

MM/NS/GAD/

Date: 10.10.2022

To,

Sir,

**Sub: - Budgetary quotation.**

Providing New Copier Machine on rental basis for the period of two years from the date of payment of order.

You are requested to kindly furnish your budgetary quotation for the below mentioned item in the following format:-

Sl. No	Description	Rate per print in rupees for <b>First Year</b>	Rate per print in rupees for <b>Second Year</b>
1	Providing New Copier Machine as per Technical Specifications attached at Annex. A on rental basis for a period of <b>two years</b> as per <b>Technical Specification at Annex -A</b>		
i	<b>Up to 2000 copies</b>		
ii	<b>2001 onwards</b>		

**Budgetary Quotation No. BQ MM/NS/GAD/053 due on 19.10.2022**

**TERMS & CONDITIONS:**

1. Providing of New Copier Machine on rental basis for a period of two years. The contract is to be kept valid for 2 years from the date of commencement of the same.
2. Location for installation of machine: The machine shall be installed at M.P.A section G.A.D 3<sup>RD</sup> Floor, Main Administrative Building, Head Land, Sada at your cost. The machine operator and the papers required shall be on the account of MPA. Required electric power supply for the machine will be provided by the MPA at free of cost. Our operator to be trained adequately by the contractor's personnel.

3. The rate quoted shall be firm during the contract period. Applicable GST will be paid as applicable. 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. All the repairs, replacement of Spare parts including cartridge, maintenance of machine shall be at the cost of machine supplier / Contractor.
5. Payment: The payment will be made through NEFT/RTGS within 30 days from the date of receipt of your undisputed bills.
6. In the event of non-operation or non-working of installed machine during the contract period, the same shall be attended to immediately within 24 hours after lodging the report over phone/e-mail or by any other means. If the compliant is not attended within 24 hours MPA shall have the right to get the material requirement for repairing & servicing of the machine from by other sources and the cost incurred shall be deducted from the bills of firm. Subsequently the contract will be terminated by issuing a week time notice for non-response.
7. If the Contractor after award of work/contract fail to execute the work in the specified allotted period, then the Contractor shall be debarred for a period of three (3) years from participating for tenders at Mormugao Port Authority.

Kindly note that we are an autonomous body under the Ministry of Ports, Shipping & Waterways organization.

1. **VALIDITY:** Your budgetary offer should be valid for 90 days from the date of opening of Tender.
2. **Kindly mention the HSN/SAC No. at the time of quoting.**
3. Kindly submit your budgetary quotation on or before **19.10.2022**
4. **Note:** Offers may also sent by e-mail if you wish so.

Thanking you,

Yours faithfully,

**Sr. Dy. MATERIALS MANAGER**

c.c.: MPA Website

## **TECHNICAL SPECIFICATIONS**

- (a) **Copy Speed**: minimum 50 ppm for A4 paper. Since the work is time bound, the fast print speed is essential.
- (b) **Page numbering facility**: MPA Board Agenda is numbered page wise to maintain the continuity and easy accessing of the Board Items during the Board Meeting. Flexible Page number adjustment/alignment i.e. header/footer of page and back to back page numbering facility with flexible font size (upto min. 14 pt.) should be available. Machine should be able to copy on A4, A3 and Legal size papers.
- (c) **Toner Yield**: Minimum 40,000 images per tonner.
- (d) **Drum Life**: Minimum 3, 00,000 images per drum.
- (e) **Developer Unit** should not be there.
- (f) **Scanning facility**: Two sided feeder scanning facility. Single-pass Duplexing Automatic Document Feeder [2-sided to 2-sided (Automatic)].
- (g) **Print Resolution**: Resolution 1200 x 1200 dpi.
- (h) **Servicing**: After Sales Service aspect i.e. Service Engineer should be easily accessible to deal with breakdown issues of the machine, if any, as and when required.
- (i) Other specifications like 3 GB RAM, Hard Disk 300 GB, Paper loading facility of at least two 500-sheet cassettes capacity each and one by-pass tray, paper collate and rotate facility should be available.

**NOTE: The copier machine is operated continuously for almost 8 to 10 hours for taking copies. As such, the heavy duty copier machine as per specifications mentioned above is required.**