



NEW MANGALORE PORT AUTHORITY

Administration Department, Panambur-575 010

**No.4/2/2022/PAC.2**

**Date:15.12.2022**

Sir,

Sub : Hiring of New Xerox Machine on rental basis for a period of two years - Quotation requested - Reg.

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With reference to subject cited above, you are hereby requested to submit your lowest offer for "Hiring of New Xerox Machine on rental basis to the Secretary Cell, Administration Department, NMPA, Panambur for a period of 2 years" as detailed below:

Sl.No.	Description of Machine required	Rate per print in Rupees
1	Hiring of new Xerox Machine of latest technology – 20 CPM digital Copier/ with networking Printer, Scanner with duplex (Back to Back) on rental basis.	

**Terms and Conditions:**

1. **Location for installation of machine:** The machine shall be installed at Secretary Cell, Administration Department, NMPA at your own cost.
2. **The machine shall not be older than one year on the date of installation.** Necessary electric power supply for the machine will be provided by the department at free of cost.
3. The rate quoted shall be firm and exclusive of GST. Additional claim for minimum quantity of prints per month or rent per month will not be accepted and the payment will be made according to the actual number of prints taken from the installed machine as per the meter reading only.
4. The maintenance of machine, replacement of spare parts including cartridge shall be at your own cost.

5. The payment will be made through RTGS within 20 days from the date of receipt of your bill in duplicate with full shape. The Banker's details to be submitted as per Annexure – I.
6. Non-operation or non-working of machine during the contract period shall be attended immediately within 24 hours after lodging the report over phone or by other means. If the complaint is not attended within 24 hours, the NMPA shall the right to get material requirement for repairing and servicing from other sources and the cost incurred shall be deducted from your bills and subsequently the contract will be terminated by issuing a week notice from non-co-operation.
7. Software program for printing and scanning to be installed in office computers as instructed by the undersigned
8. The port reserves the right to cancel the contract for poor performance or without assigning any reason by giving one month's notice.
9. The rate quoted should be valid for at least 90 days from the due date of submission offer.
10. The Contract period is for 2 years from 05.01.2023 and contract may be extended for a further period of one year on mutual consent with the existing rates, terms and conditions, if found satisfactorily.
11. All disputes are subjected to Mangalore Jurisdiction only.
12. The quotation shall be in complete shape with technical specification and super Scribed with the sealed cover as "Hiring of New Xerox Machine on rental basis for a period of Two Years" may please be addressed to the Secretary, Administration Department, NMPA, Panambur not later than 26.12.2022. The quotation will be opened on the same day at 3.30 PM.

Yours faithfully,



(Yogitha)

Sr. Assistant Secretary.

PAC Section.

New Mangalore Port Authority.