

MORMUGAO PORT TRUST
ENGINEERING MECHANICAL DEPARTMENT

Quotation No. CME/XEN(E-HL)/G-19/17/02

QUOTATION

FOR

“Non Comprehensive AMC for copier/copyprinter machines”

Due at 02.30 PM on 13.12.2017

Website: www.mptgoa.com

**MORMUGAO PORT TRUST
ENGINEERING MECHANICAL DEPARTMENT**

Quotations are invited in a sealed cover from authorized firms duly super scribed as
QUOTATION FOR “NON COMPREHENSIVE AMC FOR COPIER/COPYPRINTER MACHINES”

Details about Quotation:

Quotation invited by	CHIEF MECHANICAL ENGINEER, MORMUGAO PORT TRUST
Quotation No.	CME/XEN(E-HL)/G-19/17/02
Name of Work	NON COMPREHENSIVE AMC FOR COPIER /COPYPRINTER MACHINES
Document Cost	Rs.500/- in the form of DD from Nationalized/Scheduled Banks in favour of the Financial Advisor & Chief Accounts Officer, MPT, payable at Vasco, Goa to be submitted along with the quotation, otherwisethe offer shall not be considered. (<i>Quotation Document Fee is not refundable</i>)
EMD Cost	2 % of contract value in the form of DD from Nationalized/Scheduled Banks
Security Deposit	10 % of the contract value. Two parts: (i) 5% on contract value – to be furnished within 10 days of placement of order/LOA. (ii) 5% retention money deducted from the running bills.
Contract Period	The contract for AMC is for a period of three years from the date of issue of LOA/ Purchase Order.
Payment terms	100% PAYMENT SHALL BE RELEASED ON QUARTERLY BASIS. However, the contractor shall submit the complete report/relevant documents along with the bill. The contractor shall furnish their bank account number PAN card, MICR number Name of the Branch along with Bill for arranging payment made through E.C.S. by the Trust.
Bid Validity	60 Days from the date of opening of the quotation.
Date of submission of bids	13/12/2017 till 14.30 Hrs.
Date of Opening of bids	13/12/2017 at 15.00 Hrs
Address for communication and submission of bid:	Executive Engineer , Engineering Mechanical Dept., Mormugao Port Trust, Mormugao, Goa – 403804.
Contact Details	Phone :0832-2594241/43; Email : xene.mgpt@gmail.com
Website	www.mptgoa.com

**CHIEF MECHANICAL ENGINEER
MORMUGAO PORT TRUST**

TECHNICAL SPECIFICATIONS

1.0 GENERAL

Port intends to carry out Non Comprehensive AMC for Copier /Copy printer Machines.

2.0 SCOPE OF WORK

- 2.0.1. To carry out Preventive maintenance once in 30 days for copiers & once in three months for copy printers, this includes cleaning of roller, drum, feeder, removal of waste toner, etc, so as to have trouble free operation.
- 2.0.2. To attend to any number of breakdown calls within 24 hours from registration of complaint including replacement of spares and consumables.
- 2.0.3. Payment shall be made separately for consumables and spares by the Port.

3.0 PRE REQUISITE REQUIREMENT

- 3.01 The Tenderer should be authorised service Provider for the quoted brand. Copy of authorisation should be submitted with the bid.

4.0 EVALUATION OF PRICE BID

- 4.0.1 Tenderer can quote for one or all brands (PART A to F)
- 4.0.2 Work order will be awarded to the lowest bidder PART wise
- 4.0.3 The tenderer should indicate spares price list for the quoted brand which is only indicative and not for the purpose of evaluation.

5.0 GENERAL TERMS AND CONDITIONS

5.0.1. **Validity:**

The validity period for the offer shall be 60 days from the date of opening of the quotation.

5.0.2. **Price:**

1."The bidder shall quote the price exclusive of GST. Applicable GST shall be paid on the quoted price. The bidder shall indicate the applicable GST rate on the goods / services in the price bid"

2. Evaluation will be done only on the basic price.

6.0 EARNEST MONEY

- 6.0.1 The BIDDER shall deposit 2 % of the contract value as Earnest Money in the form of DD.
- 6.0.2 The Earnest Money Deposit of unsuccessful Bidders shall be returned on award of Contract to the successful Bidder. No interest shall be payable on the amount of E.M.D in any case. The Earnest Money Deposit of the successful Bidder shall be refunded only on receipt of Security Deposit.
- 6.0.3 MPT reserves the right to forfeit the Earnest Money Deposit in respect of successful Bidder, if he fails to furnish the necessary Security Deposit towards performance within 30 days.

