

By Post and Email

LETTER OF ACCEPTANCE

No: NHSRCL/BRC/MA/03/Photocopy/345/.2/OBRC 5117

Date: 22.10.2022

M/s Zerox Technologies

B-82, G/F, Chhatarpur Extension, Near Nanda Hospital, South Delhi,
Delhi -110074

Subject: Tender no.: NHSRCL/BRC/2022/18

“Providing services of photocopy, printing, binding of reports and allied work for office of Chief Project Manager / Vadodara, National High Speed Rail Corporation Limited project office, 3rd Floor, Productivity House, Productivity Road, Alkapuri, Vadodara.”

Reg. Letter of Acceptance

- Reference:**
1. NIT no. NHSRCL/BRC/2022/18 dated 01.10.2022
 2. Tender No. NHSRCL/BRC/2022/18
 3. Tender/ bid opened on 11.10.2022
 4. Financial bid opened on 18.10.2022

Dear Sir,

With reference to above this is to notify you that your Bid opened on 11.10.2022 for execution of the “Tender no.: NHSRCL/BRC/2022/18 – **“Providing services of photocopy, printing, binding of reports and allied work for office of Chief Project Manager / Vadodara, National High Speed Rail Corporation Limited project office, 3rd Floor, Productivity House, Productivity Road, Alkapuri, Vadodara.”** for the Accepted Contract Amount of the equivalent of Rs. 39,94,135.70 (Inclusive of GST) (in words: **Rupees Thirty-Nine Lakh Ninety-Four Thousand One Hundred Thirty-five and Seventy Paise only**), as corrected and modified in accordance with the Instructions to Tenderers, is hereby accepted by the Employer.



नेशनल हाई स्पीड रेल कोर्पोरेशन लिमिटेड
(केन्द्र सरकार एवं भाग लेने वाली राज्य सरकारों की संयुक्त क्षेत्र कंपनी)

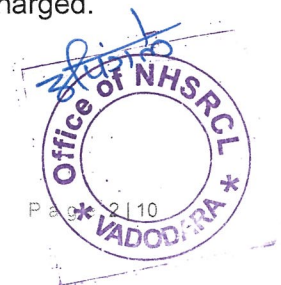
National High Speed Rail Corporation Limited
(A Joint sector company of Govt. Of India and participating State Governments)

परियोजना कार्यालय : तृतीय तल, उत्पादकता हाउस, उत्पादकता रोड, अलकापुरी, वडोदरा - 390007
Project Office : 3rd Floor, Productivity House, Productivity Road, Alkapuri, Vadodara - 390007
Phone No. (Office) : 265-2600000, Email id : cpmbrc@nhsrcl.in

पंजीकृत कार्यालय : एशिया भवन, द्वितीय तल, रोड नम्बर 205, सेक्टर 9, द्वारका, नई दिल्ली - 110077
Registered Office : Asia Bhavan, 2nd Floor, Road No. 205, Section 9, Dwarka, New Delhi - 110077
+91-11-28070001/02/03/04, +91-11-28070150, Email id : psmd@nhsrcl.in
CIN No. U60200DL2016GOI291002

The scope of work, accepted rates and terms and conditions applicable to this Letter of Acceptance are as under:

