

**Rate Contract**  
**Government of India**  
**Directorate General of Supplies & Disposals**  
**Jeevan Tara Building, 5 Sansad Marg**  
**New Delhi-110001**  
**Tel Number 23360610/23360537**

Digitally signed by:  
Lakshman Rao Athukuri  
Email Id:  
lakshman.dgsnd@nic.in

Rate Contract no. DCMOM-EB/IT-3/RC-D10Q0000/0614/83/F0408/2027

Dated 21-OCT-13

To,

XEROX INDIA LIMITED  
5TH & 6TH FLOOR, BLOCK ONE,  
VATIKA BUSINESS PARK, SECTOR 49,  
SOHNA ROAD, GURGAON-122018  
Mr. Samir Kshatri - Mob. 9654996548  
GURGAON

Sub: Rate Contract for supply of Digital Copier and Multifunctional Office Machines(with separate Drum and Toner)  
Validity: From 21-OCT-13 To 31-OCT-14 .

Ref:(1) This Office Tender Enquiry No. DCMOM-EB/IT-3/RC-D10Q0000/0614/83

Opened on 05-APR-13.

(2) Your Quotation No. 3071 And Dated  
05-APR-13.

Dear Sir,

You are hereby informed that your above referred tender read with subsequent letters mentioned above for the Stores specified in the Schedules annexed has been accepted. This rate contract will be governed by the terms and conditions brought in the Form no. DGS&D 1001 available from DGS&d sales counter on payment of Rs. 50/- .The Rate Contract and the schedules annexed here to shall be the sole repository of this Rate Contract/Transaction.

**SCHEDULES ANNEXED**

- 1.Schedule "A" Description of stores,prices,duties/taxes.
- 2.Schedule "B" special conditions of contract / Other information.
- 3.Schedule "C" Information to DDOs about parallel rate contracts.
- 4.Annexure - Technical Specification
5. Schedule "D" - [Format of Letter of Authority](#)

"Suspense Account facilities for indentors of Central Civil Ministries/Departments and UT Administration,except for M/o Defence,M/o Railways and D/o Posts,have been withdrawn with effect from 03.07.2012. As per revised procedures/guidelines, the indentors are required to place funds at the disposal of O/o Chief Controller of Accounts(Supply),D/o Commerce,16-A,Akbar Road Hutments,New delhi-110011 in the form of letter of Authority. The format of Letter of Authority is attached. The indentors are advised to allocate funds to cover the cost of stores ordered, which includes value of supply orders inclusive of all duties & taxes asper relevent Rate Contract plus 5% of the value of supply order towards other incidental charges in case of Rate Contract with firm & final prices or 10% of the value of supply order towards other incidental charges in case of rate contract with price variation clause. In addition,indentors are also required to include 2.0% of the cost of the stores(i.e value of supply order + incidental charges) as DGS&D department charges. Supply Order not accompanied with letter of authority in the prescribed format along with requisite funds shall not be considered as valid supply orders. Ink-signed copy of Letter of Authority is to be sent to the Office of chief Controller of Accounts(Supply),D/o Commerce,16-A, Akbar Road

Hutments, New Delhi-110011 by Speed Post under intimation to RC holder.Purchase Directorate concerned in DGS&D Headquarters and Inspecting Officer concerned.

The above instructions shall apply to all supply orders placed on or after 03.07.2012."

Yours Faithfully,

( )

Assistant Director(S)/Section Officer/Dy.Director/Director/DDG(S)  
For and on behalf of the purchaser named in the Form DGS&D 1001.

COPY TO:

- 1.The Chief Controller of Accounts,Department of commerce,New Delhi/COA Mumbai/COA Kolkata,COA Chennai.
- (Through authentication cell) This issues with the approval of competent authority.
- 2.Deputy Director General of Supplies & Disposals,Chennai -10 copies each
- 3.Deputy Director General of Supplies & Disposals,Kolkata -10 copies each
- 4.Deputy Director General of Supplies & Disposals,Mumbai -10 copies each
- 5.Deputy Director General (QA),Kolkata -10 copies each
- 6.Deputy Director General (QA),Chennai -10 copies each
- 7.Deputy Director General (QA),Mumbai -10 copies each
- 8.Deputy Director General (QA),DGS&D -10 copies each
- 9.Inspection Authority ADG(QA) DGS&D New Delhi - 110001.
- 10.Quality assurance Officer Director (QA) Delhi Directorate/ Mumbai,Chennai/Kolkata.
- 11.Concurrent Audit
- 12.MIS Cell
- 13.Ledger clerk
- 14.O.L.Section
- 15.All Direct Demanding Officers as per mailing list maintained by DGS&D.
- 16.Concerned CQA(for defence item only)-As per Clause 19 of RC
- 17.Concerned SQAQO(for defence item only)-As per Clause 20 of RC

( )  
Assistant Director (S) / Section Officer / Deputy Director/Director/DDG(S)  
FOR DIRECTOR GENERAL OF SUPPLIES & DISPOSALS

## SCHEDULE - A

1. Rate Contract No.: -DCMOM-EB/IT-3/RC-D10Q0000/0614/83/F0408/2027

Dated 21-OCT-13 For the Supply of Digital Copier and Multifunctional Office Machines(with separate Drum and Toner)

