



भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

टेलीफोन: 22-25752040/1/2/3

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

Date: - 03.06.2015

4 JUN 2015

Quotation for installation of one photocopier machine on Hire basis – req.

1. The Directorate General of Shipping (DGS) intends to hire one Xerox Machine for the period of one year for which the sealed quotations are invited. The scope of work and terms & conditions are as under.
2. **Scope of Work: –**
 - 2.1 To provide and operate good quality Xerox machines (One in number) with facility of meter reading, to be placed in the DGS.
 - 2.2 The machine would be maintained by the vendor. No extra payment will be made for the service of the machines and for the spares, toner and consumables like papers etc.
 - 2.3 The vendor would provide Xerox Operator for the machines, if needed and their charges will be borne by the vendor.
 - 2.4 The DGS will provide only the space and the power supply for running the machines.
 - 2.5 Insurance premium of the Photocopier machine will be borne by vendor.
 - 2.6 The Directorate will not be responsible for any damages of the machines.
 - 2.7 The payment will be made on monthly basis supported by daily usage register and only on satisfactory performance of the contract. Approximate quantity will be in the range of 60,000 to 80,000 copies in a month.
3. **The eligibility/terms and conditions are as under:-**
 - 3.1 In event of any defect/fault, the machines 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. 500/- (Rupees Five

Hundred Only) per day machine. Further, the Directorate also holds the option of taking services from other vendors & recovers such cost from bill/security deposit.

3.2 The contract shall be terminated at any time during the above period, in case, the services are not found satisfactory.

3.3 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 along with profit & loss account statement, balance sheet with ownership details for the AY 2014-2015.
- c) Service Tax registration (Proof to be attached).

3.4 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.

3.5 The successful bidder will have to enter into an agreement with DGS on a non judicial stamp paper of Rs. 100/- (Rupees One Hundred).

3.6 In case of any dispute, the settlement will be made in the Courts of Mumbai.

4. The interested bidders are requested to submit the quotations 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, 9th Floor, Beta Building, I-Think Techno Campus, Kanjurmarg (East), Mumbai-400 042 latest by **5:00 PM on 17.06.2015**. The quotations shall be opened on **19.06.2015 at 1500 hrs**, in the presence of the bidders present.



(Lt. Cdr. Ranjan Biswas)

Asstt. Director General of Shipping
Tel. 25752055

Copy to:-

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