

MORMUGAO PORT TRUST
ENGINEERING MECHANICAL DEPARTMENT

Quotation No. CME/XEN(E-HL)/G-19/17/01

QUOTATION

FOR

“Non Comprehensive AMC for fax machines”

Due at **02.30 PM on 12.10.2017**

Website: www.mptgoa.com

**MORMUGAO PORT TRUST
ENGINEERING MECHANICAL DEPARTMENT**

Quotations are invited in a sealed cover from Experienced firms duly super scribed as **QUOTATION FOR “NON COMPREHENSIVE AMC FOR FAX MACHINES”**

Details about Quotation:

Quotation invited by	CHIEF MECHANICAL ENGINEER, MORMUGAO PORT TRUST
Quotation No.	CME/XEN(E-HL)/G-19/17/01
Name of Work	NON COMPREHENSIVE AMC FOR FAX MACHINES
Contract Period	The contract for AMC is for a period of one year from the date of issue of LOA/ Purchase Order
Payment terms	100% PAYMENT SHALL BE RELEASED ON MONTHLY BASIS. However, the contractor shall submit the complete report/relevant documents alongwith 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	30 Days from the date of opening of the quotation.
Date of submission of bids	12/10/2017 till 14.30 Hrs.
Date of Opening of bids	12/10/2017 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 Fax Machines.

2.0 SCOPE OF WORK

- 2.0.1. To carry out Preventive maintenance once in 30 days, this includes cleaning of Roler, drum, feeder etc so as to have trouble free operation.
- 2.0.2. To attend to any number of breakdowns calls within 24 hours from registration of complaint including replacement of spares and consumables.
- 2.0.3. Consumables and Spares shall be provided by 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 E)
- 4.0.2 Work order will be awarded to the lowest bidder PARTwise
- 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 30 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.

5.0.3. **Contract Period:**

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

5.0.4 **Payment Terms:**

- i) 100% payment shall be released on monthly 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., 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.

5.0.5 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 regarding the nature of the work involved at site 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 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	Unit Rate (Rs.)		Amount (Rs.)	GST (%)
			In fig.	In words		
Non Comprehensive AMC of Fax Machine for a period of one year As per technical specification MAKE:Canon Digital fax machine M-L-170	No	8				

(In Words Rupees _____
_____ only)

PART B

Description	Unit	Qty	Unit Rate (Rs.)		Amount (Rs.)	GST (%)
			In fig.	In words		
Non Comprehensive AMC of Fax Machine for a period of one year As per technical specification MAKE: HP Laserjet PRO-8610/ MI 319f MFP	No	3				

(In Words Rupees _____
_____ only)

PART C

Description	Unit	Qty	Unit Rate (Rs.)		Amount (Rs.)	GST (%)
			In fig.	In words		
Non Comprehensive AMC of Fax Machine for a period of one year As per technical specification MAKE:Brother- 2840	No	2				

(In Words Rupees _____
_____ only)

only)

PART D

Description	Unit	Qty	Unit Rate (Rs.)		Amount (Rs.)	GST (%)
			In fig.	In words		
Non Comprehensive AMC of Fax Machine for a period of one year As per technical specification MAKE : Panasonic KX FT 983	No	1				

(In Words Rupees_____

only)

PART E

Description	Unit	Qty	Unit Rate (Rs.)		Amount (Rs.)	GST (%)
			In fig.	In words		
Non Comprehensive AMC of Fax Machine for a period of one year As per technical specification MAKE : Samsung SCX4521FS	No	1				

(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 E), strike out the PART which is not quoted**

PRICE LIST OF SPARES

Sr. No	MAKE	UNIT PRICE (RS)			
		TOP ROLLER	BOTTOM ROLLER	PICK UP PAD	PICK UP CLUTCH
1	Canon ML-170				
2	HP Laserjet PRO-8610/				
3	HP Laserjet MI 319f MFP				
4	Brother-2840				
5	Panasonic KX FT 983				
6	Samsung SCX4521FS				

- 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.
2. Indicate the Price list only for the BRAND quoted.