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टेलीफोन /फैक्स :22 61 62 02 (आयुक्त )

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आयुक्त नाविक भविष्य निधि कार्यालय, मुंबई

( पोत परिवहन मंत्रालय )

OFFICE OF THE SEAMEN'S PROVIDENT FUND COMMISSIONER

(UNDER MINISTRY OF SHIPPING)

कृपया सभी पत्र व्यवहार आयुक्त के

पते पर करें

All Replies should be

Addressed to the Commissioner

कृपानिधि, 3रा माला, KRUPANIDHI, 3<sup>rd</sup> floor,

9, वालचन्द हीराचन्द मार्ग/9, Walchand Hirachand Marg,

बैलार्ड इस्टेट, /Ballard Estate,

मुंबई 400 001/Mumbai-400001

Ref:-693/ /2017

To,

Date:-



**Sub:- Quotation for Latest New Digital Xerox Machine cum Printer**

Sir,

Sealed tender are invited from reputed and financially sound firms/company for supplying new Xerox machine cum printer in Seamen's Provident Fund Organization, Krupanidhi 3<sup>rd</sup> floor, 9, Walchand Hirachand Marg Ballard Estate, Mumbai-400 001. The schedule of receipt and opening of bids is as under:-

**Last date & Time for receipt of bids** 13.07.2017 up to 11.30.a.m.

**Date & Time for opening of bids** 14.07.2017 at 3.00 p.m.

2. **The tender should include the following details:-**

i) Name of the firm/company.

ii) Business address of the firm/company.

iii) Minimum Annual Turnover required in at least one of three preceding financial years shall be Rs.10.00 lakhs. Proof of annual turnover shall be submitted in the form of audited balance sheet of last three preceding financial years.

iv) Copy of registration with Service Tax Department.

v) Service Tax, Income Tax return for preceding financial year.

vi) The firm/company should not be blacklisted / terminated & debarred in past. The firm/company required to submit a declaration for the same with affidavit attested by notary.

vii) Details of past experience of providing similar services in Ministries/ Departments / PSUs during the last five years should be attached.

viii) Certificate for providing satisfactory photocopying services amounting to minimum of Rs.10 Lakhs and above or two works of Rs.5 lakh or above during last three years should be attached.

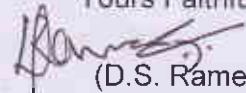
ix) The sealed containing the tender and superscribed as 'Quotation for latest digital Xerox machine cum printer' complete in all respects should be submitted to the Seamen's Provident Fund Organization, Krupanidhi Building 3<sup>rd</sup> floor, 9, Walchand Hirachand Marg, Ballard Estate, Mumbai latest by 13.07.2017 up to 11.30 A.M. Bids received after due date and time will not be accepted. The Bids will be opened on 14.07.2017 at 3.30 P.M. in the office of the Seamen's Provident Fund Organization, Details of the firm/company in the proforma given in (ANNEXURE-1) should be filled in completely.

**NOTE:** If any of the details submitted by bidder are found to be incorrect/ false then the firm will be blacklisted with name of proprietor with wide circulation.

**General Conditions:-**

1. The bill should be generated on a monthly basis on the basis of demand slips and satisfactory performance of the firm/company during the respective period. The firm/company should submit pre-receipted bill/invoice of their claim with the requisition duly signed and stamped by the officer concerned, after completion of every month.
2. The contract will be awarded for a period of one year which can be extended further on the same rates, terms & conditions subject to satisfactory services by the firm/company.
3. The SPFO has the right to terminate the contract in case of performance and the services rendered by the contractor/ firm/company is found to be unsatisfactory, by giving a notice of 7 days.
4. The SPFO reserves the right to accept or reject any tender, in whole or in part thereof, without assigning / specifying any reason thereof.

Yours Faithfully,

  
(D.S. Ramesh)

Administrative Accounts Officer,  
Seamen's Provident Fund Organization.

Mumbai.

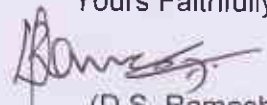
## POFARMA FOR SUBMISSION OF DETAILS OF THE FIRM /Company

Sr. No	Description	Please indicate requisite information	Page no. in the attached document.
1.	Name, address & telephone No. of the firm/company with copy of address proof.		
2.	Name of the proprietor / Partners of the firm.		
3.	Registration with Service Tax Department along with copy of Service Tax and Income Tax return for the preceding financial year.		
4.	Proof of annual turnover not less than 10lakhs during any of the last three years (proof required to be enclosed in the form of audited balance sheet)		
5.	Details of the past experience of providing photocopy work in Ministries/Departments during last three years should be attached.		
6.	Declaration regarding that the company was never blacklisted/terminated and debarred in the past.		
7.	Details for providing satisfactory photocopying work amounting minimum of Rs. 10lakh or two works of Rs.5lakh		

**Note:- If any of the details submitted by the bidder are found to be incorrect or false at a later stage, then the firm/company will be blacklisted ~~by the~~.**

I / We hereby agree to accept/ abide by all the terms & conditions of the tender document.

Yours Faithfully,

  
(D.S. Ramesh)

Administrative Accounts Officer,  
Seamen's Provident Fund Organization.  
Mumbai.