

GOA STATE POLLUTION CONTROL BOARD

गोंय राज्य प्रदूषण नियंत्रण मंडळ

(An ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 Certified Board)

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GSPCB/ITD/ITF/2019/20102/IT/13377

15/09/2023

QUOTATION NOTICE

Sub: Requirement of 6 Network Digital photo copiers cum scanner machines on Rental Basis.

The Goa State Pollution Control Board intends to hire 6 network digital photo copiers cum scanner machines on rental basis for its office at Saligao, Bardez Goa


In this regards sealed quotations are invited from reputed dealers/service providers for specifications given below

- 1) Copy Feature
 - a) Should have network connectivity
 - b) Prints per minute should be above 25 PPM.
 - c) Should be capable of printing on double side.
 - d) Should be capable of printing A4, Legal & A3 size papers.
- 2) Scan Features.
 - a) Should be able to scan Paper Size of A4.A3 and legal.
 - b) Double sided scan facility should be available.
 - c) Scan speed should be not less than 25/26 PPM.

Terms and conditions of the Quotation

1. The last date for receipt of sealed quotations is 29/09/2023 up to 2.30 P.M.
2. The Quotation should be submitted in sealed envelopes super scribed as "Quotation for Rental Photocopier machines – Kind Attend. IT - SECTION".
3. The rate shall be written in words and figures clearly. Corrections if any should be duly attested by the bidder with date.
4. The rates quoted should be inclusive of all i.e. transport, loading, unloading, installation, GST, service tax etc.
5. The service should include maintenance and break down repairs at no additional cost.

6. The service should include refilling of tonner at no additional cost.
7. The rate quoted by the agency should be valid for a period of six months from date of submission of bid /quote.
8. The quotes which are conditional will not be accepted.
9. The response time for any reported fault shall be by the next business day and the resolution time shall be 2 days. As far as possible, the repairs would be carried out on-site. However, in case the equipment is taken to the workshop, the firm would provide a standby for the same.
10. Goa State Pollution Control Board will not assume any responsibility for loss, fire, damages, thefts etc. of any material/ equipments etc. during the transfer of goods.
11. The billing should be made on a quarterly basis and additional prints shall be charge by considering the consumption on a quarterly basis.
12. The Rate per quarter should be for 6 machines inclusive of **108000** copies.
13. The quotation should be submitted as per Annexure 'A' enclosed.
14. You are required to submit pre-receipted bill quarterly in duplicate after delivery and successful installation and commissioning of the same for effecting payment.
15. The quotations shall be opened on 3rd October at 3:30 pm in presence of those who wish to remain presence
16. The Member Secretary, Goa State Pollution Control Board reserves right to accept or reject any or all the quotations without assigning any reason thereof


Dr. Shamila Monteiro
(Member Secretary)
Goa State Pollution Control Board

To,

Copy to-

- 1) Office Copy.
- 2) Guard File.

Annexure – ‘A’

Sr. No	Photo Copier, Provide brand and make	Rate per Quarter For 6 machines (inclusive of free 108000 copies) Rent.	Additional Rate per print after Free copies are exhausted

❖ The Rate per quarter should be for 6 machines inclusive of 108000 copies.