2. Advance Rate Contract No.: - Nil

Dated

3.(a) Name and Full Address of the Firm :-

XEROX INDIA LIMITED  
5TH & 6TH FLOOR, BLOCK ONE,  
VATIKA BUSINESS PARK, SECTOR 49,  
SOHNA ROAD, GURGAON-122018  
Mr. Samir Kshatri - Mob. 9654996548  
GURGAON  
HARYANA - 122008  
Tel. No. - 9654996548, 0124-3371045  
Fax - 0124-3371225  
Email - samir.kshatri@xerox.com

(b) Name and Full Address of Manufacturer :-

As per Schedule - B

(c) Brand: XEROX

4. Validity of Rate Contract: 21-OCT-13 To 31-OCT-14

5. Description of Item, Specification, Unit, Rate

Item Model No.	Store Description	ED	ED%	CST/VAT	CST/VAT%	Unit	Rate (in Rs)
						Service Tax	
7	XEROX/5330 Basic Digital Copier (Size A-3)	Minimum copying speed (cpm): 30,Paper Size (Original/Image): A3/A3,RAM (MB): 64,Bye Pass: 50SHEET,Zoom: 50TO200%,Category: DUPLEX				NOS.	162518.4 Rs. ONE LAKHS SIXTY-TWO THOUSAN D FIVE HUNDRED EIGHTEEN AND PAISE FORTY ONLY
		N.A		Excl.	5		
Min.Order Qty(in unit):- 1		Lead Time(in days):- 56		Rate of Supply(monthly):-100			
9	XEROX/5019 Digital Copier with Printer (Size A-3)	Minimum copying speed (cpm): 15/15,Paper Size (Original/Image): A3/A3,RAM (MB): 16,Bye Pass: 50 SHEET,Zoom:				NOS.	41485.5 Rs. FORTY- ONE

50TO200%,Category:  
SIMPLEX,Networking features: NO

THOUSAN  
D FOUR  
HUNDRED  
EIGHTY-  
FIVE AND  
PAISE  
FIFTY  
ONLY

	N.A	Excl.	5	
	Min.Order Qty(in unit):- 1	Lead Time(in days):- 56	Rate of Supply(monthly):-200	
10	XEROX/5021 Digital Copier with Printer (Size A-3)	Minimum copying speed (cpm): 15/15,Paper Size (Original/Image): A3/A3,RAM (MB): 16,Bye Pass: 50 SHEET,Zoom: 50TO200%,Category: DUPLEX,Networking features: YES	NOS.	87291 Rs. EIGHTY- SEVEN THOUSAN D TWO HUNDRED NINETY- ONE ONLY

	N.A	Excl.	5	
	Min.Order Qty(in unit):- 1	Lead Time(in days):- 56	Rate of Supply(monthly):-200	
11	XEROX/5021 Digital Copier with Printer (Size A-3)	Minimum copying speed (cpm): 15/15,Paper Size (Original/Image): A3/A3,RAM (MB): 16,Bye Pass: 50 SHEET,Zoom: 50TO200%,Category: DUPLEX,Networking features: NO	NOS.	76425.6 Rs. SEVENTY- SIX THOUSAN D FOUR HUNDRED TWENTY- FIVE AND PAISE SIXTY ONLY

	N.A	Excl.	5	
	Min.Order Qty(in unit):- 1	Lead Time(in days):- 56	Rate of Supply(monthly):-200	
12	XEROX/5021 Digital Copier with Printer (Size A-3)	Minimum copying speed (cpm): 20/20,Paper Size (Original/Image): A3/A3,RAM (MB): 16,Bye Pass: 50 SHEET,Zoom: 50TO200%,Category: SIMPLEX,Networking features: YES	NOS.	58368 Rs. FIFTY- EIGHT THOUSAN D THREE HUNDRED SIXTY- EIGHT ONLY

	N.A	Excl.	5	
	Min.Order Qty(in unit):- 1	Lead Time(in days):- 56	Rate of Supply(monthly):-200	
13	XEROX/5021 Digital Copier with Printer (Size A-3)	Minimum copying speed (cpm): 20/20,Paper Size (Original/Image): A3/A3,RAM (MB): 16,Bye Pass: 50 SHEET,Zoom: 50TO200%,Category: SIMPLEX,Networking features: NO	NOS.	51860.5 Rs. FIFTY- ONE THOUSAN D EIGHT HUNDRED

SIXTY  
AND PAISE  
FIFTY  
ONLY

	N.A	Excl.	5	
	Min.Order Qty(in unit):- 1	Lead Time(in days):- 56	Rate of Supply(monthly):- 200	
14	XEROX/5021/ Digital Copier with 5020DAD Printer (Size A-3)	Minimum copying speed (cpm): 20/20,Paper Size (Original/Image): A3/A3, RAM (MB): 16, Bye Pass: 50 SHEET, Zoom: 50 TO 200%, Category: DUPLEX, Networking features: YES	NOS.	86433.85 Rs. EIGHTY- SIX THOUSAN D FOUR HUNDRED THIRTY- THREE AND PAISE EIGHTY- FIVE ONLY

