

भारत सरकार
पत्तन,पोत परिवहन और जलमार्ग मंत्रालय
दीपस्तंभ और दीपपोत निदेशालय
“दीपभवन”, गांधीनगर
कडवंत्रा डाक, कोचीन – 682 020



Government of India
Ministry of Ports, Shipping and
Waterways
**DIRECTORATE OF LIGHTHOUSES &
LIGHTSHIPS**
“Deep Bhavan”, Gandhinagar
Kadavanthra P.O., Cochin – 682 020

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No- Ad-Coh-05044/1/2020-Admin

दिनांक: 25.04.2025

कोटेशन आमंत्रण सूचना / NOTICE INVITING QUOTATION -

निम्नलिखित कार्य हेतु भारत के राष्ट्रपति के लिए और उनकी ओर से निदेशक, दीपस्तंभ और दीपपोत निदेशालय, कोचीन प्रतिष्ठित ओ ई एम या उनके अधिकृत आपूर्तिकर्ताओं, लाइसेंस प्राप्त ठेकेदारों, पार्टियों या सरकारी उपक्रम से सीलबंद कोटेशन आमंत्रित आमंत्रित करते हैं। / For & on behalf of the President of India, the Director of Lighthouses and Lightships, Deep Bhavan, Gandhinagar, Kadavanthra, Cochin – 682 020 (Kerala), invites sealed quotations from reputed OEM or their authorized suppliers, licensed Electrical Contractors, parties, shops or Government Undertakings.

क्रम सं. SL. No.	विषय/Subject	विवरण / Description
1	कार्य का नाम / Name of Work	“Comprehensive Annual Maintenance 4C Contract Charges of Monochrome and Colour Digital Multifunctional Printer at Deep Bhavan, Cochin”
2	स्थान / Location	Directorate of Lighthouses and Lightships, Deep Bhavan, Gandhinagar, Kadavanthra P.O., Cochin – 682 020
3	कोटेशन के डाउनलोड की अवधि / Period of Download of Quotation	29.04.2025 (0900 hours) to 06.05.2025 (1500 hours)
4	कोटेशन प्रस्तुत करने की अवधि / Quotation Submission Period	29.04.2025 (1400 hours) to 06.05.2025 (1500 hours)
5	कोटेशन के खोलने की तिथि / Date of Opening of Quotation.	07. 05.2025 (1600 hours)

- कार्य का ब्यौरा निविदा दस्तावेज में उपलब्ध हैं जो केन्द्रीय सार्वजनिक खरीद पोर्टल (CPPP) वेबसाइट <http://eprocure.gov.in/epublish> से डाउनलोड किया जा सकता है और बोली केवल ऑफ़लाइन प्रक्रिया में सीलबंद कोटेशन की जा सकेगी। कोटेशन आमंत्रण सूचना विभागीय वेबसाइट www.dgll.nic.in पर देखी जा सकती है। / The details of work are available in the NIQ document which can be downloaded from website Central Public Procurement Portal (CPPP), <http://eprocure.gov.in/epublish> and the bid is to be submitted sealed quotation in offline procedure. The notice inviting quotation can be seen on departmental website www.dgll.nic.in
- सीलबंद कोटेशन निदेशक, दीपस्तंभ और दीपपोत निदेशालय, कोचीन - 20 को कोटेशन जमा करने की अवधि के अंतिम दिन या उससे पहले जमा किया जाना चाहिए, अन्यथा कोटेशन अस्वीकार कर दिया जाएगा। डाक/कूरियर सेवाओं के कारण होने वाली किसी भी देरी या हानि के लिए निदेशक जिम्मेदार नहीं होंगे / Sealed Quotation should be submitted to The Director, Directorate of Lighthouses and Lightships, Cochin – 20 on or before the last day of quotation submission period failing which the quotation shall be liable to be rejected. Director shall not be responsible for any delay or loss, due to postal/Courier Services.

निदेशक / DIRECTOR

SCOPE OF THE WORK

- I. Comprehensive Annual Maintenance 4C Contract which would cover all Consumables (Toner (Color/Black), Drum and Developer), Spares along with service required, the per copy charges applicable for the Digital Multifunctional Printer. Routine and Preventive Maintenance The contractor's representative/service engineer has to visit site and inspect the Digital Multifunctional Printer once in a month.

