



रेल दावा अधिकरण  
चण्डीगढ़ न्यायपीठ

दूरभाष : 0172 2743266

**RAILWAY CLAIMS TRIBUNAL  
CHANDIGARH BENCH**

केन्द्रीय सदन  
चौथी तथा छठी मजिल  
सेक्टर 9-ए, चण्डीगढ़ ।

No.RCT/CDG/Photocopier/

No.....

Quotation Notice

*Kendriya Sadan*  
Fourth & Sixth Floor,  
Sector 9-A, Chandigarh  
Dated: 2/2/2022  
Dated.....

Sub:- Quotation for hiring one Photocopy machine in Railway Claims Tribunal/Chandigarh.

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Sealed quotations are invited for hiring of Digital Photocopier Machine size A-3 duplex Model Kyocera Taskalfer, Konika Minolta or similar Model for 5000 copies per month on rental basis for 3 months or till finalization of regular Tender, whichever is earlier, as detailed below:-

1. The quotations in a sealed cover envelope addressed to the Additional Registrar, Railway Claims Tribunal, Kendriya Sadan, 4/6<sup>th</sup> Floor, Sector-9A/Chandigarh should reach this office on or before 8/2/2022 upto 15.00 hrs. and the quotations so received will be opened on same day at 15.05 hrs. In case, the date of calling of quotations happens to be a holiday, the quotations will be opened on the next working day at the same time. The owner/representatives of interested parties are requested to attend this office at the time of opening of quotations.
2. The GST registered firms should submit quotations.
3. The estimated total cost of the work is Rs.8,850/-only for 3 months (i.e. @ Rs.2500/- plus GST @ 18% i.e. total Rs.2950/- per month, on monthly rental basis, free copies 5000 every month and above 5000 copies @ Rs.0.35 paise per copy plus GST.
4. The firm will provide all other services, spares and consumable like drum, developer, toner and regular preventive/corrective maintenance visit by service engineer of firm.
5. The Machine shall be installed in Railway Claims Tribunal/Sector-9A/Chandigarh
6. You are advised to submit EMD @ 2% i.e. Rs.177/- only alongwith the quotation in favour of SR.DFM/NR/Ambala Cantt. through Demand Draft, which will be returned after finalization of quotation.
7. The contract can be terminated at a short notice without any prejudice
8. Other terms & conditions are attached as Annexure A-I.
9. The rates should be quoted in figures and words as per proforma enclosed as Annexure A-II.

DA:- As above

Copy to:-

1. AFA/RCT/CDG:- please arrange to depute SSO of your office to open the quotations on the date/time mentioned above.
2. Notice Board
3. Uploading on Website of RCT/DLI to give wide publicity.

  
Additional Registrar  
रेल दावा अधिकरण, चण्डीगढ़  
Railway Claims Tribunal, Chandigarh

## Terms and Conditions

1	The competent parties who have enough experience and can execute the above said work properly and smoothly should submit quotation.
2	The contract will remain in force for 3 months w.e.f. date of commencement. The firm shall keep the machine in good working condition during the contract period. The firm will provide its services within 24 hours of complaint in written or telephonically and will arrange to put in 72 hours. Failing which penalty of Rs.100/- per day will be levied and deducted from running bills of the firm. The Saturday, Sunday and National holidays when the office remain closed are not covered by the said period mentioned.
3	No material other than papers, free electricity, space for installation of machine shall be provided by the Railway Claims Tribunal/Chandigarh. The copies will be done by the staff of this office.
4	Billing will be done on basis of meter reading for payment. All payments shall be made through (ECS) Electronic clearing system/Electronic fund transfer. The successful awardee should submit ECS/EFT mandate transfer from duly verified by concerned bank alongwith duly certified copy of PAN card of the firm. However, if ECS/EFT is not available at particular location, the payment shall be made through cheque/DD. The payment to the firm shall be made on monthly basis bill.
5	Contract may be terminated at any time by Railway Claims Tribunal/Chandigarh without specifying any particular reason.
6	The firm shall ensure that the contract shall be executed as per terms and conditions. The photostate machine will be delivered/returned to the firm after the expiry of contract period and the machine will remain the property of the firm.
7	Railway Claims Tribunal/Chandigarh shall not be responsible for safety/security of any item related to photostate machine.
8	Photocopy prints must be neat and clean, otherwise no payment shall be made.
9	Prescribed period of contract can be extended on mutually agreed on same rate, terms and conditions.



Additional Registrar

अपर रजिस्ट्रार

Additional Registrar

रेलवे दावा आयोग, चंडीगढ़

Railway Claims Tribunal, Chandigarh

Annexure A-II

Proforma for hiring of one Photocopier machine in Railway Claims Tribunal/Chandigarh on monthly rental basis for 3 months

S N	Description of photocopier to be supplied by firm	Rate per month for 5000 copies per month	GST charges	Rate per month with GST charges	Grand total charges for 3 months with GST charges	Charges after prescribed ceiling limits of 5000 copies per month	EMD details
1.							