1. Scope of Work: The scope of work in brief is given below, but the scope also includes all other requirements stipulated in various parts/volumes of the contract document including appendices and annexure:
 - 1.1. The work consists of printing/photocopy of various document on A4/A3 good quality white paper having minimum 70 gsm in laser colour, black and white printer
 - 1.2. Spiral binding of A4/A3 size document along with all consumables.
 - 1.3. The contractor has to provide one multifunctional heavy duty laser colour printer, one multifunctional heavy duty laser B & W printer, Two numbers A4 size monochrome printer (which can print, scan & photocopy, new touch based model) along with one operator, all consumables such as paper, ink, cartridges etc in NHSRCL office at Vadodara for the work.
 - 1.4. Contractor had to deploy one operator for full time (containing the full bio data of the operator with photograph) at this office for purpose of operation of printing/scanning/photocopy/spiral binding. The operator of contractor shall maintain the log book for number of printing /photocopy on various size paper/tracing paper as mentioned in bill of quantities and the payment to contractor shall be done based on log book duly signed by operator and various NHSRCL officials.
 - 1.5. The operator of contractor shall have to take the signature of NHSRCL official duly entering the detail of printing/photocopy.
 - 1.6. The billing shall be done generally on monthly basis or as directed by Engineer In - Charge.
 - 1.7. All the cost of printers, operator, consumable for printing/photocopy/spiral binding etc are inclusive in the rate of Bill of quantities and nothing will be paid extra.
 - 1.8. The operator of the contractor should possess sound health and be free from any disease especially contagious and frequently recurring diseases and he should preferable wear neat and clean clothes. The contractor shall further responsible for proper discipline for the Operator engaged by him besides observing other obligations. No child operator shall be permitted. The contractor shall also be responsible to pay all the dues of employee as well as statutory dues applicable under Labour laws. In the event of any violation of any contractual or statutory obligations regarding labour (Operator), the contractor shall be responsible.
 - 1.9. In case of absent of operator from office an alternative arrangement is to be done by the contractor immediately otherwise penalty will be charged.



- 1.10. All resources, including human, machinery and material resources, will be the sole responsibility of the contractor. All consumable items are to be provided by the contractor as per requirement of NHSRCL within 06 hours at the NHSRCL Office, 3rd floor, Productivity House, Productivity Road, Alkapuri, Vadodara – 390007
- 1.11. Space for the installation of printers, Water and Electricity will be provided by NHSRCL office at the free of cost during contract period.
- 1.12. The rates quoted by the contractor shall be inclusive of costs and charges payable to any authority as per laws of Gujarat. The contractor must ensure its services to NHSRCL lawful in all respects and shall not under any circumstances put NHSRCL (National High Speed Rail Corporation Limited) in any position where NHSRCL is in breach of any laws, regulations, or directions of any authority including (but not limited to) laws, regulations or directions dealing with health, safety, timely payment of wages, Minimum wages and provision of contract technical staff etc.
- 1.13. The contractor shall indemnify the employer of all legal obligations of its services provided under this agreement to the Employer. The contractor shall and does hereby indemnify and hold harmless the Employee from any loss, liability, damages or expenses from or in connection with any claim.
- 1.14. The successful tenderer shall perform the services with the highest standards of professional and ethical competence and integrity. The contractor shall promptly replace any employee assigned under this contract that the employer considers unsatisfactory. The contractor shall be solely responsible for the maintenance of equipment, software databases, programming etc. and the employer shall not be liable to interact with any of the partners /collaborators or sub-contractors of the contractor.
- 1.15. The rates are inclusive of all equipments, transport, labour, taxes, royalties, levies, GST etc, all complete.
- 1.16. The Contractor shall execute the work with the utmost care and by taking all necessary safety precautions
- 1.17. The Contractor shall provide the Materials, Machinery, Tools and all Contractor's Personnel, Goods, consumables and other things and services.
- 1.18. It is deemed that the Contractor has inspected the proposed site of work and acquaint/ themselves with the site conditions, working hours etc. and all relevant items connected with the execution of work. No claim shall be entertained for the contractor(s) making his/their own arrangements.

2. Technical Specifications for Printer and Paper

The bidder shall deploy the printers having minimum specifications as detailed hereunder:



2.1. Specifications for Monochrome A-3 & A-4 Size Heavy Duty Multifunction Copier + Printer + Scanner.

1	Print Technology: Laser B/W
2	Printer interface: Ethernet (10BASE-T/100BASE-TX/1000BASE-T), USB 1.1/USB 2.0
3	Print Resolution: 1,800 dpi (equivalent) x 600 dpi
4	Copy/print speed A4 mono (cpm): Min 35 ppm
5	Copy/print speed A3 mono (cpm): Min 18 ppm
6	1 st Copy/print time mono (sec): less than 8 Sec.
7	Warm-up time (sec): less than 30 sec.
8	Scanning resolution (dpi): 200 dpi, 400 dpi & 600 dpi
9	Scanning Speed (Colour/B&W) (300 dpi, A4, Simplex): Min 45 opm
10	Scanning Size: A3 & Below
11	Duplex printing: Yes
12	Paper to be provided by Agencies/firms.
13	Scanning facility to be provided on complementary basis.

