



Bhagyanagar Gas Ltd

**Hiring of A3 Multifunctional LaserJet Printer with scanner  
and copier for Kukatpally Brach Office and Vijayawada  
Project Office for 03 years  
Bid Document No: BGL/684/2025-26**

VOLUME II OF  
II



**BHAGYANAGAR GAS LIMITED  
(A JOINT VENTURE OF HPCL & GAIL)**

**BID DOCUMENT FOR**

**HIRING OF A3 MULTIFUNCTIONAL LASERJET PRINTER WITH  
SCANNER AND COPIER FOR KUKATPALLY BRACH OFFICE AND  
VIJAYAWADA PROJECT OFFICE FOR 03 YEARS  
BID DOCUMENT NO: BGL/684/2025-26**

**UNDER OPEN DOMESTIC  
COMPETITIVE BIDDING**

**e- tender**

**Bid Document No.: BGL/684/2025-26**

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**SECTION 7**

**SCOPE OF WORK & SPECIAL CONDITIONS OF CONTRACT FOR HYDERABD GA**

**PART-A**



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**PART – A**

**1.0 SCOPE OF SUPPLY / WORK**

- i) The scope of work covers Supply and Installation of **BRANDNEW Multifunctional LAN Printer cum Scanner (MFPS) for BGL Kukatpally Office, Hyderabad including with spares/toner cartridges, services, and consumables except paper on monthly hire basis.** The details are as mentioned below.

S. No	Particulars	Quantity in No's	U o M
1	Standard Monthly Charges for Hiring of MFP Printer Ø <b>BRAND NEW Kyocera Laser (Model TASKalfa 3212i) or HP LaserJet MFP 72630 DW or CANON IR 2630(or higher range models),</b> Minimum requirement shall be as follows: <ul style="list-style-type: none"><li>• within 32 pages per minute of A4 size.</li><li>• With bypass tray WITH DUPLEX printing.</li><li>• Fixed cost for 10,000 nos copies per month</li><li>• The printer should have facility to page all the standard side papers like A3, A4 etc.</li><li>• Min 1.5 GB ram,100 sheet Reversible ADF,2 X 500 sheets Input tray , 100 sheets bypass, touch screen, scan to e-mail, save to network folder, save to USB drive, send to share point, send to FTP, send to Sftp, Send to LAN Fax, Send to Internet Fax, Local Address Book, SMTP over SSL, Upto45 ipm Scan Speed.</li></ul>	1	Nos
2	Extra hiring charges per copy over and above 10,000 nos copies per printer per month as in SOR sl. No. 1	500*	Nos

Note:

1. \*500 copy is mentioned only for evaluation of prices and payment will be paid at actual executed quantities.
  2. Extra Pages will be counted on per printer per month i.e. the payment will be paid for copies above 10000 No.
- ii. Vendor must keep one Cartridge in BGL as standby. Cartridges shall be replenished with 3 days, in case of non- availability of cartridges. BGL my take action of any delay in delivering spare cartridges.
- iii. Hiring services includes all consumables including cost of repairs/ spares, maintenance and adequate labour force.
- iv. Services to be delivered without any interruption in routine office activities of BGL Kukatpally office as per the instructions of Officer – In – Charge (OIC).



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- v) Freight charges upto delivery location to be arranged by the vendor. BGL is not responsible for any damages happened during transit and required transit insurance may be taken by bidder.

**2. INSPECTION**

The Company reserves the right to inspect the material/ Printer at any time and day, it desires, at the premises of the Bidder/Contractor.

**3. CANCELLATION OF CONTRACT**

In the event of Bidder's/Contractor's failure to supply the Printer of acceptable quality and as per stipulated delivery schedule and specifications, the Company reserves the right to cancel the Work Order by giving 15 day notice and get the work done from any other source at Bidder's/Contractor's risk and cost.

**4. TIME SCHEDULE**

The contract period is **03 (Three) years** from the date of FOA/Work order/Purchase Order.

The time schedule for supply of the equipment is **15 days** from the date of FOA/Work order/Purchase order.

Installation and commissioning of machines shall be done within 1 week from the date of receipt of material at BGL respective location.

Time for completion of Supply and installation is the important activity of the Contract and shall be firm and binding.