	N.A	Excl.	5	
	Min.Order Qty(in unit):- 1	Lead Time(in days):- 56	Rate of Supply(monthly):- 200	
15	XEROX/5021 Digital Copier with Printer (Size A-3)	Minimum copying speed (cpm): 20/20,Paper Size (Original/Image): A3/A3, RAM (MB): 16, Bye Pass: 50 SHEET, Zoom: 50 TO 200%, Category: DUPLEX, Networking features: NO	NOS.	73537.2 Rs. SEVENTY- THREE THOUSAN D FIVE HUNDRED THIRTY- SEVEN AND PAISE TWENTY ONLY

	N.A	Excl.	5	
	Min.Order Qty(in unit):- 1	Lead Time(in days):- 56	Rate of Supply(monthly):- 200	
16	XEROX/5325 Digital Multifunctional Copier Machines (Size A-3)	Minimum copying speed (cpm): 25/25,Paper Size (Original/Image): A3/A3, RAM Hard Disk (MB): 128 WITH 20GB HDD, Bye Pass: 50 SHEETS	NOS.	153216 Rs. ONE LAKHS FIFTY- THREE THOUSAN D TWO HUNDRED SIXTEEN ONLY

	N.A	Excl.	5	
	Min.Order Qty(in unit):- 1	Lead Time(in days):- 56	Rate of Supply(monthly):- 100	
17	XEROX/5335 Digital Multifunctional Copier Machines (Size A-3)	Minimum copying speed (cpm): 35/35,Paper Size (Original/Image): A3/A3, RAM Hard Disk (MB): 256 WITH 20GB HDD, Bye Pass: 50 SHEETS	NOS.	184680 Rs. ONE LAKHS EIGHTY- FOUR THOUSAN

					D SIX HUNDRED EIGHTY ONLY
		N.A	Excl.	5	
	Min.Order Qty(in unit):- 1	Lead Time(in days):- 56	Rate of Supply(monthly):- 100		
18	XEROX/5745/Digital Multifunctional Copier Machines (Size A-3)	Minimum copying speed (cpm): 45/45,Paper Size (Original/Image): A3/A3, RAM Hard Disk (MB): 256 WITH 20GB HDD, Bye Pass: 50 SHEETS	NOS.	290928 Rs. TWO LAKHS NINETY THOUSAN D NINE HUNDRED TWENTY- EIGHT ONLY	
		N.A	Excl.	5	
	Min.Order Qty(in unit):- 1	Lead Time(in days):- 56	Rate of Supply(monthly):- 100		
21	XEROX/7120/ Colour Copier (Size A-3) 7220	Minimum copying speed (cpm): 20 COLOUR/20MONO, RAM (MB): 512, Tray Capacity: 2 X 500 SHEETS, HDD: 40 GB	NOS.	228000 Rs. TWO LAKHS TWENTY- EIGHT THOUSAN D ONLY	
		N.A	Excl.	5	
	Min.Order Qty(in unit):- 1	Lead Time(in days):- 56	Rate of Supply(monthly):- 100		
22	XEROX/7120/ Colour Copier (Size A-3) 7220	Minimum copying speed (cpm): 20 COLOUR/20MONO, RAM (MB): 512, Tray Capacity: 2 X 250 SHEETS, HDD: 40 GB	NOS.	220704 Rs. TWO LAKHS TWENTY THOUSAN D SEVEN HUNDRED FOUR ONLY	
		N.A	Excl.	5	
	Min.Order Qty(in unit):- 1	Lead Time(in days):- 56	Rate of Supply(monthly):- 100		
23	XEROX/7120/ Colour Copier (Size A-3) 7220	Minimum copying speed (cpm): 20 COLOUR/20MONO, RAM (MB): 512, Tray Capacity: 2 X 250 SHEETS, HDD: Without HDD	NOS.	205610 Rs. TWO LAKHS FIVE THOUSAN D SIX HUNDRED TEN ONLY	
		N.A	Excl.	5	
	Min.Order Qty(in unit):- 1	Lead Time(in days):- 56	Rate of Supply(monthly):- 100		
24	XEROX/7125/ Colour Copier (Size A-3) 7225	Minimum copying speed (cpm): 25 COLOUR/25MONO, RAM (MB): 512, Tray Capacity: 2 X 500 SHEETS, HDD: 40 GB	NOS.	284000 Rs. TWO LAKHS EIGHTY-	

N.A. Excl. 5

Min.Order Qty(in unit):- 1 Lead Time(in days):-56 Rate of Supply(monthly):-80

6-Terms of Delivery:

Free delivery at consignee's site including installation / commissioning.

7-Excise Duty:

Excise Duty Not Applicable.

8-Sales Tax:

CST / VAT Extra @ 5%.

9-Delivery Period:

For item no. 7, 16, 17, 18, 21, 22, 23 First 100 nos delivery will be made within 86 days and thereafter 100 nos per month. for item no. 9, 10, 11, 12, 13, 14, 15 First 200 nos delivery will be made within 86 days and thereafter 200 nos per month.

10(a)-Annual Turnover:

- -

(b)-Monetary Limit(In Rs.):

Without Any Limit

11-Payment Terms:

50% payment will be allowed against provisional receipt certificate by consignee and balance 50% payment on receipt and acceptance of stores by consignee. In other respects, the provisions of clause 19 "Payment" under the contract in DGS&D-68(Revised) will apply. The firm will deliver the goods to the consignee alongwith the Guarantee/Warranty Certificate as per format given in Schedule-"B"

12-Slab Discount Clause:

NIL

13-Prices:

FIXED

14-Quantity Offered:

N.A.

