

**V.O.CHIDAMBARANAR PORT TRUST
MECHANICAL AND ELECTRICAL ENGINEERING DEPARTMENT**

FAX : 0461-2354274
CERTIFIED UNDER
ISO 9001:2000



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File No. MEE/SE2E1/ELE/F5(51)/2016/D. 4406

Date .19.10 .16

By speed Post

To

List of firms

Dear Sir,

Sub: Supply of MFM printers at Traffic Manager chamber -
Quotation called for – Reg.

Kindly submit your sealed quotation in the enclosed format on or before **03.11.16** at 15:30 hrs to the office of Executive Engineer/Electrical, Mechanical & Electrical Engineering Department, V.O.Chidambaranar Port Trust, Tuticorin-628004, duly embossing enquiry number and due date on the envelope for the supply of the items in the Tender Format as per the terms and conditions enclosed. The quotations will be opened on same day at 16:00 hrs in the presence of tenderers who may like to be present.

In this format, no column should be left blank and if it is left blank, it will be presumed that our Terms and Conditions are acceptable to you. Deviations, if any, from our terms may clearly be indicated in the format itself. The Port will not be responsible for any postal delay.

Yours faithfully,

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Executive Engineer/Electrical

Encl : 1.Tender Format

2.Terms and Conditions

TENDER FORMAT

Ref.No.

Date:

From

To

The Executive Engineer/Electrical
Mechanical & Electrical Engineering Department,
VOC Port Trust,
Tuticorin-628004

Sub: Supply of Multifunction printers at Traffic Manager chamber
Quotation called for – Reg

We submit herewith the rate for the item as required in your enquiry. Stores will be supplied as per the following terms and conditions:

| Sl. No. | Description | Qty | Rate/ unit | Amount |
|---------|--|------|------------|--------|
| 1 | Supply of Multifunction machine having Fax, Print, Scan and copy of laser type with A4 tray, USB connectivity(2.0), Network Port(10/100), Telephone port with 33.6kbs speed for fax, inbuilt memory (300 Pages), support windows 10,7,Vista, XP, LCD display, keypad, 18ppm print speed. (Model : HP laserjet PROMFP M128 or equivalent) Make : HP/canon | 1 No | | |
| | Total amount | | | |

Signature of the Tenderer

Office Stamp of the Tenderer with Date

TERMS AND CONDITIONS

1. Price :
2. Excise duty :
3. Sales Tax and surcharges :
(Form 'C' or 'D' will not be issued)
4. Packing and Forwarding Charges :
5. Freight Charges :
6. Transit Insurance :
7. Mode of despatch :
8. Place of delivery :
9. Delivery period : Stores will be supplied within 15 days
10. L.D.clause : For delayed supply we accept your L.D clause
11. Validity of offer :
12. Guarantee/Warranty period:
13. Payment Terms :
14. Sample :
15. Test certificate :
16. Inspection :
17. Tolerance :
18. Installation Charges : NA
19. Discount :
20. Bank Account No.for making payment through e-mode
Bank Account Name:
Bank Name:
Bank account No:
IFSC code of Bank
Bank branch & Name :
21. Authorised Dealer Certificate :
22. TIN No:
23. PAN No:

Yours faithfully,

Office seal of the Tenderer

SIGNATURE OF TENDERER WITH DATE

TERMS AND CONDITIONS

- 1.Price Basis: a) Price quoted is firm and final and F.O.R. Tuticorin /Ex-Godown,/ F.O.R. Free delivery at TPT. The increase in price will not be allowed under any circumstances.
- 2.Excise Duty:- Excise duty, if chargeable extra, may be clearly indicated. If there is any variation in the excise duty at the time of supply, the same will be accepted on production of documentary evidence.
- 3.Sales Tax and Surcharges/VAT: As Port is not entitled to avail any concessional tax, Form "C" or "D" will not be issued. Hence actual rate may be quoted. Offers made with the condition "Taxes as applicable" will not be considered. If there is any variation in ST and SC/VAT at the time of supply, the same will be accepted on production of documentary evidence.
- 4.Packing and Forwarding: If extra, the actual rate of packing and Forwarding in percentage may be quoted in the offer.
- 5.Freight Charges: The Freight charges, if extra, may be clearly be indicated.
- 6.Transit Insurance: Transit Insurance will not be arranged by this Port. The stores may be duly insured by the suppliers at their own cost.
- 7.Mode of Despatch: The stores may be well-packed to avoid damage in transit and despatched by lorry and delivered to the consignee.
- 8.Delivery Period & LD Clause: The delivery period should be guaranteed. If the supplier fails to complete the supply in all respect with in the delivery period / extended delivery period unless such failure is due to Standard Force Majeure, a sum equivalent to 1% per week or part thereof for the period of delay for the value of materials supplied after expiry of delivery period, subject to a maximum of 10% of the order value as liquidated and ascertained damages and not by way of penalty shall be deducted from any money due or become due to the supplier.
- 9.Validity of Offer: It should be for a minimum period of two months from the opening date of the quotation.
- 10.Guarantee / Warranty Period:- The period applicable may be clearly indicated in the offer.
- 11.Payment Terms: 100% payment will be made after the goods are received in good condition and accepted by the consignee. Please note that this port can not make any advance payment to the supplier with out Bank Guarantee.
- 12.Sample: Whenever insisted a sample may be sent along with the offer, failing which the offer will not be considered.
- 13.Test Certificate:- The product should have test certificate/ Type approved, as applicable. Unless a guarantee is not given along with the offer for the production of such certificate, the offer will not be considered.
- 14.Inspection: All supplies are subject to inspection before acceptance.
- 15.Tolerance: In the case of materials supplied on Weight / Length basis, variation of + or - 5% will be allowed.
- 16.Installation charges:- If the installation charge is extra, it should be quoted separately.
- 17.Discount:- If there is any discount, the same may be indicated.
18. Proprietary item:- In case the stores offered are proprietary articles please certify that the rates quoted are the same as you would quote for other Ports and Government Departments. Also the Tender Format Attached should be duly signed.
- 19.Manufacturer's Name and Brand Name: While quoting always state manufacturer's name and brand, failing which your offer may not be considered.
- 20.Genuineness: In case, the stores supplied are found not suitable by the consignee, supplier may replace it at his own cost immediately
- 21.Authorised Dealer Certificates:- A copy of Authorised Dealer Certificate shall be submitted alongwith the offer.

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Executive Engineer/ Electrical