

NEW MANGALORE PORT AUTHORITY

Govt. of India (Ministry of Ports, Shipping and Water ways)

Marine Department.

PANAMBUR



MANGALORE – 575 010

NMPT/ME/MISC/2020/183

Date: 07/10/2022

Sir,

Sub: “Supply and installation of 03 Nos. new Xerox Machines on rental basis for a period of 02 years” - Quotation requested.

Please submit/forward your competitive quotation for “Supply and installation of 03 Nos. new xerox machines on rental basis for a period of 02 years” commencing from the date, as per work order.

Description of Machine required	No. of machines & Location	Rate for new Xerox machines, Rs
Hiring of new Xerox machines of latest technology with networking printer, on rental basis. a). Heavy duty Digital Copier b). Minimum copying speed (cpm): 20/20 c). Paper size (original/image): up to A3/A3 d). RAM (MB):16 Bye pass e). MB: 50 Sheets f). Zoom: 50 to 200 %. g) Category: Duplex (Back to Back). h) Networking features: Yes/64 Bit with scanner facility of maximum A3 size i). One or two trays with manual by pass.	03 nos , new Xerox machines to be installed (1 No. in D.C office, 1 No. in H.M. office & 1 No. in M.E office)	

Terms and Conditions:

1. The Rate to be quoted per print excluding GST.
GST as applicable would be paid extra. The copy of the GST Registration certificate to be submitted along with the quotation.
2. Machines are to be installed at above mentioned locations at your own cost. Software programme for printing and scanning to be installed in Office Computers as instructed by the undersigned.
3. The contract period is for 2 years commencing from the date, as per work order and contract covers all consumables, spares and service except for paper and power. Paper & Power will be provided by the department free of cost.
4. All the repairs, maintenance and good running of the installed machines during the contract period shall be attended by you free of cost. The repairs of the machines to be attended immediately and within 24 hours after lodging report/complaint over phone or by other means.
5. The Port reserves the right to cancel the contract at any time for poor performance or without assigning any reason during the contract period.
6. Payment: The payment will be made through ECS within 20 days from the date of receipt of your bills in duplicate and in full shape. Separate bills for the D.C Office, H.M Office and M.E Office are to be submitted. The Banker's details to be submitted as per **Annexure – I**. Payment will be made according to the actual number of prints taken from the installed machine as per the meter reading only.
7. The rate quoted should be valid for at least 90 days from the date of submission of offer.
8. In the event of non-operation or non-working of installed machines for printing/xeroxing for more than 24 hours, NMPA will have the right to get material requirement of printing/xeroxing from other sources and the cost incurred shall be deducted from your payments/bills
9. All disputes are subject to Mangalore Jurisdiction only.
10. At the time of installation, proof of purchase of new Xerox machine, invoice and Instruction Manual of the new Xerox machine have to be submitted.

Your quotation in complete shape in a sealed cover superscribed as **“Supply and installation of 03 Nos. new xerox machines on rental basis for a period of**

02 years” should reach the undersigned on or before **17/10/2022** by 1515 hrs, and will be opened on the same day at 1530 hrs.

Yours faithfully,

P. P. Soshi
7 OCT 2022
Marine Engineer.

Address for submission of quotation:
The Marine Engineer,
Marine Engineering Division,
New Mangalore Port Authority,
Panambur, Mangalore – 575 010.
Contact no. 0824- 2887265 for queries if any.

ANNEXURE - I

Bankers Details of Bidder for E Payment

1.	Name	
2.	Full address of the firm registered under GST (All correspondence will be made to this address only)	
3.	Telephone No.	
4.	Mobile No.	
5.	Fax No.	
6.	Email ID:	
7.	Account No.	
8.	Account Type (SB or CA or OD)	
9.	Name of the Bank	
10.	Full address of Branch	
11.	MICR code (Should be 9 digit)	
12.	Bank IFSC Code No.	
13.	GST Registration No.	
14.	PAN Card No.	

Signature of the Bidder with date
Company Seal: