



BHARAT COKING COAL LIMITED
(A Subsidiary of Coal India Limited)
Office of the Chief General Manager(MM)
Materials Management Department
Commercial Block L-III , Koyla Bhawan : Koyla Nagar
Dhanbad : 826005(Fax No- 0326-2230183)

SUPPLY / PURCHASE ORDER

**Under jurisdiction of Dhanbad Court
and Jharkhand High Court only.**

BY REGD.POST / SPEED POST

Ref.No: BCCL/PUR/712060/ Photocopier M/cs/12-13/229

Date:27.02.2013

To,
M/s Namrata Enterprises
4TH Floor, Radha Soami Arcade,
Saraidhela, Dhanbad
Jharkhand- 828127

Sub: Supply of Photocopier Machines

Ref: Your Offer no NIL dated 27.10.12 against our Tender no:- 62 (Cover -I) opened on 29.10.2012 & Price- Bid(Cover-II) opened on 16.01.2013.

Dear Sirs,

With reference to the above, we for and on behalf of BCCL hereby place **PURCHASE ORDER** on you for supply of following item at the price, terms and conditions indicated here in: -

SCOPE OF SUPPLY:-

Sr No	Item Description		Quantity (nos)	Unit Value	Extended Value
1	Photocopiers ,Model- bizhub 215,Make- KONICA MINOLTA, detailed specification as per Annexure- "A"	Unit Basic	17	71,136.00	1209312.00
		VAT @ 5%		3,556.80	60465.60
		Unit Landed		74,692.80	12,69,777.60

Contract Value: Rs. 12,69,777.60 (Rupees Twelve Lakhs Sixty Nine Thousand Seven hundred Seventy Seven and paisa sixty only)

TERMS & CONDITIONS:

1. Prices: FIRM and FOR destination inclusive of Packing & Forwarding, Freight & Insurance.
2. Excise Duty : Not Applicable . If applicable during the pendency of contract the same will be borne by you.
3. VAT : Shall be payable as applicable at the time of delivery, within the stipulated delivery period, present rate is Indicated above.
- 4 .Payment Terms: 100% shall be made within 21 days from the date of receipt and acceptance of the material by the consignee or from the date of receipt of suppliers' bills, whichever is later .

5. **DELIVERY SCHEDULE:-** Shall be supplied **Within 8-10 weeks** of date of order from the date of receipt of order . Delivery schedule shall be reckoned from the 10TH day from the date of order and the date of receipt of materials at our stores shall be treated as the date of delivery.

NOTE : Safe arrival of materials shall be your responsibility.

6.Bank Details:-

1	VENDOR/SUPPLIER/CONTRACTOR/CUSTOMER'S NAME & ADDRESS: (With Telephone No. & Fax No.)	M/s Namrata Enterprises 4 TH Floor, Radha Soami Arcade, Saraidhela, Dhanbad, Jharkhand- 828127
2	PARTICULARS OF BANK ACCOUNT:	
	A.BANK NAME:	INDIAN BANK
	B.BRANCH NAME:(Including RTGS Code)	DHANBAD, IDIB000D021
	ADDRESS:	BANK MORE, DHANBAD
	C.9-DIGIT CODE NUMBER OF THE BANK & BRANCH (Appearing on MICR Cheque issued on the Bank) Or 5-DIGIT Code Number of SBI	826019002
	D. ACCOUNT TYPE: (S.B. Account/Current Account Or Cash Credit with Code 10/11/13)	CASH CREDIT
	E.LEDGER NO./LEDGER FOLIO NUMBER:	
	F.ACCOUNT NUMBER (CORE BANKING) & STYLE OF ACCOUNT (As appearing on the Cheque Book)	538585294/OCC

7. **Security Money:** You shall will be required to deposit as security money 10% of the value of the contract i.e. 1,26,978.00 (Rs One Lakh Twenty Six Thousand Nine Hundred Seventy Eight only) (including Taxes, duties, and other charges to the FOR Destination prices without having any ceiling in the form of Bank Draft / Bank Guarantee within 15 days from the date of order. The validity of BG will be for a period of 3 months beyond the expiry of delivery period. If the successful tenderer fails to deposit the security deposit within 15(fifteen) days from the date of order, the same shall be recorded as unsatisfactory performance for future dealings apart from taking any other penal action as may be deemed fit by BCCL. **For successful tenderers, the Security Money shall be refunded within 30 days of satisfactory execution of contract. For unsatisfactory execution of contract and / or failure of execution of contract, the security money shall be forfeited.**The Bank Guarantee should be submitted on **Rs.250/-** non-judicial stamp paper .

8. **Inspection** – Final inspection shall be carried out at the consignee end after receipt of materials.

9. **Transit Insurance** – Shall be arranged and covered by you for safe arrival of the materials to the consignee end at your cost and risk.

10. PENALTY FOR FAILURE TO SUPPLY IN TIME

The delivery of stores stipulated in Purchase order shall be deemed to be of the essence of the contract and delivery of the stores must be completed by the date specified. No materials should be supplied beyond the specified delivery period, unless specific approval has been obtained from the purchaser.