**5. CONTRACT PRICE**

Contract Price for the scope of Supply/Work enumerated above as indicated in the Schedule of Rates (SOR) is for delivery and installation of material in full & good condition at BGL Kukatpally Office, Hyderabad. Contract Price also includes all charges towards packing & forwarding, Excise Duty on finished material, and freight including door delivery charges and insurance including Goods & Service tax, if any.

Contract Price shall remain firm and binding till completion of Scope of Work and shall not be subject to any variation whatsoever on any account, excepting statutory variation in taxes & duties. The statutory variation in taxes & duties beyond contractual delivery period shall be to bidders account.

**6. FREIGHT CHARGES**

Vendor shall bear Freight Charges including transit insurance, if any from his stores to the



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delivery location.

**7. TERMS OF PAYMENT**

**100 % payment shall be released within 15 (fifteen) days from the date of receipt of monthly running account bill along with measurement certificate/metering bill duly signed by respective EIC.**

**8. DELIVERY AND INSTALLATION LOCATION & ADDRESS OF SITE  
(CONSIGNEE ADDRESS)**

**1) M/s Bhagyanagar Gas Limited**

**Flat no. 222, 1st Floor, MedPlus, Sathavahana Nagar,  
Kukatpally, Hyderabad – 500072**

**Proper basic training to be given for BGL personnel during installation of printers and whenever if required for ensuring smooth functioning**

**9. Penalty/PRS:**

**PRS on Supply:**

In case of delay in Installation and Commissioning of New printers PRS will be applicable. PRS will be @½% (half percent) of the total work order value per complete week of delay or part thereof subject to maximum of 5% of the total work order value.

**Penalty on Service:**

The contractor must ensure 100% availability of each printer cumulative on monthly basis. Non-availability of any machine will attract penalty as given below:

Break-down penalty would be applicable as follows:

- For Breakdown restored within 4 hours in a month - No Penalty.
- For Breakdown restored beyond 4 hours upto 8 hours in a month – Rs. 100/-
- For Breakdown restored beyond 8 hours upto 12 hours in a month – Rs. 200/-
- For Breakdown restored beyond 12 hours upto 16 hours in a month – Rs. 300/-
- For Breakdown restored beyond 16 hours upto 20 hours in a month – Rs. 350/-
- For Breakdown restored beyond 20 hours upto 24 hours in a month – Rs. 400/-
- In case there is a continuous breakdown beyond 24 hours in a month-15% of Monthly invoice value
- continuous breakdown beyond 48 hours in a month-25% of Monthly invoice value

If the machine is under breakdown beyond 72 hours in a month or if the printer is under breakdown for more than 10 times in a month, then the bidder shall replace the printer with new one under his own risk and cost or else a penalty of up to 50% of value shall be deducted from the invoice.



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**10.FORCE MAJEURE: As per GCC.**

**11. Security deposit(SD)/Contract Performance Bank Guarantee (CPBG)**

**SD/CPBG shall be applicable only if order value is greater than 05 lakhs**

SD/CPBG @ 5% of Total order/contract value in case contract period is less than one year or 5% of Annualized order/contract value in case contract period is more than one year.

OR

Initial security deposit (ISD) @ 2.5% of total order/contract value in case contract period is less than one year or 2.5% of annualize order/contract value in case contract period is more than one year within 30 days of FOA/notification of award and deduction @ 2.5% of the RA bill subsequently from RA bills till the total amount of security deposit ( including ISD and deduction amount) reaches 5% of Total order/contract value in case contract period is less than one year or 5% of annualized order/Contract value in case contract period is more than one year.

SD/CPBG shall be valid for contract period plus Warranty/Guarantee/Defect liability period plus 90 days claim period.



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**SECTION 8**

**SCOPE OF WORK & SPECIAL CONDITIONS OF CONTRACT FOR VIJAYAWADA GA  
(PART-B)**





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**PART B**

**1. SCOPE OF SUPPLY / WORK**

i) The scope of work covers Supply and Installation of **BRANDNEW Multifunctional LAN Printer cum Scanner (MFPS) for BGL Project Office, Vijayawada including with spares/toner cartridges, services and consumables except paper on monthly hire basis.**  
The details are as mentioned below.