2.2. Specifications for For Color A-3 & A-4 Size Heavy Duty Multifunction Copier + Printer + Scanner.

1	Print Technology: Laser Color
2	Printer interface: Ethernet (10BASE-T/100BASE-TX/1000BASE-T), USB 1.1/USB 2.0
3	Print Resolution: 1,800 dpi (equivalent) x 600 dpi
4	Copy/print speed A4 mono (cpm): Min 25 ppm
5	Copy/print speed A4 colour (cpm): Min 25 ppm
6	Copy/print speed A3 mono (cpm): Min 15 ppm
7	Copy/print speed A3 colour (cpm): Min 15 ppm
8	1 st Copy/print time mono (sec): less than 8 Sec.
9	1 st Copy/print time colour (sec): less than 10 Sec.
10	Warm-up time (sec): less than 30 sec.
11	Scanning resolution (dpi): 200 dpi, 400 dpi & 600 dpi
12	Scanning Speed (Colour/B&W) (300 dpi, A4, Simplex): Min 45 opm
13	Scanning Size: A3 & Below
14	Paper to be provided by Agencies/firms.
15	Scanner to be provided on complementary basis.

2.3. Specifications for For Monochrome A-4 Size Duplex Copier + Printer + Scanner.

1	Print Technology: Laser B/W
2	Printer interface: Ethernet (10BASE-T/100BASE-TX/1000BASE-T), USB 1.1/USB 2.0



3	Print Resolution: 1,800 dpi (equivalent) x 600 dpi
4	Copy/print speed A4 mono (cpm): Min 25 ppm
5	1 st Copy/print time mono (sec): less than 10 Sec.
6	Warm-up time (sec): less than 30 sec.
7	Scanning resolution (dpi): 200 dpi, 400 dpi & 600 dpi
8	Scanning Speed (Colour/B&W) (300 dpi, A4, Simplex): Min 45 opm
9	Scanning Size: A4
10	Paper to be provided by Agencies/firms.
11	Scanning facility to be provided on complementary basis.

2.4. Specifications for Paper Specifications.

1	Quality of A4 & A3 paper shall be at least of 70GSM or better.
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- 2.5.** If NHSRCL finds unsatisfactory performance with any of the staff deployed by the Contractor, then necessary action shall be taken immediately by the Contractor for replacement of the staff within fifteen (15) days of such request by NHSRCL.

3. Transportation:

- 3.1.** Contractor shall make arrangement for transportation of their staff & material all. Cost of the same shall be included in the rates

4. Penalty of poor performances

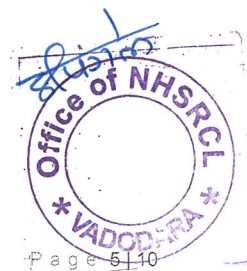
4.1. Following penalties shall be levied by NHSRCL

- On failure in providing solution to any breakdown occur to black & white printers and colour Printer. Penalty @Rs. 500/- per day per instance.
- On absent of Operator. Penalty @ Rs.300/- per day per instance
- Failure in providing consumables on and in time. Penalty Rs. 500/- per instance

5. Payment Terms:

- 5.1.** Workers payment of wages, all allowances and benefits, leave entitlement, EPF Contributions, insurance (as applicable) etc., shall be the Contractors' responsibility as per the Acts prevailing in India and Local Authority.
- 5.2.** Payment for the materials issued and work done at NHSRCL, Project office, Vadodara will be arranged on completion of the month and on receipt of bills to this office.
- 5.3.** All quantities shall be expressed in units as defined in "Bill of Quantities"
- 5.4.** All payment to the Contractor shall be made through RTGS / A/c payee cheque. For the purpose of RTGS Contractor has to provide his A/c Number, name of Bank, IFSC code of Bank and Address of bank etc.

