

MORMUGAO PORT TRUST
FINANCE DEPARTMENT
(INFORMATION TECHNOLOGY CELL)

Ref.No. FA/IT(7-N)/2016/141

Date : 02.07.2016.

Subject : Limited Tender Enquiry for supply of printers.

Dear Sir,

Sealed Bids are invited for supply of printers as per the specification given at Annexure-I. The total requirement is for 6 (six) nos. HP LaserJet Pro 400 M401DN Network Printers which may increase or decrease. Interested firms willing to supply the printers of specified make and model may send their rates in a sealed cover super scribing the envelope "Quotation for supply of Printers" addressed to **Asst. Director (EDP), IT Cell,1st Floor, Main Administrative Building, Headland Sada, Goa - 403 804.(Phone Nos.: 0832 - 2594416, 2594419)** latest by 15:00 hrs. on 13th July 2016 (Wednesday). Bids will be opened on the same day at 15:30 hrs. in the office of Asst. Director(EDP) in the presence of interested bidders or their authorized representatives.

The terms & conditions and proforma for financial bid are enclosed as Annexure II, III & IV.

The bid envelope shall contain the following:

1. The terms and conditions as per Annexure II duly signed and sealed by the tenderer.
2. Specification of the printers as per Annexure I duly signed and sealed by the tenderer.
3. The Price Bid as per Annexure III duly signed and sealed by the tenderer.
4. Annexure IV duly signed and sealed by the tenderer.
5. Self Attested copy of PAN, TIN Number of the Agency
6. Self Attested copy of VAT/Service Tax Registration No.
7. Letter/Document from OEM HP indicating therein that the tenderer is an Authorised Dealer/Reseller/Service Provider of HP Printers.

Yours faithfully,

sd/-

**Financial Adviser &
Chief Accounts Officer**

Encl: As above.

Technical Specifications of HP Laserjet Pro 400 (M401DN) Network Printer to be Supplied

- **Make : HP**
- **Model : HP Laserjet Pro 400 M401DN Network**
- **Automatic Two sided printing**
- **Resolution technology : HP FastRes 1200, HP ProRes 1200, 600 dpi**
- **Built-in Ethernet to share printer on a network**
- **USB port to print from—and save scans to—a flash drive**

**Name/Signature of the Proprietor/Partner
Seal of the Firm/Agency**

TERMS AND CONDITIONS

The tenderer is bound by the following terms and conditions governing the supply of printers.

- 1) All bidding must be submitted in a sealed envelope marking as "Quotation for supply of printers" to the Asst. Director(EDP), Headland Sada, Goa 403 804 on 13th July, 2016 before 03:00 P.M. and will be opened on the same day at 03:30 P.M.
- 2) The quotations will be submitted only by the supplier/vendor/firms having their office in Goa.
- 3) The technical specifications of the printers to be supplied are specified in Annexure II.
- 4) The Printers should be delivered at Administrative Building, Mormugao Port Trust, Headland Sada, Goa.
- 5) Warranty Term: One year comprehensive warranty will commence from the date of installation/commissioning.
- 6) The tenderer should provide Installation Guide, Getting Started Guide, Support Flyer, Warranty Guide, printer documentation and software on CD-ROM.
- 7) The printers shall be received subject to approval on inspection. In case of the printer supplied found to be of inferior quality or not according to the specification quoted in the tender enquiry, MPT has the right to reject the goods.
- 8) The decision of the inspecting officer shall be binding. Rejected items shall be removed by the supplier at his own cost and risk, within 10 days of issue of notice for the removal of such goods and no liability whatsoever, on MPT shall be attached for the rejected/ disapproved goods items/stores.
- 9) MPT reserves the right of accepting the whole or any part of the quotation(s) or portion of the quantity offered and successful tenderer shall supply the same at the rate quoted.
- 10) MPT reserves the right to accept or reject summarily any or all quotations in whole or in part without assigning any reason whatsoever
- 11) MPT takes no responsibility for delay, loss or non-receipt of quotation(s) after dispatch.
- 12) The quoted rates shall be valid for 45 days from the date of opening of the quotation. No escalation in price would be permitted on any ground.
- 13) The quantity of supply order may increase or decrease.
- 14) Quotation send through fax or e-mail will not be considered.
- 15) Each page of the tender documents is required to be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of the tender enquiry.
- 16) Any quotation received with any of the documents not so signed will be rejected.
- 17) Tenderers are required to submit their rates in Annexure-III of the tender document. The rates quoted shall include all charges, such as, packing and forwarding, freight insurance, octroi, delivery, installation etc.
- 18) All erasures and alterations made while filling the quotation must be attested by initials of the tenderer overwriting of figures is not permitted, failure to comply with either of these conditions will liable the quotation void. No advice of any change in rule or conditions after the opening of the tender will be entertained.
- 19) The financial Bid should be written both in words and figures at appropriate place.
- 20) Tenderers will have to produce letter/document from M/s HP India indicating therein that they are Authorised Dealer/Reseller/Service Provider of HP products/printers.
- 21) The payment is normally made within 15 days from the date of submission of the bill after fully supply is received and accepted as per approved specifications.
- 22) In case of any dispute, jurisdiction will be State of Goa only.
- 23) This notice can also be seen at our web-site www.mptgoa.com

**Name and Signature of the Proprietor/Partner
Seal of the Firm/Agency**

ANNEXURE III

Quotation/Price Bid

Sr. No.	Printer Brand & Model	Net Rate per unit	Tax (VAT/CST/ST)	Any other Tax/other charges.	Total price per unit (3+4+5)	No. of units	Total price in (Rs) (6 x 7)
1	2	3	4	5	6	7	8
1	Make : HP LaserJet Pro 400 Printer Model : HP Laserjet Pro 400 M401DN (Network)					6	

Total amount in words: _____

It is certified that the agency is neither black listed by any Government/Dept. nor any criminal case registered/pending against the agency/firm or its owner/partners anywhere in India. Further it is certified that I/we have read and understood the terms and conditions on the Tender Notice. I/We give an undertaking and give unconditional and unequivocal acceptance of all terms and conditions of the tender and agreed to abide by these terms and conditions.

Name/Signature of the Proprietor/Partner
Seal of the Firm/Agency

PARTICULARS TO BE FURNISHED BY THE TENDERER

1. Name of the Agency :
2. Address of the Agency :
3. Name of the Proprietor of the Agency :
4. Telephone No. of the Agency & Proprietor :
5. PAN, TIN Number of the Agency : (Enclose self attested copy)
6. VAT/Service Tax Registration No. : (Enclose self attested copy)
7. Whether each page of tender enquiry has been signed : Yes / No
8. Whether OEM authorization certificate is attached : Yes / No

This is to certify that the above facts are true, complete and correct to the best of my/our knowledge and belief. It is also certified that the Agency is not black listed by any Government/ Department and nor any criminal case is registered/pending against the Agency/Firm or its owner/partners anywhere in India.

Further, it is certified that I/We have read and understood the terms and conditions of the Tender Notice. I/We give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the tender and agree to abide by these terms and conditions.

Name and Signature of the Proprietor/Partner
Seal of the Firm/Agency

Dated :

Place :