



भारत सरकार/GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय/MINISTRY OF SHIPPING

नौवहन महानिदेशालय/DIRECTORATE GENERAL OF SHIPPING

टेलीफोन: 022 - 25752040/1/2/3

फैक्स: 022 - 25752029/35

ई-मेल: dgship-dgs@nic.in

वेब: www.dgshipping.gov.in

9वीं मंजिल, बिटा बिल्डिंग/9th floor, Beta Building

आई थिंक टेक्नो कैंपस/I-Think Techno Campus

कांजूर मार्ग (पूर्व)/Kanjur Marg (East)

मुंबई/MUMBAI - 400 042

Tele: 022- 25752040/1/2/3

Fax: 022-25752029/35

E-mail: dgship-dgs@nic.in

Web: www.dgshipping.gov.in

No.29-Admn(3)/2010

Dated : 24.02.2014

To,

As per list attached

**Subject: - Quotation for comprehensive annual maintenance contract for Canon fax machines and Cannon photocopier machines – reg.**

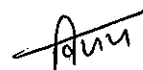
This Directorate intends to place 21 nos. of Canon fax machines and 03 nos. Canon photocopier machines under comprehensive annual maintenance contract for a period of one year. The terms and conditions are as per the enclosure. The particulars of fax machines and photocopier machines are as under:-

Sr. No.	Model No.	Machine No.
1.	Canon MF – 4450	HCE 18813
2.	Canon L – 140	GRS 13889
3.	Canon L – 140	GRS 12431
4.	Canon L – 140	GRS 12051
5.	Canon L – 140	CRU 04462
6.	Canon L – 140	CRU 21118
7.	Canon L – 140	CRU 14530
8.	HP LJ 3030	SGBSX 77225
9.	Canon L – 220	H12251
10.	Panasonic KXFT 131	2KBHA 112048
11.	Canon MF 4150	KVZ 11236
12.	Canon MF 4150	KVZ 12556
13.	Canon MF 4150	KVZ 10342
14.	Canon MF 4150	KVZ 13322
15.	Canon MF 4150	KVZ 12379
16.	Canon MF 4750	NXK 08082
17.	Canon MF 4450	HCI 37235
18.	Canon MF 4350D	ELD46434
19.	Canon MF 4350D	ELD 60949
20.	Canon MF 4350D	ELD 60274
21.	Canon MF 4350D	ELD 48959

The details of canon photocopier machines are as under:-

Sr. No.	Model No.	Machine No.
1.	IR2320L	EQM-03556
2.	IR2320L	EQM-03537
3.	IR2320L	EQM-03538

The interested bidders are requested submit the quotations in sealed covers with the word **"Quotation for Fax machines and Photocopier machines"** clearly written on the left hand cover of the envelope. The rates of fax machines and photocopier machines should be indicated in separately. The bids should reach to undersigned at the Director General of Shipping, Mumbai on or before **07-03-2014 at 1700 hours**. The quotations received after the date shall not be accepted.



**[V. K. Pandey]**  
**Asstt. Director General of Shipping**

Encl. as above

Copy to:-

Computer cell for upload on DGS website.

## **TERMS AND CONDITIONS**

1. The AMC contract will be comprehensive and no extra payments will be made for undertaking services & repairs.
2. The AMC will include at least one regular servicing per month of 21 Canon Fax machines and 03 Canon photocopier machines
3. The services will include cleaning routine checks for functioning in respect of all the Canon fax machines and photocopier machines
4. The company will provide a stand by fax machine and photocopier machines in case of defect of any machines.
5. The company should give an undertaking of the engineer/employees certifying his antecedents along with Identity proofs.
6. The Directorate has the right to terminate the contract without any prior notice, if the services are not found satisfactory.
7. Payment will be made only on a quarterly basis on completion of satisfactory service and on obtaining relevant certificates from the users whom the machines have been allotted.
8. The AMC of the equipments is to be taken up as on site.
9. AMC of machines requires monthly servicing replacement consumables spares as required along with repairing on call, as required from time to time by the Directorate.
10. The bid should contain following documents:-
  - a) Service tax registration number
  - b) PAN number
  - c) Authorized dealership of the company (Canon)

\*\*\*\*\*