breakdown, failing which a penalty of Rs. 100/- per day will be imposed, besides bills for the photocopying and spiral binding works done from the market will also be deducted from the pending bills/performance Security of the firm.

- g) If the services of the firm are not found satisfactory, this office will be at liberty to terminate the contract at the risk and cost of the firm. Similarly, if the services of the firm are found to be satisfactory the contract may be extended for a maximum period of 01 year beyond the contract period, if agreed to by both the parties.

The quotation shall contain the following documents:-

1. The make and Model along with specification of the photocopy machine offered by the firm.
2. A demand Draft of Rs. 5000/- (Five thousand only) in favour of Secretary, Joint Electricity Regulatory Commission, Gurgaon as earnest money, which will be returned to the unsuccessful bidders, after the finalization of the contract. The successful bidder will have to furnish the performance security of the prescribed amount and his EMD will be returned only after he furnishes the performance security.

Firms interested in providing outsourcing services for photocopying / spiral binding in this Office, can submit their quotation in the prescribed proforma (enclosed) to Joint Electricity Regulatory Commission for the state of Goa and UTs, HSIIDC Office Complex, IInd Floor, Vanijya Nikunj, Udyog Vihar, Phase-V, Gurgaon-122016, on or before 21.07.2014 by 03:00 PM, super-scribed "Quotation for Photocopier". Quotations received after the expiry of the last date and the stipulated time will not be entertained under any circumstances. The quotations received within the stipulated time and date will be opened on the same day at 04:00 PM. The bidders or their representatives may be present, if they so desire, at the time of opening of the quotations.


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(Keerti Tewari)
Secretary

Proforma

Sl. No	Description of Work	Rate in Rs.
1	Rate for single side copy (A 4 size)	
2	Rate for both side copy (A 4 size)	
3	Rate for single side copy (A 3 size)	
4	Rate for both side copy (A 3 size)	
5	Rate for single side copy (Legal size)	
6	Rate for both side copy (Legal size)	
7	Spiral binding (upto 50 pages)	
8	Spiral binding (upto 51 to 100 pages)	
9	Spiral binding (above 101to 200 pages)	
10	Spiral binding (above 201to 300 pages)	