



नेशनल टेक्सटाइल कारपोरेशन लिमिटेड  
NATIONAL TEXTILE CORPORATION LIMITED

(भारत सरकार का उपक्रम)

( A Government of India Undertaking )



CIN NO.  
U74899DL1968GOI004866

पश्चिम क्षेत्र कार्यालय: एनटीसी हाउस , 15 एन एम मार्ग, बेलार्ड इस्टेट, मुंबई 400001.  
WESTERN REGION OFFICE: NTC House, 15 N. M. Marg, Ballard Estate, Mumbai 400 001.  
दूरध्वनी / Tel. 022-22686600, फॅक्स / Fax- 022-22686631, Email : ntlwr.mumbai@ntcltd.org

NTC(W.R)/MM/XEROX MC ON HIRE/2025/82

Date : 08.07.2025

To,

**By Courier Service**  
**TENDER DUE ON: 22.07.2025 up to 2.00 PM**

Dear Sir,

**Sub: ANNUAL CONTRACT OF XEROX MACHINE ON HIRE BASIS FOR THE PERIOD OF ONE YEAR AT NTC WRO.**

The National Textile Corporation Limited, WR, Mumbai, is inviting sealed tenders from the reputed parties for the annual contract of Xerox machines on a hire basis for the period of one year at NTC WRO, as per the details given below. Parties are requested to quote the rates on the same form and submit it to this office duly filled and signed on or before 22.07.2025 up to 2.00 PM.

Details are as under:

Sr.No.	Description	Rate /Copy (Rs.)
1.	Providing one New Xerox Machine and one stand by xerox Machine on Hire basis. Rate includes servicing and maintenance, replacement of Broken / damage spares, Toners, Drums etc during the contract period.	
	GST @ %	
	Total	

**QUALIFICATION CRITERIA:**

The bidder who meets the following prequalification criteria may apply.

1. The bidding firm should have similar work experience OR be the same type of business (enclose the Xerox copy as evidence).
2. The party should have a GST No. (Enclose the Xerox copy).

**EARNEST MONEY DEPOSIT (EMD)**

Bidders have to submit the EMD of Rs. 5000/- (Rs. Five Thousand only) by Demand Draft drawn on any Nationalized/Scheduled Commercial Bank in favor of "**N.T.C. Ltd.-Unit-Western Region,**" payable at Mumbai. Tenders received without the requisite EMD shall be summarily rejected.

The EMD of unsuccessful bidders will be refunded after the contract is awarded, and the EMD of **successful bidders will be converted into a security deposit** towards performance and will be returned on successful completion of the contract period. The EMD/security deposit will not carry any interest.

**COST OF TENDER FORM.**

Interested contractors may obtain a tender document from the NTC (WR), Mumbai Office, on payment (non-returnable) of Rs.500/- (Rs. Five Hundred only) by Demand Draft drawn on any Nationalized/Scheduled Commercial Bank in favor of "**N.T.C. Ltd.-Unit-Western Region**" payable at Mumbai from 08.07.2025 to 22.07.2025 (up to 1.00 PM).

The bidders who downloaded the tender document from our website, i.e., [www.ntcltd.org](http://www.ntcltd.org), are required to pay the prescribed tender fee of Rs.500/- (Rs. Five Hundred only) by way of Demand Draft drawn on any Nationalized Bank/Scheduled Commercial Bank in favor of "**N.T.C. Ltd.-Unit-Western Region**" payable at Mumbai at the time of submission of tender.

**CONCESSION/ EXEMPTION FOR MSES ENTREPRENEURS**

For granting the necessary concession/exemptions to MSE entrepreneurs as per MSME, Govt. of India, directives. The bidder should specify whether they are micro or small enterprises. If so, whether they are owned by SC/ST entrepreneurs. Copies of registration certificates issued by the MSEs concerned authorities should be submitted.

### **SUBMISSION OF TENDER:**

1. The tenders with the filled-up quotation are to be submitted in the prescribed format only. Conditional tender will be rejected outright.
2. The sealed envelope should superscribe the nature of the work and the name & address of the bidder.
3. Demand Draft for **EMD and cost of tender document** (if the tender document has been downloaded from the NTC website) should be put in a separate envelope.
4. The sealed tenders are to be deposited in the tender box kept in the office of NATIONAL TEXTILE CORPORATION LTD., (WESTERN REGION), NTC HOUSE, 15, N.M. MARG, BALLARD ESTATE, MUMBAI – 400 001 on or before **22.07.2025 up to 2.00 PM.**
5. NTC will not be responsible for non-receipt or delay for submission of tenders under any circumstances.

### **OPENING OF TENDER**

Tenders will be opened on **22.07.2025 up to 3.30 PM** in the presence of bidders who remain present.

### **GENERAL TERMS & CONDITIONS:**

1. You have to take all necessary precautions to prevent any damage to the property, etc. Any damage caused during the course of work shall be recovered from the payment.
2. Breakdowncalls may be attended the same day or the next day morning; otherwise, a penalty of Rs. 500/- per day will be imposed.

EMD will be forfeited if any financial loss to the corporation is due to non-fulfillment of the terms and conditions.

### **PERIOD OF CONTRACT:**

The contract is valid for one year from the date of order. This may be renewed after one year subject to rendering of satisfactory service & fulfilling the terms & conditions.

### **PAYMENT TERMS**

Bills shall be raised on a monthly basis having a digital reading of the machine (start to end). Payment will be released in 30 days from the submission date of bills with a Xerox copy of the machine reading certified by the concerned officer of the H/R Dept.

### **RESOLUTION OF DISPUTES**

The Terms & Conditions of this tender document shall prevail in case of any dispute arising out of this contract, and any dispute directly or indirectly connected with this contract will be referred to the sole arbitration of the Chairman & Managing Director of National Textile Corporation Ltd., New Delhi, or any other officer appointed by the Chairman-cum-Managing Director of the corporation for this purpose. The decision of the said arbitrator shall be final, conclusive, and binding upon all concerned.

### **JURISDICTION**

All suits or proceedings relating to any dispute or claim arising out of or in the course of performance in this contract shall be filed in the appropriate court having jurisdiction in MUMBAI.

**The corporation reserves the right to reject any or all tenders without assigning any reasons therefore.**

Thanking you,

Yours faithfully,  
For N.T.C. Ltd. (WR)



(S.U. Satpute)  
Dy. Manager (Mats)

**Signature and seal of the party**

पंजीकृत कार्यालय : कोर 4, स्कोप कॉम्प्लेक्स, 7 लोधी रोड, नई दिल्ली 110 003.  
Registered Office: Core- IV, Scope Complex, 7 Lodhi Road, New Delhi 110 003.  
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