



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 साइट: www.dgshipping.gov.in

बिटा बिल्डिंग, 9वीं मंजिल/ Beta Building, 9th floor
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
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09 MAY 2016

No.29-Admn(1)/2016

Dated : 06.05.2016

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

This Directorate intends to place 30 nos. of Canon fax machines and 03 nos. Canon photocopier machines under comprehensive annual maintenance contract for a period of two years. The terms and conditions are attached as Annexure-I. The particulars of fax machines and photocopier machines are given below:-

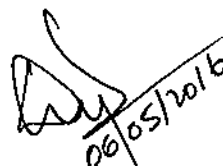
Sr. No.	Serial No. of fax machine	Model No. of fax machine
1.	MF 4350D	ELD 48958
2.	NKR 05265	MF 4890dw Image Classic
3.	KVZ 12379	MF 4150
4.	ELD 46434	MF 4350D
5.	KVZ 13322	MF4150
6.	ELD 10450	MF 4350D
7.	ELD 56614	MF 4350D
8.	HCE 21416	MF 4450
9.	NXK 08082	MF 4750
10.	ELD 51318	MF 4350D
11.	ELD 23771	MF 4350D
12.	HCE 37235	MF 4450
13.	KVZ 11236	MF 4150
14.	ELD 60949	MF 4350D
15.	HCE 18813	MF 4450
16.	KV 212556	MF 4450
17.	KVZ 10342	MF 4150
18.	CND 9841 G 20	MF 2727

19.	MF 4350D	ELD 72382
20.	Image Class MF 4350D	ELD 60274
21.	MF 4450	HCE 16570
22.	GRS13889	Fax L-140
23.	GRV21118	Fax L-140
24.	JKD3001	Fax L-220
25.	GR512431	Fax L-140
26.	CRV04492	Fax L-140
27.	2KBHA112048	Panasonic KXFM 131DX
28.	GRS03076	Fax L-140
29.	GRS12051	Fax L-140
30.	CNH8CBROIT	HP LJ Pro CM1415fn

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 firm may submit separate sealed envelopes for "Technical Bid" and "Financial Bid" in a sealed cover super scribed "Quotation for CAMC for Fax machines and Canon Photocopier machines" addressed to Directorate General of Shipping, 9th floor, Beta Building, I-Think Techno Campus, Kanjur marg (East), Mumbai 400 042 on or before 18.05.2016 at 1300 hours. The quotations received after the date shall not be accepted and quotations shall be opened on 18.05.2016 at 1500 hrs. in the presence of the bidders present.


06/05/2016

[Deependra Singh Bisen]
Assistant 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 30 Canon Fax machines and 03 Canon photocopier machines.
3. The services will include cleaning and 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 contract will be terminated at any point of time without assigning any reason. This Directorate reserves the right to modify/amend or delete any of the terms and conditions.
7. Payment will be made only on quarterly basis on completion of satisfactory service and on obtaining relevant certificates from the users whom the machines has been allotted.
8. The AMC of the equipment is to be taken up as on site.
9. AMC of machines require monthly servicing, replacement of consumables spares/ parts as required along with repairing on call, as required from time to time by the Directorate.
10. **The financial bid must be in a separate sealed envelope, failing which the bid stand disqualify.**
11. The Technical bid should be submitted with the following documents:-
 - a) A copy of Service tax registration number,
 - b) A copy of PAN number,
 - c) A copy of Authorized dealership of the company (canon),
 - d) The bidder may also submit the details of work experience during last three years.

- (e) An Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand Only) through a Banker Cheque/Demand Draft on any scheduled bank in Mumbai drawn in favour of Directorate General of Shipping, Mumbai must accompany the quotation. Quotation received without EMD will not be considered. Earnest money received from other unsuccessful tenders will be returned without interest on demand.
12. The successful bidder will have to submit bank guarantee of 10% of the value of the contract as a performance security deposit in favour of Directorate General of Shipping, which will be refundable after completion of contract. The security deposit shall be arranged to be refunded to the contractor after three months on the successful completion of the contract period (including the extended period, if any). The Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder
13. The successful bidder will have to enter into an agreement with DGS on a non-judicial stamp paper of Rs.100/-.