15-Minimum Quantity in Single Supply Order:

16-Minimum order Value in Single Supply Order:

17-Status of the RC Holding Firm:

LSI

18-Paying Authority:

The Chief Controller of Accounts, Deptt. of Supply  
16A, AKBAR ROAD  
New Delhi -110011

19-Inspection Authority:

Not applicable since the firm is holding  
Green channel status for subject stores

20-Quality Assurance Officer/Inspecting officer:

-do-

21-Place where the Stores are to be Tendered for Inspection:

Not Applicable being Green Channel Firm

22-R/C is DDOs Operated:

Yes



With effect from First October two thousand eight ( 01-10-2008 ),all supply order(s) against this Rate Contract must be placed by Direct Demanding Officer(s) on-line through D.G.S&D web site ([www.dgsnd.gov.in](http://www.dgsnd.gov.in)) (indentor's page) only. Supply order(s) in any other form placed on or after 01-10-2008 shall not be valid and shall not be acted upon by the contractor or any other concerned agencies.

DDO shall download the supply order and send an ink signed copy to the concerned paying authority specified in the rate contract through Registered / speed post immediately after on-line placement of Supply Order(s).

23-Packing & Specification :

see annexure

24- Departmental Charges : Departmental charges at the rates prescribed by government from time to time shall be levied,for the services rendered by the Directorate General of Supplies and Disposal,in regard to Purchase & Inspection. The rates currently applicable for departmental charges in regard to purchase and inspection of stores against DGS&D R/C.

24(a) For Purchase : - Departmental Charges will be levied @1.0% of the value of the contract or supply order placed against the DGS&D rate contract.

24(b) For Inspection :- Departmental Charges will be levied @1.0% of the value of the contract or supply order placed against the DGS&D rate contract.

24(c). The value of the Contract or Supply Order shall be all inclusive basis including all taxes & duties. Service tax at prevailing rate as applicable shall be chargeable as extra on the Departmental Charges.

24(d) Such direct/referral Supply Orders being placed by various Government users on Rate Contract holding firms or their dealers/sub agents,obtaining supplies and making direct payments to the firms for the cost of stores prescribed in the Rate Contracts are liable to pay a nominal fee as Departmental Charges @0.25% of the value of Supply Order (all inclusive including taxes & duties ) + Service Tax extra as applicable. After receipt of Supply Order,the firm will deposit the said Departmental charges + service tax thereon at the rates provided in the R/C to the concerned Controller of Accounts (CCA) viz. Delhi/Mumbai/Kolkata/Chennai, as the case may be ,as indicated in the R/C by way of Demand Draft/Bank Transfer. In case , the supplies are made in installments, the aforesaid Departmental charges + Service Tax can be paid by the firm with CCA on pro-rata basis based on the value of the supplies made. In case no supplies are made, Departmental charges would not be payable / claimable as no service would deem to have been rendered by DGS&D. The firms can claim Departmental charges from PAO of the indentor for the direct/referral orders placed by them.Those who err/conceal/misrepresent/default in payment of prescribed Department Charges would be viewed adversely and shall be liable for actions as deemed fit by DGS&D including de-registration,debarring or suspension of business dealings,blacklisting , bad performance and denial of further Rate Contracts etc, in addition to recovery of the requisite amounts.IT would be the responsibility of the user department to ensure that the prescribed departmental charges have been paid by the supplier before releasing their payments for the supplies. The firm would also disclose the same to DGS&D.

( )  
Asstt. Director (S) / Section Officer / Dy. Director  
For and behalf of the purchaser named in the Form DGS&D 1001.

All the R/C particulars including prices in respect of individual R/Cs are available on DGS&D website which can be accessed by all.The DGS&D website is <http://dgsnd.gov.in>

## **SCHEDULE - B**

**Guaranty/Warranty Certificate : It is certified that the stores supplied are brand new,unused,non-refurbished and original and they full confirm to the technical specifications and description given in the subject Rate contract.It is further certified that the supplied stores are covered by the OEM Guaranty/Warranty as per the Subject Rate Contract.**

### **RC Specification:**

1 Country of Origin :- China, Malaysia & United States.

2. Address of foreign manufacturer :

i. XEROX CORPORATION, PO BOX- 1600, 800 LONG RIDGE ROAD, STAMFORD, CT 06904 UNITED STATES.

ii. NO. 46, NANGU ROAD, MING HANG, SHANDONG PROVINCE, CHINA,

iii. SENAI , MALAYSIA

### **SPECIAL CONDITIONS OF CONTRACT**

1. Payment terms: 50% payment will be allowed on proof of inspection & acceptance thereof and dispatch of stores and balance 50% on certification of receipt of stores in good condition by the consignee. In other respects, the provisions of clause 19, Payment under the Contract in DGS&D 68(R) will apply..

2. Machines will be delivered free at consignee's end, including freight, forwarding and under DGS&D's standard transit insurance clause that the purchaser will not pay separately for the insurance charges and it will be the contractor's responsibility for the safe arrival of goods in full and good condition.

3. Installation & demonstration of the machines will be carried out free of cost at consignee's place.

4. The tenderers will have to provide free training for at least two operators at the place of installation free of cost.

5. The tenderers shall guarantee availability of service and spare parts for their machines for a period of 7 years from the date of supply.

