



आईएसओ 9001-2015 पल्लन
AN ISO 9001-2015 PORT

MORMUGAO PORT AUTHORITY
ENGINEERING MECHANICAL DEPARTMENT

ELECTRICAL HEADLAND SECTION

NOTICE INVITING BUDGETORY OFFERS

Name of Work	NAME OF WORK "CAMC for the 15 Nos. of Copier machines for a period of 02 years at MPA".
Date of submission of budgetary quotation	On or Before 10/02/2025
Address for communication:	Executive Engineer (E-HL), Mechanical Engineering Department, Mormugao Port Authority, Electrical Section, 1st Floor, Admin. Building, Headland sada Vasco-de-Gama Goa – 403804
Contact Details	Phone : (0832) 2594241/15/42 Email : xene.mgpt@gmail.com
Website	www.mptgoa.gov.in

EXECUTIVE ENGINEER (E-HL)
MORMUGAO PORT AUTHORITY



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CME/XEN(E-HL)/G-19/2025/

.01.2025

Sub: "CAMC for the 15 Nos. of Copier machines for a period of 02 years at MPA."

Ref: Budgetary Quotation No. CME/XEN(E-HL)/G-19/2025/01

Mormugao Port Authority intends to carry out "CAMC for the 15 Nos. of Copier machines for a period of 02 years at MPA".

As such, kindly furnish your budgetary quotation for the same. Scope of work enclosed as Schedule - 'A' and Price Schedule enclosed as Schedule - 'A1'.

Your budgetary quotation should reach to this office latest by **10/02/2025**.

Thanking you,

Yours sincerely,

EXECUTIVE ENGINEER (E-HL)

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SCHEDULE - 'A'

TECHNICAL SPECIFICATION

1.0 GENERAL

Mormugao Port Authority proposes to entrust Comprehensive Annual Maintenance Contract (CAMC) for 15 Nos. of Copier machines for a period of 02 years at MPA. The details are given as below.

EXISTING SYSTEM:

1. There are a total 13 nos. of copier machines operating, i.e. 02 nos. SHARP copier machines, 03 nos. KONICA–MINOLTA machines and 09 nos. HP/SAMSUNG copier machines. In addition to the above, 02 nos of SHARP copier machines will complete their warranty period in June 2025. Therefore these machines will also be included in the Comprehensive maintenance Contract from July 2025 on prorata basis.
2. Further it may be noted that AMC's for some of the Copier machines are ON and will end at different time intervals during the currency of this contract. Accordingly, all these copiers will come in ambit of the contract and CMC charges will be paid on pro-rat basis.

2.1. DETAILS OF EXISTING COPIER MACHINES AT MPA.

List of Copier machines at MPA

Sr. No.	Make/Model	Installed Date	Location	CMC start date
1	Sharp Copier, AR- 6020 NV	Jan 2022	EO –section / Finance Dept	01/03/2025
2	Sharp Copier, AR- 6020 NV	Nov 2021	EO - section Medical Dept.	01/03/2025
3	Sharp Copier, BP- 20M22	July 2022	O/o CME	01/07/2025
4	Sharp Copier, BP- 20M22	July 2022	HMC Office /CME - Dept	01/07/2025
5	Konica Minolta BH 164	Nov 2015	Medical /CMO Dept	18/03/2025



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6	Konica Minolta BH 195	March 2014	RAO Office	18/03/2025
7	Samsung K2200ND	July 2016	Dy. Chairperson Office	22/05/2025
8	Samsung K2200ND	Dec 2017	EO Sect./ CME Dept.	22/05/2025
9	Samsung K2200ND	July 2015	EO Sect. /CE Dept.	22/05/2025
10	Samsung K2200ND	Nov 2017	D& D Section / CE Dept.	22/05/2025
11	Samsung K2200ND	Nov 2017	TM Office	22/05/2025
12	Samsung K2200ND	Feb 2017	CISF	22/05/2025
13	Samsung K2200ND	March 2018	EO Sect. / DC Dept.	22/05/2025
14	HP - M436DN	Nov 2019	Vigilance	22/05/2025
15	HP - M436DN	Sept 2018	CDC / Finance Dept	22/05/2025

2.0 Scope Of Work

- 2.1 Preventive maintenance shall be carried out once a month which include general maintenance like, cleaning of transfer rollers, drum, feeder, Pressure roller, removal of waste toner for trouble free operation of the machine and any other routine maintenance of the machine as necessary to keep them healthy and functional. The service report duly signed by the user section of this maintenance shall be furnished to the Engineer-In- Charge (EIC) for processing payments.
- 2.2 The contractor shall attend to any number of breakdown calls within 24 hrs. from registration of complaint at no additional cost to Port.
- 2.3 Spares apart from consumables i.e. toner/cartridge required for repairing the copier machines shall be arranged by the Contractor as and when need arises.