In the event of failure to deliver the stores within the stipulated date/ period in accordance with the samples and/or specification mentioned is the supply order, and in the event of breach of any terms and conditions mentioned in the supply order. Bharat Coking Coal Limited reserves the right:

- a) To recover from successful tenderer, as agreed liquidated damages, a sum not less than 0.5% (half percentage) of the price of the stores which successful tenderer has not been able to supply (for this purpose part of a unit supplied will not be considered) as aforesaid for each week or part of a week during which the delivery of such stores may be in arrears limited to 10%. Where felt necessary the limit of 10% can be increased to 15% at the discretion of Head of the Materials Management Division
- b) To purchase elsewhere, after due notice to the successful tenderer on the account and at the risk of the defaulting supplier the stores not supplied or others of a similar description without canceling the supply order in respect of consignment not yet due for supply or
- c) To cancel the supply order or a portion thereof, and if so desired to purchase the store at the risk and cost of the defaulting supplier and also
- d) To extend the period of delivery with or without penalty as may be considered fit and proper. The penalty, if imposed shall not be more than the agreed liquidated damages referred to in clause (a) above.
- e) To encash any Bank guarantee which is available for recovery of the penalty or
- f) To forfeit the security deposit full or in part.
- g) Whenever under the contract a sum of money is recoverable from and payable by the supplier, BCCL shall be entitled to recover such sum by appropriating, in part or whole by deducting any sum or which at any time thereafter may be due to the successful tenderer in this or any other contract with Bharat Coking Coal Ltd. or any subsidiary of Coal India Ltd. Should this sum be not sufficient to cover the full amount recoverable, the successful tenderer shall pay BCCL on demand the remaining amount. The supplier shall not be entitled to any gain under this clause.

11. PRICE FALL CLAUSE.

- i) The prices charged for the stores supplied under the contract by the supplier shall in no event exceed the lowest price at which the supplier offer to sell the stores of identical description to any other organization from date of offer till completion of supply under the contract
- ii) If at any time during the said period the supplier offers lower sale price of such stores to any other organization at a price lower than the price chargeable under this contract, the supplier shall forthwith notify such reduction or sale to the consignee concerned under intimation to CGM(MM), Bharat Coking Coal Limited, Commercial Block, Level -III, Koyla Bhawan, Koyla Nagar, Dhanbad and the price payable under the contract for the stores supplied after the date of coming into force of such reduction or sale, shall stand correspondingly reduced. The above stipulated will not, however apply to exports by the supplier.

12. Submission of Bills- Pre-receipted stamped original bill for 100% value in four copies along with, delivery challan in original, Guarantee/ Warranty certificate, and other relevant documents should be submitted to the Paying Authority through Consignee only.

13. Guarantee /Warranty – Materials supplied should be guaranteed for a period of 12(twelve) months from the date of installation or 18 months from the date of receipt and acceptance at consignee end whichever is earlier against any manufacturing defects / workmanship / inferior quality. Any defect observed on this account shall be attended within 07 days from the date of receipt of report and replace the materials within 21 days free of cost.

14.**Packing:** Consignment shall be supplied in suitable standard proper packing.

15.**Force Majeure Clause** – If the execution of the supply order is delayed beyond the period stipulated in the supply order as a result of out-break of hostilities, declaration of an embargo/ curfew or blockade or fire , flood, acts of nature or any other contingency beyond the supplier's control due to act of God then BCCL may allow such additional time by extending the delivery period , as it considers to be justified by the circumstances of the case and its decision shall be final.

16. **PERFORMANCE BANK GUARANTEE-** PBG on schedule/Nationalized Bank in India valid for 06 (Six) Years for 10% value of the order (order value means FOR destination price including taxes, duties, transportation & insurance charges & other charges if any) shall have to submitted to MM Division, BCCL, Koyla Bhawan on or before commencement of supply. PBG may be submitted either for the entire order quantity at a time or each equipment wise/lot wise.

17. **Consignee** – PM (Admn) Koyla Bhawan, BCCL, Dhanbad.

18. **Paying Authority-** GM(F) MM, Koyla Bhawan.

19. **Issue of Road Permit:** Not required.

20.ALL DISPUTES ARE SUBJECT TO DHANBAD COURT AND JHARKHAND HIGH COURT JURISDICTION ONLY.

ALL OTHER TERMS & CONDITIONS AND TECHNICAL SPECIFICATIONS ALONG WITH SCOPE OF SUPPLY WILL STRICTLY BE AS PER OUR NIT.

This contract is concluded with the issuance of this order. We are enclosing 2 copies of the Purchase order, one of which should be returned to us duly stamped and signed. These issues with the approval of the Competent Authority.

Yours faithfully,
For & on behalf of Bharat Coking Coal Ltd.

