

F.No. D-13017/2/2012-LC  
Government of India  
Ministry of law and Justice  
Department of Legal Affairs  
Law commission of India

2<sup>nd</sup> & 4<sup>th</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi  
dated 26/10/2017

**Sub: Inviting tenders/quotations for providing Photocopier services to Law Commission of India on lease basis –reg.**

The sealed quotations are invited for providing Photocopier services to Law Commission of India. The Commission requires 3 photocopier machines. The hiring of the photocopier machines will be subject to Eligibility criteria and terms & Conditions of the contract as given in Annexure-1.

2. It is requested that quotations may be submitted to the Commission latest by 13<sup>th</sup> November, 2017 (3:30 P.M). The quotation may be submitted to 'The Under Secretary' Law Commission of India in room no. 229, 2<sup>nd</sup> Floor, B Wing, Lok Nayak Bhawan, Khan Market, New Delhi- 110003. The envelope should be superscribed "Quotation for providing photocopier work" in bold letters. The quotation will be opened on the same day at 4:00 p.m. Representative of the firms may be present at the time of opening of quotations.



Kuldeep Kumar

(Under Secretary to Govt. of India)

Tel:- 24654939

Copy to: NIC- with request to upload the same on the website of LCI.

## Eligibility Criteria & Terms and Conditions

### Eligibility Criteria

- (i) The firm participating in the tender must have the registration certificate and GST number.
- (ii) The firm should submit EMD worth Rs. 20,000/- in form of Demand Draft drawn in favour of DDO, Law Commission of India.

### Terms & Conditions

- (i) The firm is required to provide 3 brand new photocopier machines with a minimum speed of 40 copies per minute.
- (ii) 2 machines will be installed at 2<sup>nd</sup> & 4<sup>th</sup> Floor, Lok Nayak Bhawan, B-Wing, Khan Market, New Delhi and 1 machine will be installed at 7 A, Motilal Nehru Marg, New Delhi.
- (iii) The cost of photocopying (copy to copy basis) of A4 size, F-S and A-3 size alongwith single side and both side may be indicated in the bid.
- (iv) Space, Electricity and papers will be provided by Law Commission whereas maintenance of equipment will be the responsibility of the firm.
- (v) The firm is required to provide two experienced machine operators, 1 at Lok Nayak Bhawan, Khan Market and 1 at 7 A, Motilal Nehru marg, New Delhi (Office of Hon'ble Chairman). The normal working hours shall be 9:00 AM to 5:30 PM, Monday to Friday. However, they may have to sit late and come on holidays, if required.
- (vi) The firm is required to install the machines and make the other arrangements for starting of photocopier work.
- (vii) Rates once quoted and accepted by Law Commission, shall be final and binding on the firm and shall be valid for entire period of the contract.
- (viii) All machines should remain in operation all the time. If any defect occurs in these machines the firm should get it rectified immediately and in case repair is likely to take some time, the machine should be replaced immediately. In no case, office work should suffer due to defects in machines.
- (ix) The firm should furnish security money worth Rs. 20,000/- in form of DD or Cheque as security for completion of work to the satisfaction of Law Commission within 15 days from the date of award of contract which will be returned after satisfactory completion of contract.

- (x) If the work is found unsatisfactory or if the firm dishonours the contract, the security money may be forfeited and the job may be entrusted to another firm.
- (xi) The firm will get police verification of its employees done at its own cost.
- (xii) Compensation and connected expenses, if any, shall be the liability of the firm and borne by the firm.
- (xiii) The payment to the firm will be made on monthly basis on satisfactory services.
- (xiv) All disputes arising out of the contract shall be subject to the jurisdiction of Delhi courts only.



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