

NEW MANGALORE PORT AUTHORITY
DEPARTMENT OF CIVIL ENGINEERING
MAINTENANCE DIVISION-II
QUOTATION No. 10/9/MTC-II/XEROX/14/AS Date: 07/07/2022

Sealed quotations are invited from the reputed firms having GST Registration for the following work.

Name of Work:	Providing Photo copier Machine on Rental Basis to Office of the Executive Engineer, Maintenance Division – II, Civil Engineering Department, including installation and maintenance for a period of 2 years
Period of Contract :	2 years from the date of issue of letter of acceptance and may be extendable for another two years if required.
Date of submission	25.07.2022 upto 15:00 hrs.
Date of opening:	25.07.2022 after 15:30 hrs.

The quotation shall be dropped in the tender box placed in **A.O. building Annexure block ground floor (Next to PRO office)** on or before 3.00P.M on 25.07.2022 and will be opened at 3.30P.M on the same day in the presence of the authorised representatives of the firms.

The firms shall write the rate in figures as well as in words clearly in the enclosed BOQ.

Technical features of the machine:

1. Brand New Multi function device of 30 copies and prints per minute will be installed
2. Digital zoom range 25% to 400% in 1% increment.
3. Machine can be used as A3 size copier, A3 size network printer.
4. 500 sheets x 2 trays and 100 sheets multi bypass tray for paper storage.
5. Max A3 size duplex copying and printing.
6. Pen drives and network printing with colour scanning.
7. 100 sheets reverse automatic document feeder (RADF)
8. Duplexing back to back copy, printing and color scanning.
9. Digital laser printing system.
10. Floor model with stand/trolley & storage box.

Terms and Conditions

1. The machine shall be installed in the office of the Executive Engineer, Maintenance Division – II and will be operated by the Port Officials. Necessary training for operating the machine shall be given by the firm at free of cost.
2. The necessary space for the machine shall be provided in the office. Power supply required for functioning the machine shall be provided by the department at free of cost.
3. If there is any breakdown or improper functioning of the machine, the complaint shall be registered with the firm at their given address. The

- complaints shall be attended and rectified within 5 working hours on receipt of the same. If not, a penalty of Rs. 250/- shall be levied per day till it get rectified.
4. The contract includes cost and conveyance of all spares, consumables (toner, cartridges, drum etc. complete) and labour required for service.
 5. The paper, power and operator will be provided by NMPA.
 6. A minimum billing for 3000 copies at the rates quoted per copy will be considered per month.
 7. The GST registration number shall be furnished by the firm along with the offer.
 8. The entire responsibility of the machine shall be borne by the firm who shall take necessary insurance for the machine at their own cost.
 9. In case, if the machine is to be shifted or relocating from the existing location, the same shall be carried out by the firm without any extra payment.
 10. The contract period has been fixed for two years. Based on the performance of the firm, this period shall be extended for another two years subject to the approval of the competent authority of the Port. In such a case the rates for 3rd and for 4th year shall be paid as per the rates quoted.
 11. The contract agreement shall be executed by the Firm after issue of the Letter of Award. Upon signing the contract agreement, the contractor shall make ten copies of contract document in hard bound cover which shall comprise all the documents used in contract/Agreement and provide the same to the Employer at no extra cost.
 12. The Firm shall raise monthly bills in the prescribed format duly enclosing the readings of actual copies taken. The applicable GST shall be reimbursed as per actual.
 13. The NMPA reserve the right to accept or reject quotation without assign reasons thereof.
 14. If the service of the firm is found unsatisfactory the contract will be terminated.

The offer submitted should be open for acceptance for a period of 90 days from the date of opening the same.

The successful firm shall execute and agreement / undertaking in the prescribed form on a stamp paper of required value and sign on the page of the contract form including Term and conditions and Technical features of the machine enclosed to the same.



Praveen Shenoy H.K.
Executive Engineer
Maintenance Division - II

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BILL OF QUANTITIES

Name of Work: Providing Photo Copier Machine on Rental Basis to the Office of the Executive Engineer, Maintenance Division-II, Civil Engineering Department including installation and maintenance for a period of 2 years

Sl. No.	Description	Unit	Rate (in Figures and Words)
1	Supply and installation of brand new high end Xerox machine as specified in the technical features of the machine and terms and conditions, on rental basis for a period of two years including maintenance of machine, cost and conveyance of all spares, consumables (toner, cartridges, drum etc. complete).	Per copy	

- Note: 1. Applicable GST shall be paid as per actual.
2. The paper, power, space for installation and operator will be provided by NMPA.

SIGNATURE OF AGENCY / FIRM