S. No	Particulars	Quantity in No's	U o M
1	Standard Monthly Charges for Hiring of MFP Printer Ø <b>BRAND NEW Kyocera Laser (Model TASKalfaMZ 3212i) or HP LaserJet MFP 72630 DW or CANON IR 2630(or higher range models),</b> Minimum requirement shall be as follows: <ul style="list-style-type: none"><li>• within 32 pages per minute of A4 size.</li><li>• With bypass tray WITH DUPLEX printing.</li><li>• Fixed cost for 10,000 nos copies per month</li><li>• The printer should have facility to page all the standard side papers like A3, A4 etc.</li><li>• Min 1.5 GB ram,100 sheet Reversible ADF,2 X 520 sheets Input tray , 100 sheets bypass, touch screen, scan to e-mail, save to network folder, save to USB drive, send to share point, send to FTP, send to Sftp, Send to LAN Fax, Send to Internet Fax, Local Address Book, SMTP over SSL, Upto45 ipm Scan Speed.</li></ul>	1	Nos
2	Extra hiring charges per copy over and above 10,000 nos copies per printer per month as in SOR sl. No. 1	500*	Nos

Note:

1. \*500 copy is mentioned only for evaluation of prices and payment will be paid at actual executed quantities.
2. Extra Pages will be counted on per printer per month i.e. the payment will be paid for copies above 10000 No.

ii) Vendor must keep one Cartridge in BGL as standby. Cartridges shall be replenished with 3 days, in case of non-availability of cartridges. BGL may take action of any delay in delivering spare cartridges.

iii) Hiring services includes all consumables including cost of repairs/ spares, maintenance and adequate labour force.

iv) Services to be delivered without any interruption in routine office activities of BGL Vijayawada office as per the instructions of Officer – In – Charge (OIC).

(Sign & Seal of Bidder)

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- v) Freight charges up to delivery location to be arranged by the vendor. BGL is not responsible for any damages happened during transit and required transit insurance may be taken.

**2. INSPECTION**

The Company reserves the right to inspect the material/ Printer at any time and day, it desires, at the premises of the Bidder/Contractor.

**3. CANCELLATION OF CONTRACT**

In the event of Bidder's/Contractor's failure to supply the Printer of acceptable quality and as per stipulated delivery schedule and specifications, the Company reserves the right to cancel the Work Order by giving 15 day notice and get the work done from any other source at Bidder's/Contractor's risk and cost.

**4. TIME SCHEDULE**

1. The contract period is **03 (Three) years** from the date of FOA/Work Order/Purchase order.
2. The time schedule for supply of the equipment is **15 days** from the date of FOA/ Work Order/Purchase order.
3. Installation and commissioning of machines shall be done within 1 week from the date of receipt of material at BGL respective location.
4. Time for completion of Supply and installation is the important activity of the Contract and shall be firm and binding.

**5. CONTRACT PRICE**

Contract Price for the scope of Supply/Work enumerated above as indicated in the Schedule of Rates (SOR) is for delivery and installation of material in full & good condition at BGL Vijayawada Project Office. Contract Price also includes all charges towards packing & forwarding, Excise Duty on finished material, and freight including door delivery charges and insurance including Goods & Service tax, if any.

Contract Price shall remain firm and binding till completion of Scope of Work and shall not be subject to any variation whatsoever on any account, excepting statutory variation in taxes & duties. The statutory variation in taxes & duties beyond contractual delivery period shall be to bidders account.



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**6. FREIGHT CHARGES**

Vendor shall bear Freight Charges including transit insurance, if any from his stores to the delivery location.

**7. TERMS OF PAYMENT**

- **100 % payment shall be released within 15 (fifteen) days from the date of receipt of monthly running account bill along with measurement certificate/metering bill duly signed by respective EIC.**

**8. DELIVERY AND INSTALLATION LOCATION & ADDRESS OF SITE (CONSIGNEE ADDRESS)**

**1) M/s Bhagyanagar Gas Limited**

D. No. 54-20-16A, 4<sup>th</sup> Floor, Opp. Café Coffee Day Building Road,  
Gurunanak colony, Vijayawada, Andhra Pradesh-520008

Proper basic training to be given for BGL personnel during installation of printers and whenever if required for ensuring smooth functioning

**9. PENALTY/PRS:**

**PRS on Supply**

In case of delay in Installation and Commissioning of New printers PRS will be applicable. PRS will be @½% (half percent) of the total work order value per complete week of delay or part thereof subject to maximum of 5% of the total work order value.