3.0 PRE REQUISITE REQUIREMENT :

Contractor should compulsorily have a registered service Outlet in Goa and operational for not less than one year from the state of Goa evidence of which is to be provided.

4.0 CONTRACT PERIOD:

The contract period for Comprehensive Maintenance Contract (CMC) will be for a period of two years from the date of award of LOA or Purchase order, whichever is earlier.

5.0 PENALTY CLAUSE:

Upon registration of complaint if machine breakdown is attended and rectified within a maximum of 04 days, penalty charges shall not be applicable. Accordingly, in order to avoid penalty the contractor is advised to maintain inventory of essential spares. However, beyond 04 days, a penalty of Rs. 200.00 per machine per day will be applicable until it is put back in operation and total penalty amount accrued will be deducted from running Invoice/bills.

6.0 PAYMENT TERMS:

- 6.1 Payment will be made on quarterly basis at the end of each quarter within 30 days on receipt of undisputed invoice complete in all respects along with service report duly signed by the user section.
- 6.2 The contractor shall furnish their bank account details for the payment through ECS by the Port. The contractor shall quote GST No. of MPA (30AAALM0293P1ZY) on all invoices raised on Port. Two Copies each of Invoice duly signed and stamped, along with service reports & Income Tax Returns (ITR) acknowledge copies of last 02 Years shall be furnished.

7.0 SAFETY:

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- 7.1 The contractors must comply with the safety and environment aspects as governed by the relevant edition of Indian Electricity Rules, Industrial Safety and prevailing statutory regulations.
- 7.2 Workers selected to carry out the jobs must have the requisite qualification, experience and right attitude for accident prevention and should possess adequate knowledge that the job taken up conforms to rules and time tested work practices.
- 7.3 The safety aspects of the workforce deployed at the site shall be the sole responsibility of the contractor. In the event of any accidents/fatalities at site, the Port shall not be liable to pay any compensation, whatsoever to the contractor.

8.0 OTHER TERMS AND CONDITIONS:

- 8.1 The contractors are advised to visit the site and get acquainted with site, location, condition of the copier etc. before quoting for the work.
- 8.2 The Technical Specification "Schedule-A" and Schedule of Prices & Quantities "Schedule-A1" to be read in conjunction to ensure the actual works involved.
- 8.3 All tools & special testing equipment's shall be arranged by the Contractor at their own cost. No additional labour, Materials, Testing Equipment's, calibration and Transport will be provided throughout the contract period by the Port.
- 8.4 Entry Passes shall be obtained by Contractor at their own cost with the approval of Port Officials.



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- 8.5 The Contractor shall take utmost care during the execution of the work, if any damage caused to Port property, the cost of the damage shall be recovered from the Contractor's bill.
- 8.6 The power supply shall be provided by the Port free of cost for execution of the work, however the contractor will have to make their own arrangement for taking the power supply from the nearest available power source.
- 8.7 For any clarifications, the contractor may contact the 'Executive Engineer at 1st floor of the Administrative Office, Ph.0832-2594241/15/42



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Schedule 'A1'

SCHEDULE OF PRICES AND QUANTITIES

PRICE SCHEDULE

Description	Unit	Qty (1)	Rate/Month (Rs.)		No. of months (3)	Amount (Rs.) =(1)X(2)X(3)	GST (%)
			In Fig. (2)	In words			
Comprehensive AMC of SHARP, Konica Minolta, SAMSUNG/HP Copier Machines at MPA (As per Technical specification)	Nos	02			24		
A) SHARP copier AR-6020 NV							
B) SHARP copier BP- 20M22	Nos	02			20		
C) Konica Minolta BH 164	No	01			24		
D) Konica Minolta BH 195	No	01			24		
E) SAMSUNG K2200ND	Nos	07			22		
F) HP – M436DN	Nos	02			22		
Total Amount in (Rs)							

(In Words Rupees _____
only exclusive of all taxes and duties)

Note: The rates quoted shall be inclusive of freight, packing & forwarding, insurance but excusive of GST. Applicable GST shall be paid extra as applicable.

The payment of 2 Nos. Machines which are completing their warranty period in june 2024 will be done on pro rata basis with effect from July 2024.

Name of the Firm :
Address :

Signature with Seal :