6. Machines shall conform to Guarantee/Warranty clause for a period of 12 months from the date of installation/demonstration, as per Clause18 of form No. DGS&D- 1001.

7. Warranty covers free service and free spare parts excluding the consumables.

8. The drum of the machine shall not be covered in the warranty period, as this is a consumable items.

9. Other terms and conditions are as per Form DGS&D-1001.

10. No assistance for import of finished product or raw material will be provided.

11. Verification of all features as per the rate contract at the time of inspection.

12. For imported machines offered for inspection, the documentation required at the time of inspection of bulk supplies for each and every lot are as under:-

a) Bill of Lading;

b) Packing list;

c) Certificate of origin;

d) Serial numbers along with model numbers pertaining / corresponding to imports covered by above documents;

e) A certificate from the manufacturer that the machines with particular model Nos. and Serial Nos. were exported by them to Indian supplier and that the same were tested in their factory and found to be satisfactory as per the standard specification of the product.

f) Guarantee/Warranty Certificate for the machine by R/C holding firms

### 13. Octroi Duty and Local Taxes:

Normally materials to be supplied to Government Department against Govt. Contracts are exempted from levy of town duty, Octroi duty, terminal tax and other levies of local bodies. The local Town/Municipal Body regulations at times, however, provide for such exemption only on production of such exemption certificate from any authorized officer. Contractors should ensure that stores ordered against contracts placed by this office are exempted from levy of Town duty/Octroi duty, Terminal tax or other local taxes and duties. Wherever, required, they should obtain the exemption certificate from the purchase officer or indenter concerned, to avoid payment of such local taxes or duties. Octroi, entry tax etc on the buyers account in the absence of relevant exemption certificate. Road permit, Waybill to be provided by DDO along with the order.

All other terms and conditions as per standard conditions in Form DGS&D-1001.

### 14 Supply of Road Permits/ Way bill by the indenter/consignees:

In all such cases where the requirement of Road Permit/Way Bills for entry of goods into a particular State is mandatory, the following provisions shall be strictly followed: -.

(a) The supplier shall request the indenter/consignee for providing Road permit/ Waybill within 10 days of the receipt of the Supply order. The supplier shall furnish all the necessary information and documents in this regard to Indenter/consignee.

(b) On receipt of the above request from the supplier, the indenter/consignee concerned shall arrange to provide the Road permit/Way Bill in the prescribed form to the supplier within a maximum period of two weeks so that the same reaches the supplier before the dispatch of the stores. However, in cases where the Road permit/Way Bill is issued on proof of actual invoice of the material, the consignee shall arrange to provide the Road permit/Way Bill from appropriate authorities within a maximum period of 5 days from the receipt of invoice.

(c) The supplier shall not be held responsible for any delay in supply due to non- supply/delayed supply of Road permit/Way bill by the indenter/consignee.

(d) All cases of abnormal delay in providing requisite details/ documents by the supplier or issue of Road permit/Way bill by indenter/consignee, the same shall be reported by them to DGS&D.

The details of the Road permits presently applicable in different States are as under:-

Sr.No. States Road Permit

- 1 Andhra Pradesh: - Not Applicable
- 2 Arunachal Pradesh: Form -03
- 3 Assam: Form - 61/62
- 4 Bihar:Form 28-B
- 5 Chhattisgarh: Form 59A
- 6 Goa: -Not Applicable
- 7 Gujarat: Form 403
- 8 Haryana:Form 38 if value is Rs. 25,000 or more.
- 9 Himachal Pradesh: - Form -26
- 10 Jammu & Kashmir: - Form-65+
- 11 Jharkhand: Form- JVAT 504 G
- 12 Karnataka: - Not Applicable
- 13 Kerala: - Not Applicable
- 14 Madhya Pradesh: Form 88/89
- 15 Maharashtra: -Not Applicable
- 16 Manipur: Form 35 / 37
- 17 Meghalaya: Form 14
- 18 Mizoram: Form 33
- 19 Nagaland : Form 16A

- 20 Orissa: Form 28 / 32
- 21 Punjab: -Not Applicable
- 22 Rajasthan: Form 18A
- 23 Sikkam: Form 25A
- 24 Tamil Nadu: -Not Applicable
- 25 Tripura: Form 18A / 18 B
- 26 Uttar Pradesh: Form 31/32
- 27 Uttaranchal: Form 16/17
- 28 West Bengal: Form 50

15. Pre-Inspected Lot: In order to meet the urgent requirement of indenter you may maintain pre-inspected stock of Digital Copier for ready dispatch against individual supply orders. Incase, however, you fail to dispatch the stores within 60 days of inspection, the same shall have to be pre-inspected before dispatch.

For supplies made from the pre-inspected stocks Inspection Note are to be obtained from the Inspecting Officer in each case. Dispatches/deliveries of pre-inspected stocks which are duly accepted need not however, await release of I/Notes are actually released.

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#### SCHEDULE -D

#### SPECIAL INSTRUCTIONS TOR TO R/C HOLDERS

1. Rate Contract holders are advised that before entertaining the supply order(s), they should ensure the availability of following certificates from DDOs.

- a) They are Central Government Department drawing funds from Consolidated Fund of India.
- b) The expenditure involved for the purchase has received the sanction of the competent financial authority.
- c) The funds are available under the proper head in the sanctioned budget allotment for the year.
- d) They have been fully authorized by the Department to sign the supply order and incur the liability in respect of the stores being ordered.