M.Mehta
AM(MM)

(A.K.Choudhary)
CM(MM)

INDENT & BC/FC REFERENCE:-

Indent no. and Date	B.C./FC no. & dt.
Indent No:- NIL DATED NIL	BC No:- BCCL/CAP/C&B/12-13/F.F/72/01/EBC No- 47 dated 30.07.2012 for Rs 14,02,075.00
IR No:-712060 dated 28.06.2012.	e-FC No:- 170 dated 20.02.2013 (HQ) 12,69,777.60

Copy to:-

1. M/s KONICA MINOLTA BUSINESS SOLUTIONS INDIA PVT LTD,10th Floor, DLF Cyber City, Building No 8 Tower C, Phase-2, Gurgaon- 122 002, Haryana, India- This is with reference to your authorisation letter no NIL dated 25/10/2012.

Copy to:-

1. PM (Admn), Koyla Bhawan , BCCL.
2. Dy GM(Admn) , Dhanbad
3. GM(F) MM, Koyla Bhawan .
4. Justice Ashok Kumar Chakraborty (Retd) ,BB-69, Sector-I, Salt Lake, Kolkata-700064.
5. MM(Tech Cell), MM Div,Koyla Bhawan.
6. Master File/Office Copy.
- 7.

ANNEXURE-“A”

TECHNICAL SPECIFICATION OF PHOTOCOPIER MACHINE

1. Photocopy Machine:

- i. Minimum Copy/Printing speed : minimum 20ppm.
- ii. Printing Resolution- Minimum 600 X 600 dpi
- iii. Paper Size : A5-A3,
- iv. Multiple Copies- up to 99
- v. Zoom: 50 % to 200% (in 11 dpi)
- vi. Category: Duplex with RADF(Auto Reverse Document Feeder),
- vii. Tray-Double Tray
- viii. Bye Pass(Tray): 100 Sheet (minimum),
- ix. RAM:64 MB (minimum) Machine with scanner and attachment for computer,

2. Suitable Separate Stabiliser to run the machine

SPECIAL TERMS AND CONDITIONS

1. BCCL will go under comprehensive complete service agreement for a period of 6 years after completion of initial 10,000 copies free.
2. Rate for photocopying per copy under full service maintenance agreement/Comprehensive care customer contract/comprehensive complete service agreement is Rs 0.25 per page.
3. No extra charges will be paid by the BCCL for any spare parts including rubber/plastic parts defective components, change of ink, in the photocopy machine from time to time etc. No extra charges would be paid for providing standby photocopy machine.
4. BCCL will provide following only
 - (i) Space for putting the machine.
 - (ii) Power for running the machine.
 - (iii) Paper for coping.
 - (iv) Manpower for operation.
5. Servicing, replacements, renewals etc will be carried out on site and only genuine OEM specific spare part/assemblies will be used for the purpose. Replacement of parts should be done in consultation with the Nodal Officer of BCCL and a record is to be maintained.
6. You will be responsible for smooth and satisfactory working of the photocopy machines in all respects and obtain certificate from the concern department that photocopy machines have been working satisfactory during the relevant period.
7. The payment will be made on quarterly basis after completion of time with satisfactory service report from concern department.
8. Routine cleaning of all the machines and their accessories has to be carried out once in a month with a good quality cleaning liquid, cloth and brush etc and entered in the log book.
9. Non-performance of preventive maintenance shall attract penalties as per penalty clause.
10. The maintenance engineer of the vendor submit a service slip to BCCL Nodal officer after each replacement of parts showing the parts removed and parts installed with full details of the part name, type, model no., sl. no. to be maintained in the log book.

11. Penalty:

- (a) All faults booked before 11:00 hrs on any working day will have to be rectified the same day. Fault booked after 11:00 hrs will have to be attended by next day. In case the firm fails to rectify within the time frame. Firm has to provide a stand by identical system on the next working day before 11:00 hrs and take parallel action for repairing. If the firm fails to make the system working by any of the two options, penalty of Rs. 200/=(Rs. Two hundred) only will be imposed per working day per machine from the next working day of the booking of the fault. Fault booked will be treated as rectified if any only the vendor gets satisfactory report from the user Department on the date of rectification. Breakdown period will include Saturday, Sunday, and Holiday.
- (b) In case of non-adherence to preventive maintenance schedule, a penalty of Rs. 500/=(Rs. Five hundred) only per visit failure will be charged.
- (c) In case of fault persists beyond one week or faulty equipment is taken by vendor for repair and not returned within one week after repair, BCCL shall be at liberty to get the same repaired from outside source and recover the cost from pending bill of vendor or from performance bank guarantee.

ALLOCATION OF THE PHOTOCOPIER MACHINES

Sr No	Name of the Department	No of Machines
1	NEE	1
2	INTERNAL AUDIT	1
3	GM(P&IR)	1
4	DIG,CISF	1
5	GM(FINANCE) I/C	1
6	SALES & MARKETING	1
7	SAFETY	1
8	ADMINISTRATION	1
9	EXECUTIVE ESTABLISHMENT	1
10	COORDINATION	1
11	MM DEPARTMENT	1
12	IR SECTION	1
13	PAY SECTION	1
14	E&M	1
15	KNTA	1
16	EMTI	1
17	QUALITY CONTROL	1