4C Contract includes following features;

- a) Trouble free functioning of the MP 3554 SP (Monochrome) & MP C2011 (Color) Digital Multifunctional Printer.
- b) No Delay in replacement of required parts due to Purchase order process delay.
- c) No Unexpected additional cost due to failure of PCBs or any other high value parts.

- II. Break Down Maintenance: On reporting of non-operation of Digital Multifunctional Printer due to any fault/Consumable item, authorized service engineer from the agency has to visit the Digital Multifunctional Printer within 4 Hrs. to rectify the faults and ensure the smooth operation of Digital Multifunctional Printer. The maximum lead time for parts replacement is 48 hours from the time of breakdown. In case of delay above 24 hrs for restoration penalty of 5% will be imposed on the upcoming bill.


TERMS AND CONDITIONS

- i. Your quotation may be forwarded in a sealed cover duly super scribed "Comprehensive Annual Maintenance 4C Contract Charges of Monochrome and Colour Digital Multifunctional Printer at Deep Bhavan, Cochin" so as to reach this office on or before as per the NIQ.
- ii. Your rate shall indicate the basic cost and other taxes separately.
- iii. The items used should be of standard make and confirm to the Indian standard specification as applicable.
- iv. All items mentioned in schedule should be in good and working condition.
- v. The following documents to be submitted along with sealed quotation:
 - 1) GST Registration Certificate.
 - 2) The Firm should have a Local Registered office in Ernakulam (District), Kerala State (GST Certificate-Mandatory Document)
 Non Submission of any of above credentials shall render the quotation liable for rejection.
- vi. The L1 bidder shall be decided on the consolidated lowest total of the schedule of work.
- vii. The work shall be carried out to the entire satisfaction of the Director or his representative.
- viii. The payment shall be made as below:
 - 1) The monthly payment of the contract amount shall be made within 15 days from the satisfactory performance of work.
- ix. The rates should remain valid for 1 Year from the date of opening of quotations. The Contract shall be active immediately from the date of work/Supply order.
- x. The right to reject your offer either in part or in full without assigning any reasons vests with the undersigned.
- xi. This contract shall be framed and operated as an Indian Contract in all the respects and in conformity with the Indian Laws. Law suits and other proceedings arising out of or in connection with the contract works shall be instituted in the courts of Law of Ernakulam, Kerala.

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- xii. The Director, Directorate of lighthouses and Lightships, Cochin reserves the right to cancel the contract if the contractor is found not supplied the materials according to the terms and conditions, and he will be liable to make good of the losses of the department due to *the breach of any of the terms and conditions of the contract* for the period up to the date of actual termination of the contract.

बोलीकर्ता / BIDDER


निदेशक / DIRECTOR

अनुसूचि / SCHEDULE

कार्य का नाम / Name of Work :- Comprehensive Annual Maintenance 4C Contract Charges of Monochrome and Colour Digital Multifunctional Printer at Deep Bhavan, Cochin

S.N o	Description of items	Quantity	Contract Rate (In Rs.)	GST (In %)	Total Amount (In Rs.)
1	Comprehensive Annual Maintenance 4C Contract Charges of MP 3554 Ricoh Digital Multifunctional Printer Contact Period:- One Year Terms of Payment:- Monthly @ per Print/ Copy rate Scope of Work:- As per Annexure-I Digital Monochrome Multifunctional Printer Specification Make:-Ricoh Model:- MP3554 SP (Print/Scan/Copy)	Per Print/Copy			
2.	Comprehensive Annual Maintenance 4C Contract Charges of MP C2011 Ricoh Digital Multifunctional Printer Contact Period:- One Year Terms of Payment:- Monthly @ per Print/ Copy rate Scope of Work:- As per Annexure-I Digital Color Multifunctional Printer Specification Make:-Ricoh Model:- MP C2011 (Print/Scan/Copy)	Per Color Print/Copy			
		Per Black & White Print/Copy			
Grand Total					
Total in Words:					

बोलीकर्ता / BIDDER


निदेशक / DIRECTOR