( Lakshman Rao )

ASSISTANT DIRECTOR(S)

For and on behalf of the purchaser named in the form DGS&D-1001.

#### Special Terms & Conditions

#### IMPORTANT NOTE TO DDOs:

The yield and rates of the consumables of the respective main machine, as quoted by the R/C holding firm in their bids are provided as under for the guidance of DDOs. DDOs are advised that aforesaid rates quoted by bidders in their bid have not been approved and recommended by DGS&D for conclusion of RC. These are just indicated here for guidance of DDOs. DDOs may carry out their own due diligence including market survey before procuring these consumables:

R/C Item No. Make Model Rate Yield (No. of pages per Drum)

- 7 XEROX 013R00591 18567.00 90000
- 9 XEROX 013R00670 14563.00 80000
- 10 XEROX 013R00670 14563.00 80000
- 11 XEROX 013R00670 14563.00 80000
- 12 XEROX 013R00670 14563.00 80000
- 13 XEROX 013R00670 14563.00 80000
- 14 XEROX 013R00670 14563.00 80000

15 XEROX 013R00670 14563.00 80000  
 16 XEROX 013R00591 18567.00 90000  
 17 XEROX 013R00591 18567.00 90000  
 18 XEROX 113R00673 57191.00 400000  
 21 XEROX 013R00657(K)  
 013R00658(Y)  
 013R00659(M)  
 013R00660(C) 79629.00 51300 (K), 51300 (Y), 51300 (M), 51300 (C)  
 22 XEROX 013R00657(K)  
 013R00658(Y)  
 013R00659(M)  
 013R00660(C) 79629.00 51300 (K), 51300 (Y), 51300 (M), 51300 (C)  
 23 XEROX 013R00657(K)  
 013R00658(Y)  
 013R00659(M)  
 013R00660(C) 79629.00 51300 (K), 51300 (Y), 51300 (M), 51300 (C)  
 24 XEROX 013R00657(K)  
 013R00658(Y)  
 013R00659(M)  
 013R00660(C) 79629.00 51300 (K), 51300 (Y), 51300 (M), 51300 (C)

R/C Item No. Make Model Rate Yield (No. of pages per Toner)

7 XEROX 006R01160 5555.00 30000  
 9 XEROX 006R01573 2148.00 9000  
 10 XEROX 006R01573 2148.00 9000  
 11 XEROX 006R01573 2148.00 9000  
 12 XEROX 006R01573 2148.00 9000  
 13 XEROX 006R01573 2148.00 9000  
 14 XEROX 006R01573 2148.00 9000  
 15 XEROX 006R01573 2148.00 9000  
 16 XEROX 006R01160 5555.00 30000  
 17 XEROX 006R01160 5555.00 30000  
 18 XEROX 006R01046 20039.00 60000  
 21 XEROX 006R01461(K)  
 006R01462(Y)  
 006R01463(M)  
 006R01464(C) 39720.00 22000 (K), 15000 (Y), 15000 (M), 15000 (C)  
 22 XEROX 006R01461(K)  
 006R01462(Y)  
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 006R01464(C) 39720.00 22000 (K), 15000 (Y), 15000 (M), 15000 (C)  
 23 XEROX 006R01461(K)  
 006R01462(Y)  
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 006R01464(C) 39720.00 22000 (K), 15000 (Y), 15000 (M), 15000 (C)  
 24 XEROX 006R01461(K)  
 006R01462(Y)  
 006R01463(M)  
 006R01464(C) 39720.00 22000 (K), 15000 (Y), 15000 (M), 15000 (C)

R/C Item No. Total Copies Printable over life Cycle of the M/C (No of pages)

7 600000  
 9 500000  
 10 500000

11 500000  
12 500000  
13 500000  
14 500000  
15 500000  
16 600000  
17 600000  
18 4000000  
21 330000  
22 330000  
23 330000  
24 330000

## SCHEDULE - C

### List of Parallel Rate Contract For Digital Copier and Multifunctional Office Machines(with separate Drum and Toner)

Sr.No.	NAME & FULL ADDRESS OF FIRM	R/C NO & DATE
1	HCL INFOSYSTEMS LTD E-4,5,6 sector-11 NOIDA UTTAR PRADESH 201301	DCMOM-EB/IT-3/RC- D10Q0000/0614/83/OA179/2008 13-SEP-13
2	LANDMARK INFONET PVT. LTD. Plot No.85P, Sector - 44, Institutional Area, Gurgaon - 122 002 Contract Person Mr.Satpal Balhara Mob.09811626300 / 9958899999 Gurgaon HARYANA 122002	DCMOM-EB/IT-3/RC- D10Q0000/0614/83/F0623/2024 21-OCT-13
3	SHARP BUSINESS SYSTEM (INDIA) LIMITED 214-221, ANSAL TOWER, 38, NEHRU PLACE,NEW DELHI- 110019  NEW DELHI DELHI 110019	DCMOM-EB/IT-3/RC- D10Q0000/0614/83/F0580/2026 21-OCT-13
4	XEROX INDIA LIMITED 5TH & 6TH FLOOR, BLOCK ONE, VATIKA BUSINESS PARK, SECTOR 49, SOHNA ROAD, GURGAON-122018 Mr. Samir Kshatri - Mob. 9654996548 GURGAON HARYANA 122008	DCMOM-EB/IT-3/RC- D10Q0000/0614/83/F0408/2027 21-OCT-13
5	KYOCERA DOCUMENT SOLUTIONS INDIA PVT. LTD. PLOT No. 100, FIRST FLOOR ,OKHLA INDUSTRIAL ESTATE, PHASE III, NEW DELHI - 110 020. Contact Person Mr. Ravi Saini Mob.09910344666. E-mail: ravi.saini@did.kyocera.com NEW DELHI DELHI 122002	DCMOM-EB/IT-3/RC- D10Q0000/0614/83/F0474/2023 21-OCT-13
6	RICOH INDIA LIMITED 2nd floor, Salcon Aurum Building, Plot No. 4, District Centre Jasola, New Delhi - 110025 Mobile No. : 9650777941 E-Mail : arun.kumar@ricoh.co.in	DCMOM-EB/IT-3/RC- D10Q0000/0614/83/F0706/2025 21-OCT-13