6.0.4 **SECURITY DEPOSIT:**

- i) Security deposit shall consist of two parts:
 - a) The DD of 5% of the contract value rounded off to nearest 100 rupees shall be submitted within 10 days of issue of Letter of Acceptance/P.O.
 - b) The balance 5 % shall be recovered as Retention Money from the running bills. Thereafter, the total of 10% (DD 5% and 5 % Retention money) shall be returned after completion of contract period of three years.
- ii) The contractor shall furnish the Security Deposit in the form DD from Nationalized/ Scheduled Banks in favour of the Financial Advisor & Chief Accounts Officer, MPT, payable at Vasco, Goa within 10 days from the date of issue of Work Order.

6.0.5. **CONTRACT PERIOD:**

The contract for AMC is for a period of three years from the date of issue of LOA/ Purchase Order.

6.0.6 **PAYMENT TERMS:**

- i) 100% payment shall be released on quarterly basis.
- ii) Payment shall be made upon receipt of invoice along with copy of relevant documents complete in all respects.
- iii) The contractor shall furnish their bank account details for the payment through ECS by the Trust.
- iv) A copy of the PAN card, Service Tax Registration no., GST no, EPF& ESI shall be furnished. MICR number Name of the Branch along with Bill for arranging payment made through E.C.S. by the Trust.

6.0.7 **OTHER TERMS AND CONDITIONS**

- i) All tools and tackles shall be arranged by the Contractor at their own cost.
- ii) The Bidders are advised to visit the site and get acquainted with site location/conditions before quoting the rate.
- iii) Necessary Entry passes shall be obtained by the Contractor at their own cost with the approval of Port Officials.
- iv) The Trust will not be responsible for any loss or damage of the materials/ tools/ plants engaged by the firm during the work at site or transportation.
- v) The Contractor shall take utmost care during the execution of the work. If any damage caused to Port property during execution of work, the cost of the damage shall be recovered from the Contractor's bill.
- vi) 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.
- vii) The works shall be carried with due regard to safety standards in the Port.
- viii) Address for communication and submission of bid:
Executive Engineer (E-HL), Engineering Mechanical Dept., Mormugao Port Trust,
1st floor, A.O. Bldg, Headland Sada, Mormugao, Goa – 403804.
Phone: 0832-2594241/43.

CHIEF MECHANICAL ENGINEER

PRICE SCHEDULE (BILL OF QUANTITIES)**PART A**

Description	Unit	Qty (1)	Rate/Month (Rs.)		No of months (3)	Amount (Rs.) =(1)X(2)X(3)	GST (%)
			In fig. (2)	In words			
Non Comprehensive AMC of Canon Copier Machine for a period of three years (As per technical specification)							
1. Model: IR2018N	No	5			36		
2. Model: IR2422L	No	2			36		
3. Model: IR5055	No	1			36		
Total Amount(Rs)							

(In Words
Rupees _____ only)

Date:

Signature:

Place:

Name:

Address:

Office Seal of firm

- Note:** 1." *The bidder shall quote the price exclusive of GST. Applicable GST shall be paid on the quoted price. The bidder shall indicate the applicable GST rate on the goods / services in the price bid.*
2. *Evaluation will be done only on the basic price, exclusive of GST, PART WISE.*
3. *Tenderer can quote for one or all brands (PART A to F), strike out the PART which is not quoted*

PART B

Description	Unit	Qty (1)	Rate/Month (Rs.)		No of months (3)	Amount (Rs.) =(1)X(2)X(3)	GST (%)
			In fig. (2)	In words			
			Non Comprehensive AMC of Konika Minolta Copier Machines for a period of three years(As per technical specification)				
1. Bizhub 363	No	1			36		
2. Bizhub 215	No	1			36		
3. Bizhub 195	No	1			36		
4. Bizhub 164	No	1			36		
Total Amount(Rs)							

(In Words
Rupees _____ only)

Date:

Signature:

Place:

Name:

Address:

Office Seal of firm

Note: 1."The bidder shall quote the price exclusive of GST. Applicable GST shall be paid on the quoted price. The bidder shall indicate the applicable GST rate on the goods / services in the price bid.

