

## TERMS AND CONDITIONS:

1. The Plain paper copier should be in good working condition
2. The photocopier should have functions of reduction, enlargement and zoom and the quality of the copy should be good.
3. The photocopier should be installed at the Office of the Senior Divisional Commercial Manager, Southern Railway, Divisional Office, Madurai 16.
4. The photocopier should be maintained regularly for its trouble free operation and in case of major repair. In other case, the machine should be attended within 3 hours of the complaint made by the user.
5. The scope of service should be trouble free performance, excellent copy quality, toner, requisite spares and all consumable shall be provided by the contractor.
6. The user shall provide paper and electricity only
7. Transportation of plain paper copier machine from user place to contractor place and vice versa is the sole responsibility of the contractor and no assistance will be given by the user i.e. administration.
8. The number of copies estimated is only approximate based on the previous year account. This number may either increase or decrease.
9. The period of contract is one year
10. The photocopier should be supported by UPS for at least 5 minutes back up which should be supplied by the owner.
11. The Railway administration reserves the right to terminate the contract at any time should in the Railway's opinion, the cessation of the contract become necessary owing to paucity of funds or any other cause what so ever, in which case the rental charges (if quoted by the contractor) to date will be paid in full at the rates specified in the contract.
12. Payment shall be arranged on claiming bill once in every 3 months for the total number of copies taken for every three months based on the counter reading in machine.
13. 1% of wastages shall be allowed.
14. The copier machine should be of latest one or not more than 3 years old (not older than 2019 year model).
15. The copier machine provided should be enabled with reverse copying mechanism (ie. Copying on front and back side of the paper should be enabled).
16. If the equipment goes out of order, the same shall be replaced within 24 hours from receipt of complaint from this office. In case the equipment is not repaired or made good for usage, a PENALTY @ Rs.55/- per day for the day(s) the equipment is out of order for all the working days and Saturdays will be levied.

Signature of the contractor.