6	NEW DELHI DELHI	110025	DCMOM-EB/IT-3/RC- D10Q0000/0614/83/F0706/2025 21-OCT-13
7	CANON INDIA PVT. LTD A-23, Sector - 59, Noida - 201 301(U.P). NOIDA UTTAR PRADESH	201301	DCMOM-EB/IT-3/RC- D10Q0000/0614/83/02589/2020 21-OCT-13
8	KONICA MINOLTA BUSINESS SOLUTIONS INDIA PVT. LTD 10th Floor, DLF Cyber City, Building No. 8, Tower- C, Phase-II, Gurgaon- 122002 Mr. Anand Singh - Mob. 9654228387 GURGAON HARYANA	122002	DCMOM-EB/IT-3/RC- D10Q0000/0614/83/F0731/2022 21-OCT-13

**NOTE:**

(1) Before placing supply order, DDOs are advised to check with DGS&D or on the website whether any further RCs have been awarded or amendments to Rate Contract have been issued.

(2) All the R/C particulars including prices in respect of individual R/C's are available on DGS&D website, which can be accessed by all. The access code of DGS&D website is <http://dgsnd.gov.in>.



## ANNEXURE

### "Common Requirements for all the items"

1. The machines with above 20 cpm (copies per minute) for copying as well as printing shall have electronic sorting feature.
2. The machines shall be copier engine based having separate drum and toner.
3. Suppliers shall possess acceptance test facilities at the place of inspection detailed as under :
  - (a) Verification of all features and functional performance of the machine.
  - (b) Verification of its suitability for electrical parameters of voltage and power consumption.
  - (c) High Voltage test at 1000 V.
  - (d) Insulation Resistance Test.
  - (e) Firm shall have standard black & white and colour charts to compare the black & white and colour output prints with input. QA officer shall enclose copy of both input chart as well as copy of output chart along with the inspection test reports.
  - (f) Declared number of copy/print per month and total print/copy during life cycle of machine shall be supported by documents as part of acceptance process.
4. Tenderers shall furnish type test report for the each model at the time of registration and inspection.
5. Tenderers shall furnish a copy of TEC approval certificate along with tender for the items quoted with FAX feature and it should be valid on the date of tender opening. It will be the responsibility of the supplier to keep the TEC approval valid during the currency of the Rate Contract.
6. Type tests shall consist of verification of all the features & functional requirements including environmental tests and shall be from any Government laboratory.

For type testing, registration and inspection, DoC Correction slip No.36&38 dated 18-12-2012 of DGS&D Manual is also applicable.

The environmental tests sequence will be as under :

- (a) Dry Heat Test : For 16 hrs. At a temp. of 55 degree C in accordance with IS:9000/part-3/section-5/1977 (reaffirmed in 2007).
- (b) Cold Test : For 4 hrs. At a temp. of 0 degree C in accordance with IS:9000/part-2/section-4/1977 (reaffirmed in 2007).
- (c) Damp Heat Test : For 2 Cycles of 24 h each at a temp. of 40 degree C & 95% RH in accordance with IS:9000/part-5/section-1/1991 (reaffirmed in 2007).

After each environmental test and a recovery period of two hours, the machine shall be checked for complete functional parameters, which should not show any deterioration in comparison to the values obtained before the environmental tests.

TENDERERS TO NOTE :

Tenderers shall declare the following for the guidance of the buyers.

1. Tenderers shall declare dimensions, power consumption and weight of offered machine.
2. Tenderers to indicate minimum number of copies which can be printed / copied with each drum.
3. Tenderers to indicate minimum number of copies which can be printed / copied with each Toner pack.
4. It may be noted that offeres without spare Drum & Toner are liable to be ignored.
5. Tenderers shall quote for the spare drum, Toner and networking card of each type/model indicating life (for toner and drum) & model No.of the machine for which it is suitable perferably in the following format.

(a) Drum Model xxxxxx	Min.xxxxxx Copies	M/c Model.xxxxxx .
(b) Toner Modelxxxxxx	Min.xxxxxx Copies	M/c Model.xxxxxx .
(c) Networking card Model	NA	M/c Model.xxxxxx .
6. Tenderers shall have to indicate maximum Nos of copy/print per month that can be coppied/printed by each model quoted by them and total nos of copies during life cycle of machine under normal use so that purchaser may be able comprehend economy and operating cost of machine before placement of order.
7. Tenderers who quote for machines with networking facility and without networking facility of the same schedule, shall quote for networking spare card also. In respect of the above cases it may be noted that offeres without spare network card are liable to be ignored.