2. Evaluation will be done only on the basic price, exclusive of GST, PART WISE.

3. Tenderer can quote for one or all brands (PART A to F), strike out the PART which is not quoted

PART C

Description	Unit	Qty (1)	Rate/Month (Rs.)		No of months (3)	Amount (Rs.) =(1)X(2)X(3)	GST (%)
			In fig. (2)	In words			
Non Comprehensive AMC of Samsung Copier Machines for a period of three years (As per technical specification)							
1. Model : K2200ND	No	2			36		
2. Model : K4350 LX	No	1			36		
Total Amount(Rs)							

(In Words
Rupees _____ only)

Date:

Signature:

Place:

Name:

Address:

Office Seal of firm

Note: 1." *The bidder shall quote the price exclusive of GST. Applicable GST shall be paid on the quoted price. The bidder shall indicate the applicable GST rate on the goods / services in the price bid.*

2. *Evaluation will be done only on the basic price, exclusive of GST, PART WISE.*

3. *Tenderer can quote for one or all brands (PART A to F), strike out the PART which is not quoted*

PART D

Description	Unit	Qty (1)	Rate/Month (Rs.)		No of months (3)	Amount (Rs.) =(1)X(2)X(3)	GST (%)
			In fig. (2)	In words			
Non Comprehensive AMC of Ricoh Copier Machines for a period of three years(As per technical specification)							
1. Model Aficio 1500	No	1					
2. Model Aficio 2000 L	No	1			36		
3. Model Aficio 2510	No	1			36		
Total Amount(Rs)							

(In Words
Rupees _____ only)

Date:

Signature:

Place:

Name:

Address:

Office Seal of firm

- Note:** 1." *The bidder shall quote the price exclusive of GST. Applicable GST shall be paid on the quoted price. The bidder shall indicate the applicable GST rate on the goods / services in the price bid.*
2. *Evaluation will be done only on the basic price, exclusive of GST, PART WISE.*
3. *Tenderer can quote for one or all brands (PART A to F), strike out the PART which is not quoted*

PART E

Description	Unit	Qty (1)	Rate/Month (Rs.)		No of months (3)	Amount (Rs.) =(1)X(2)X(3)	GST (%)
			In fig. (2)	In words			
Non Comprehensive AMC of Sharp Copier Machines for a period of three years(As per technical specification)							
1. Model AR-M205	No	1			36		
2. Model AR-5620	No	1			36		
Total Amount(Rs)							

(In Words
Rupees _____ only)

Date:

Signature:

Place:

Name:

Address:

Office Seal of firm

- Note:** 1." *The bidder shall quote the price exclusive of GST. Applicable GST shall be paid on the quoted price. The bidder shall indicate the applicable GST rate on the goods / services in the price bid.*
2. *Evaluation will be done only on the basic price, exclusive of GST, PART WISE.*
3. *Tenderer can quote for one or all brands (PART A to F), strike out the PART which is not quoted*

PART F

Description	Unit	Qty (1)	Rate/Quarter (Rs.)		No of quarters (3)	Amount (Rs.) =(1)X(2)X(3)	GST (%)
			In fig. (2)	In words			
Non Comprehensive AMC of Ricoh Copy printer Machines for a period of three years As per technical specification M6123B	No	5			12		
Total Amount(Rs)							

(In Words
Rupees _____ only)

Date:

Signature:

Place:

Name:

Address:

Office Seal of firm

- Note:** 1."The bidder shall quote the price exclusive of GST. Applicable GST shall be paid on the quoted price. The bidder shall indicate the applicable GST rate on the goods / services in the price bid.
2. Evaluation will be done only on the basic price, exclusive of GST, PART WISE.
3. Tenderer can quote for one or all brands (PART A to F), strike out the PART which is not quoted

PRICE LIST OF SPARES

Sr. No	MAKE	UNIT PRICE (RS)						PRESSURE ROLLER	FIXING FILM UNIT
		DRUM UNIT	DRUM & CLEANING BLADE	FIXING FILM	ADF PAD	BY PASS PICK UP ROLLER			
1	Canon IR2018N								
2	Canon IR2422L								
3	Canon IR5055								
4	Konika Minolta Bizhub 363								
5	Konika Minolta Bizhub 215								
6	Konika Minolta Bizhub 195								
7	Konika Minolta Bizhub 164								
8	Samsung K2200ND								
9	Samsung K4350 LX								
10	Ricoh Aficio 1500/2000L/2510								
11	Sharp AR-M205								
12	Sharp AR-5620								
13	Ricoh Copy printer M6123B								

Note: 1. Spares price list is only indicative and not for the purpose of evaluation. Price of the above items shall be firm for a period of 6 months.

3. Indicate the Price list only for the BRAND quoted.

Date:

Signature:

Place:

Name:

Address:

Office Seal of firm

