



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, फ़ैक्स/ Fax- 022-22686631, Email : ntelwr.mumbai@ntcltd.org

NTC(W.R)/MM/XEROX MC ON HIRE/ 2026/

Date : 17.07.2026

To,

By Courier Service
TENDER DUE ON: 24.07.2026 up to 3.00 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 Annual Contract of Xerox Machine on 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 to this office duly filled and signed on or before 24.07.2026 up to 3.00 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 bidders who meet the following pre qualifications criteria may apply.

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

EARNEST MONEY DEPOSIT (EMD)

Bidder 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 requisite EMD shall be summarily rejected.

EMD of unsuccessful bidders will be refund after awarded the contract and EMD of **successful bidders will be converted in to security deposit** towards performance and will be returned on successful completion of contract period. EMD/Security Deposit will not carry any interest.

COST OF TENDER FORM.

Interested contractors may obtain tender document from NTC (WR), Mumbai Office on payment (non-returnable) of Rs.500/- (Rs. Five Hundred only) by Demand Draft drawn on any Nationalised / Scheduled Commercial Bank, in favour of **"N.T.C.Ltd.-Unit-Western Region"** payable at Mumbai from 17.07.2026 to 24.07.2026 (up to 1.00 PM).

The Bidders who were download the tender document from our website i.e. – 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 Nationalised Bank/ Scheduled Commercial Bank in favour 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 MSES 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 submit.

SUBMISSION OF TENDER:

1. The tenders with fill up quotation are to be submitted in prescribed format only. Conditional tender will be rejected out rightly.
2. The sealed envelope should super-scribe the nature of work and Name & Address of the bidder.
3. Demand Draft for **EMD and cost of tender document** (If tender document has downloaded from NTC Website) should be put in separate envelope.
4. The seal Tender 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 **24.07.2026 up to 3.00 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 **24.07.2026 at 3.30 PM** in the presence of bidders who remained 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. Break down calls may be attend same day or next day morning otherwise penalty will be imposed of Rs. 500/- per day.

EMD will be forfeited if any financial loss to the corporation due to non-fulfills 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 term & conditions.

PAYMENT TERMS

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

RESOLUTION OF DISPUTES

The Terms & Condition 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 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 course of performance in this contract shall be filed in 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)

Material Department

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.
दूरध्वनी/Tel. 011-24360101 , फ़ैक्स/Fax- 011-24361112, website: www.ntcltd.org