



भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

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**No.29-Admn(1)/2013**

**Dated : 25.03.2014**

**Quotation for Installation of one Photocopier machine on Hire basis – regarding**

The Directorate General of Shipping (DGS) intends to hire one Photocopier Machine for the period of one year for which the sealed quotations are invited. The expected number of copies per month is approximately 80,000. The scope of work and terms & conditions are as under:

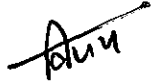
**Scope of Work** - To provide and operate good quality photocopier machine with facility of meter reading, to be placed in the DGS, at following terms and conditions-

1. The machine would be maintained by the vendor. No extra payment will be made for the service of the machine and for the spares, toner and consumables like papers etc.
2. The vendor would provide Xerox Operator for the machine, if needed and their charges will be borne by the vendor.
3. The DGS will provide only the space and the power supply for running the machine.
4. Insurance premium of the Photocopier machine will be borne by vendor.
5. The Directorate will not be responsible for any damages of the machine.
6. The payment will be made on monthly basis as per meter reading and only on satisfactory performance of the contract.

7. In event of any defect/fault, the machine need to be brought back in working condition within 2 days and if it is not possible, a standby machine will be provided, failing which the vendor would be liable for payment of penalty charges @ Rs.1,000/- (Rupees One Thousand Only) per day. Further, the Directorate also holds the option of taking services from other vendors & recovers such cost from bill/security deposit.
8. The contract shall be terminated at any time during the above period, in case, the services are not found satisfactory.
9. The bidder should submit the following, **failing which the bid would be rejected.**
  - (a) Registration number under shop and establishment act of the company.
  - (b) Copy of latest return of Income Tax return for the financial year financial year 2012-13.
  - (c) VAT registration (Proof to be attached).
10. The successful bidder would have to submit an interest free performance security deposit of Rs.50,000/- (Rupees Fifty Thousand Only) with the DGS, which will be refundable after completion of contract.
11. The successful bidder will have to enter into an agreement with DGS on a non judicial stamp paper of Rs.100/- (Rupees One Hundred).
12. The financial bid must be in a separate sealed envelope, failing which the bid stand disqualify.

The interested bidders are requested to submit the quotation in sealed cover with the words **"Quotation for Photocopier machine on hire basis"** clearly written on envelope. The rate per copy may be indicated in the quotation. The bids should reach to undersigned at the Directorate General of Shipping, Mumbai on or before **10.04.2014 by 1700 hrs.** The quotation received after the date shall not be accepted and quotation received shall be opened on **11.04.2014 at 1500 hrs,** in the presence of the bidders present.

Hindi version follows.

  
(V.K. Pandey)  
Asstt. Director General of Shipping

Copy to:-

Computer Cell for upload on D.G. Shipping web site.