



भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

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F No. 29-Admn. (2)/2016

Date: - 11.08.2017

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

1. The Directorate General of Shipping (DGS) intends to hire a photocopy 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: –**
 - a. To provide and operate good quality photocopy machines, **capable of both side copying & printing** (one in number) with facility of meter reading, to be placed in the DGS office. (stand by machine optional)
 - b. 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 other consumables.
 - c. The vendor would provide an operator for the machine, and the charges for the same will be borne by the vendor.
 - d. The DGS will provide only the space and the power supply for running the machine.
 - e. Insurance premium of the Photocopier machine will be borne by vendor. The Directorate will not be responsible for any damages of the machines.
 - f. The payment will be made on monthly basis supported by daily usage register (signed by DGS official) and only on satisfactory performance of the contract. Approximate quantity will be in the range of 80,000 to 90,000 copies in a month.

- g. The following shall be the specifications of the paper to be used:

Sr. No.	Specifications	Size
1.	No. of Sheets per ream –	500 sheets Nos.
2.	GSM –	80 GSM
3.	Size of the Paper –	A4 / fullscape
4.	Test Method as per IS:1060 -	Yes

3. The eligibility/terms and conditions are as under:-

- a. 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. Further, the Directorate also holds the option of taking services from other vendors & recovers such cost from bill/security deposit.
- b. The contract shall be extendable by one year. It shall be terminated at any time during the above period, in case, the services are not found satisfactory.
- c. The agencies should submit the following details, failing which the bid would be rejected.
- d. Registration number under shop and establishment act of the company.
- e. Copy of latest IT return of income along with profit & loss account statement, balance sheet with ownership details for the AY 2016-2017.
- f. Service Tax / GST registration (Proof to be attached).

4.

- a. The successful agency would have to submit an interest free performance security deposit of Rs. 15,000/- (Rupees Fifteen Thousand Only)/ Bank Guarantee with the DGS, which will be refundable after completion of contract.
- b. The successful agency will have to enter into an agreement with DGS on non judicial stamp paper of Rs. 100/- (Rupees One Hundred).
- c. In case of any dispute, the settlement will be made in the Courts of Mumbai.

5. The interested agencies are requested to submit the quotations in sealed cover with the words **"Quotation for Photocopier machine on hire basis"** clearly written on envelope. **The rates per copy may be indicated in the quotation distinctly with paper and without paper. The specifications, make, model etc. of the machine to be used shall also be provided.** The quotes 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 **2:00 PM on 21.08.2017**. The quotations shall be opened on **21.08.2017 at 1500 hrs**, in the presence of the agencies present.



(S.G. Bhandare)

DY. Director General of Shipping