



New Mangalore Port Authority

Panambur, Mangalore – 575 010

CIVIL ENGINEERING DEPARTMENT

N.I.T. No. 10/62/X-CSMC/CE(C)/2022/TS

Date: 03.11.2022

NMPA invites sealed quotations from reputed firms having GST Registration for the following work:-

Name of Work:	Providing Photo copier Machine on Rental Basis to EE(C)'s Office, Civil Engineering Department including installation and maintenance for a period of 2 years
Contract Period of Hiring:	2 years from the date of issue of letter of acceptance
EMD	<p>Rs. 2000/- (Rupees two thousand only) by RTGS/NEFT in favour of F.A. & C.A.O., NMPA as per the Bank details provided below:-</p> <ol style="list-style-type: none">1. Name of the Bank: State Bank of India, Panambur, Mangalore-575010.2. Bank A/C No. 102056494483. IFSC Code: SBIN00022494. MICR Code: 575002011 <p>Contact Nos. 0824-2887306 and 0824-2407149 Email ids: The transaction details shall be enclosed along with the quotation.</p> <p><u>The benefit of Exemption of EMD will also be allowed</u> to all Micro and small Enterprises (MSE). For this purpose, the bidder shall submit proof of their being MSE registered with District Industries Centre (DIC) or Khadhi and village industries commission or Khadhi and Industries board (KVIV) or Coir board or National Small Scale Industries Corporation (NSIC) or Directorate of handicrafts and handlooms or Udyog Aadhar Memorandum or any other body specified by Ministry of MSME in the appropriate category along with their duly filled quotation.</p>

Date of submission	18.11.2022 upto 15:00 hrs.
Date of opening:	18.11.2022 after 15:30 hrs.

The sealed quotation shall be submitted in the office of the Executive Engineer (Civil) on or before 3.00P.M on 18.11.2022 and will be opened after 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 (Civil), Room No. 203 of A.O. Building, NMPA 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 4000 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 reserves the right to accept or reject quotation without assigning any 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 EMD amount of the unsuccessful bidders if submitted along with the quotation shall be refunded after finalization of the quotation and award of work.

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.

Encl: As above

Yours faithfully,

Sd/-
(Yogindra.S)
Executive Engineer (Civil)
Civil Engineering Department
yogindra.s@nmpt.gov.in

**NEW MANGALORE PORT AUTHORITY
CIVIL ENGINEERING DEPARTMENT
EE (C) DIVISION**

QUOTATION 10/62/X-CSMC/CE(C)/2022/TS, date: 03.11.2022

BILL OF QUANTITIES

Name of Work: Providing Photo Copier Machine on Rental Basis to the Office of the Executive Engineer (Civil), Civil Engineering Department; Room No. 203 of A.O. Building, NMPA 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 Photo Copier 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.

**DATED SIGNATURE OF AUTHORIZED
REPRESENTATIVE OF THE FIRM
WITH SEAL**