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- For Breakdown restored beyond 16 hours upto 20 hours in a month – Rs. 350/-
- For Breakdown restored beyond 20 hours upto 24 hours in a month – Rs. 400/-
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- continuous breakdown beyond 48 hours in a month-25% of Monthly invoice value



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If the machine is under breakdown beyond 72 hours in a month or if the printer is under breakdown for more than 10 times in a month, then the bidder shall replace the printer with new one under his own risk and cost or else a penalty of up to 50% of value shall be deducted from the invoice

**10. FORCE MAJEURE: As per GCC.**

**11. Security deposit(SD)/Contract Performance Bank Guarantee (CPBG)**

SD/CPBG shall be applicable only if order value is greater than 05 lakhs

SD/CPBG @ 5% of Total order/contract value in case contract period is less than one year or 5% of Annualized order/contract value in case contract period is more than one year.

OR

Initial security deposit (ISD) @ 2.5% of total order/contract value in case contract period is less than one year or 2.5% of annualize order/contract value in case contract period is more than one year within 30 days of FOA/notification of award and deduction @ 2.5% of the RA bill subsequently from RA bills till the total amount of security deposit ( including ISD and deduction amount) reaches 5% of Total order/contract value in case contract period is less than one year or 5% of annualized order/ Contract value in case contract period is more than one year.

SD/CPBG shall be valid for contract period plus Warranty/Guarantee/Defect liability period plus 90 days claim period



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**SECTION :- 9  
SCHDULE OF RATES**



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S						
Tender Name:- Hiring of A3 Multifunctional LaserJet Printer with scanner and copier for Kukatpally Brach Office and Vijayawada Project Office for 03 years						
Tender No:- BGL/684/2025-26						
Name of Bidder						
S.No	Particulars	UOM	Quantity	HSN / SAC Code	Unit Price excl. Of GST (Rs.)	Total Price excl. of GST (Rs.)
1	<b>1) BRAND NEW Kyocera Laser (Model TASKalfa-3212i) or HP LaserJet MFP 72630 DW or CANON IR 2630 (or higher range models),</b>  <b>2) Minimum requirement shall be as follows:</b> <ul style="list-style-type: none"> <li>• Within 32 pages per minute of A4 size.</li> <li>• With bypass tray WITH DUPLEX printing.</li> <li>• Fixed cost for 10,000 nos copies per month</li> <li>• The printer should have facility to page all the standard side papers like A3, A4 etc.</li> <li>• As per the Scope of Work in RFQ document for the execution of services in its entirety and as per the Instruction of Officer- In- Charge (OIC).</li> </ul>					
1.1	<b>PART-A Hyderabad (Kukatpally Office)</b>					
1.1.1	Standard Monthly Charges for Hiring of 01 no MFP Printer cum Scanners as in SOR sl. No. 1	Months	36			0
1.1.2	Extra hiring charges per copy over and above 10,000 nos copies per month as in SOR sl. No. 1	Nos	500			0
<b>Sub Total</b>						0
<b>GST @ ...%</b>						



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<b>GST Amount</b>						0
<b>Total Amount incl of GST.</b>						0
1.2	<b>PART-B Vijayawada</b>					
<b>1.2.1</b>	Standard Monthly Charges for Hiring of 01 no MFP Printer cum Scanners as in SOR sl. No. 1	Months	36			0
<b>1.2.2</b>	Extra hiring charges per copy over and above 10,000 nos copies per month as in SOR sl. No. 1	Nos	500			0
<b>Sub Total</b>						0
<b>GST @ ...%</b>						
<b>GST Amount</b>						0
<b>Total Amount incl of GST.</b>						0

**Note:**

1. 500 copies are mentioned in SOR sl No. 1.1.2 and 1.2.2 only for evaluation of prices and payment will be paid at actual executed quantities.
2. Extra Pages will be counted on per printer per month i.e. the payment will be paid for copies above 10000 No.
3. Fill the rows 1.1.1, 1.1.2, 1.2.1 and 1.2.2 against the respective columns only.
4. Bidders may opt to quote for individual Part or multiple Part(s).
5. Bidders must quote for all line items mentioned in each part(s).
6. Evaluation shall be carried out on Part-wise basis.
7. The award shall be made to the lowest quoted techno-commercially acceptable bidder(s).