

COCHIN PORT TRUST

**CHIEF ENGINEER'S OFFICE
COCHIN-9**

No. T2/Photocopier/2012-C

Dated: 27-08-2020

QUOTATION NOTICE

Quotations on item rate basis are invited for **“Full Service Maintenance Contract for the Photocopier Machine Model XEROX WC 5020 DN in Chief Engineer's office”**. Quotations shall be submitted before **2.30pm** on **09.09.2020** to the undersigned and it shall be opened at **3.00pm** on the same day. Schedule of Quantities of Contract & General Conditions for Contract are enclosed.

Encl: As above

Sd/-
EXE.ENGINEER (CM-II)

GENERAL CONDITIONS OF CONTRACT

1. The work under this contract covers Full Service Maintenance Contract (FSMC) for the Photocopier Machine Model XEROX WC 5020 DN bearing Sl.No.3315235463 installed in Chief Engineer's office, Cochin Port Trust.
2. The Contract is for a period of 1 year using per copy Contract basis with option for extension of further one more year and the party shall be responsible to provide all spares, consumables including Drum, Roller Developer, Toner and all services and maintenances during the AMC period, without any extra cost.
3. Payments will be made online on bimonthly basis after completion of each bimonthly service on submission of invoice.
4. The quotationer shall quote their rate per copy basis in the Schedule of quantities attached.
5. The rate quoted shall be exclusive of Goods & Service Tax (GST). The GST will be paid extra at the prevailing rates by the CoPT for which the Quotationer shall hold valid GST Registration number.
6. The quotationer is responsible for all the damages/repairs being occurred during repair/maintenance period of the of the Photocopier machine.
7. Quotations shall be valid for a period of 60 days from the due date of submission of quotation.
8. A register shall be maintained by the quotationer for entering the readings for each payment. The register shall be duly certified/ signed by the Officer-in-Charge of the machine for each payment. Invoice for payment shall be furnished along with the register.
9. When any repair/service of the machine is reported from Port by telephonically, the same shall be attended immediately within a reasonable period of 1 or 2 days.

SIGNATURE OF QUOTATIONER.

SCHEDULE OF QUANTITIES OF CONTRACT

Sl No:	Description of work	Unit in words	Rate (Rupees)	
			Figures	Words
1	Taking up a Full Service Maintenance Contract (FSMC) for the Photocopier Machine model XEROX WC 5020 DN bearing Sl.No.3315235463, installed in the Chief Engineer's Office, Cochin Port Trust, for a period of 1 year with option for extension for further one more year using per copy Contract basis including replacing all the consumables and fittings like drum, roller, developer & toner etc complete without any extra charge during the contract period as per the directions of the Engineer-in-Charge. Rate shall be quoted on the basis of the number of copies taken and monthly copies for the last one year data is about 3000 to 4000.	One copy		
	Note: The rate quoted shall be excluding Goods & Service Tax (GST). The GST will be paid extra at the prevailing rates by the CoPT.			

Signature of Quotationer