SPECIAL NOTE TO TENDERERS :

1. Only one Agent or Subsidiary or distributor who enters into direct agreement with foreign principal and not through any intermediary channel can be only considered as a valid Agent, who can be registered.
2. The foreign manufacturer has to declare with documentary evidence that they have adapted/tropicalized the equipment to suit Indian climatic conditions, as per clause 5.3.2 (c) of manual; and can prove the performance of the same along with accessories at the premises in India (Testing facilities required at firm's premises are for functional and performance parameter only and not for Type Testing and environmental testing as these tests have got to be done from Govt. Lab).

The firms meeting these conditions, in addition to other conditions of registration in vogue, shall only be considered for registration as `supplier of imported stores. Mere submission of test report for environmental testing will NOT be treated as sufficient unless above declaration is also furnished by the importer, along with their application for registration and tender enquiry.
3. Supplier of Imported stores must submit a declaration from their foreign principal (OEM), duly notarized, that the product/model number being quoted against the tender is currently undergoing production and have NOT been

discontinued by them. The OEM shall further undertake that they shall continue to provide support to the product/model no. being quoted, during their warranty period. Such an undertaking shall be submitted at the time of registration, bidding and during first inspection.

4. As per CVC Circular No.03/01/12 dated 13.1.2012,
  - (a) In a tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.
  - (b) If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.
5. Multiple agents of same manufacturer (Indian or foreign) cannot participate in bid for the same item/product.
6. Firms registered with DGS&D or seeking registration/capacity assessment in the category of :
  - (a) Indian agent of Indian Manufacturer : the registration and inspection shall be carried out at Indian Manufacturer's works.
  - (b) Supplier or Imported Stores (i.e. Indian Agent of Foreign Manufacturer): the registration and inspection shall be carried out at Indian AGENT's (Supplier of Imported Stores) premises/works.
7.
  - (a) Firms must submit their application to concerned QA Office for fresh or renewal of registration/capacity assessment/special capacity assessment PRIOR to at least 30 days before the scheduled date of tender opening, failing which application may NOT be possible to be processed before tender opening date and only tenderers will be responsible for the same.
  - (b) Tenderers shall be registered with DGS&D or NSIC (based on capacity report of DGS&D) as per the current T/E to become eligible to quote against the same.
8. Registration for all scheduled items excluding add on spares are required on the date of tender opening. It means all the items/models quoted against all schedules by tenderer have to be registered on the date of tender opening.
9. In respect of items to be supplied / supplied by the Green Channel firms, the inspection may be carried out by the DGS&D in cases where such inspection is insisted by indentors.
10. However, where DGS&D inspection is not involved. The indenter and consignee has to ensure that the quality of stores delivered is as per R/C specification and the supplier is in possession of all the relevant documents as specified in the R/C. In respect of the imported stores it shall be ensured that the stores being delivered has reached the country through legal channel and the supplier is in possession of all the import documents in their name.

#### Colour Copier (Size A-3)

Colour Laser /LED Copier suitable for colour copying & printing (resolution 600 x 600 dpi from A3 size original to A3 size image. The machine shall be complete with features of electronic sorting, networking, automatic reversible document feeder without necessity of manual intervention) and inbuilt duplexing unit for back-to-back printing and copying. The machine shall be supplied with 2 trays of 500 sheets capacity or 2 Trays of each capacity 250

sheets(as Specified) for blank papers and a 50 sheets bye pass tray. The machine will have facility for 25 % to 200% zoom and shall give 256 grey scales in colour.

The specified capacity in cpm will correspond to A4 size paper.

Digital Copier with Printer (Size A-3)

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Digital Laser Copier with printer, copying and printing resolution 600 X 600dpi (minimum), copier engine based, with specified zoom ratio increment of 1% suitable for operation on single phase AC 230 +/-10% Volts, 50 Hz, preset enlargement and reduction steps, 250 sheet tray capable of multiple copying up to 99 copies. The specified capacity in cpm will correspond to A4 size paper.

Digital Multifunctional Copier Machines (Size A-3)

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Digital Laser Multifunctional Copier machines (without fax) with duplex copying and printing, scanner and networking duly trolley mounted, copying and printing resolution 600 x 600 dpi (minimum), copier engine based, with specified zoom ratio increment of 1% suitable for operation on single phase AC 230 +/-10% Volts, 50 Hz, pre set enlargement and reduction steps, 250 sheet tray capable of multiple copying up to 99 copies. The specified capacity in cpm will correspond to A4 size paper.

Basic Digital Copier (Size A-3)

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Digital Laser Copier, resolution 600 X 600 dpi (minimum), copier engine based, with specified zoom ratio increment of 1% suitable for operation on single phase AC 230 +/-10% Volts, 50 Hz, preset enlargement and reduction steps, 250 sheet tray capable of multiple copying up to 99 copies. The specified capacity in cpm will correspond to A4 size paper.

**LIST OF ALL AMENDMENTS**

**For RC No. DCMOM-EB/TT-3/RC-D10Q0000/0614/83/F0408/2027**

*NOTE: No Amendments issued till date 23-OCT-13*