6. Terms & Conditions

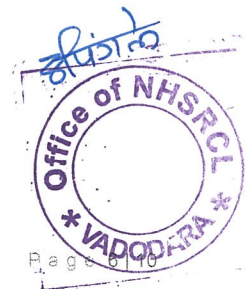


- 6.1. The **New Photocopier Machines** to be supplied by the contractor should be digital only and should be of reputed make.
- 6.2. The present required Photocopier services are 04 in QTY (including two heavy duty). The services may increase or decreases as per requirement at the sole discretion of NHSRCL at any time during the contract period.
- 6.3. **One Printer Operator shall be provided by contractor to handle all the machines installed at site.**
- 6.4. The above charges will be inclusive of free replacement of all defective spare parts, consumables, papers and maintenance of the photocopier except power & space during the entire contract period.
The contractor has to submit the original invoices of all photocopier machines to be installed to ensure the manufacturing / purchase of the photocopier machines.

7. Accepted rates and payment schedule are mention hereunder:

Sr. No.	Schedule	Amount
1	SCHEDULE 'A' – Items for the printing/ scanning/ photocopy/ spiral binding related work.	39,94,135.70
Total (in figures):		39,94,135.70
Total Amount (in words):		Rupees Thirty-Nine Lakh Ninety-Four Thousand One Hundred Thirty-five and Seventy Paise only

8. You are hereby requested to please contact **Chief Project Manager, National High-Speed Rail Corporation Limited, Vadodara** to make necessary arrangement to take the work in hand.
9. This Letter of Acceptance shall be treated as "**Notice of Commencement**" w.e.f. **01.11.2022.**
10. The completion period of above work will be **36 months (i.e. till 31.10.2025)** from the date of commencement, which may please be noted.
11. Contract agreement for the above work will be ready for your signature Please attend this office along with performance security to sign the contract agreement. Please arrange to commence the work within 7 days from the date of receipt of this letter, failing which NHSRCL reserves the right to take action as per General Condition of the contract.

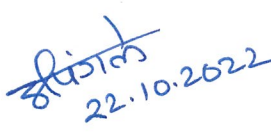
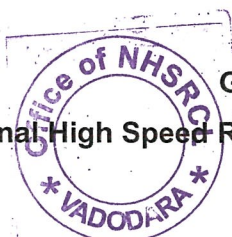


12. Please advise maximum / minimum number of labour that you will engage on the above work contract and register this work with concerned labour department at Vadodara and Ahmedabad.
13. You are also requested to observe the provision of contract labour act (R&A) 1971. So please advise maximum/minimum number of labour that will be engaged by you on the above work. Any failure of the provision of the said act that will attract penal provision, which may please be noted. Necessary certificate authorizing your engagement is enclosed herewith. Information required as per form VI may be submitted to LEO/(c)/Vadodara & Ahmedabad endorsing the copy to this office immediately on commencement to the work.
14. Unless and until formal agreement is made and got executed, this acceptance letter along with all the tender conditions will constitute a legal binding contract between NHSRCL and contractor **M/s Zerox Technologies**, B-82, G/F, Chhatarpur Extension, Near Nanda Hospital, South Delhi, Delhi -110074.

You are requested to furnish the Performance Security within 30 days in accordance with the Conditions of Contract, using for that purpose one of the Performance Security Forms included in Annexure to ITT.

Please acknowledge the receipt.

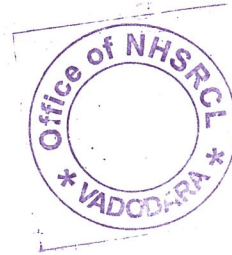
Thanking you,


 **General Manager/(S & T),**
National High Speed Rail Corporation Limited,
Vadodara

Encl: Annexure-1: Bill of Quantities (2 Page)

Copy to:

- (1) Labour Enforcement Officer, (Central), Chandraprabha Flats No.2, Krishna Nagar Society, Opp. Moti Baug Palace, Vadodara. 390 001.
- (2) Regional Labour commissioner, (Central). Chandraprabha Flats No.2, Krishna Nagar Society, Opp. Moti Baug Palace, Vadodara. 390 001.
- (3) G.M Contract of New Delhi for information & Necessary Action Please.
- (4) D.G.M. Finance Manager, New Delhi for information and action please.
- (5) J.G.M. Finance Manager, Vadodara for information and action please.



Signature Not Verified

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Digitally signed by VADLAMUDI S C MOURYA
Date: 2022.10.22 18:14:53 GMT+05:30
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