

VISAKHAPATNAM PORT TRUST
R&P DIVISION, TRAFFIC DEPARTMENT

No. ITRA/IT/Proc/16-17/
Dt. 15.07.2016.

To

Sub: Procurement of 1 No Heavy Duty Multi Function Color Printer – Reg.

VPT is intending to procure 1 No Heavy Duty **HP Multi Function Laser Color Printer, Model No.M277dw (B3QHA)**

In this regard you are requested to submit your quotation inclusive of all taxes in sealed cover duly signed with office seal.

Terms and Conditions

- 1) Price: To be quoted in INR only (Price to be mentioned in figures and words).
- 2) Delivery: Material to be delivered at VPT on door delivery basis.
- 3) Taxes: Price should be quoted inclusive of all taxes.
- 4) Guarantee/ warranty should be mentioned.
- 5) Validity: Quoted rates should be valid for 90 days.
- 6) Delivered material should be of brand new in all aspects of the make and should not have any damages.
- 7) Acceptance: The material will only be accepted after it is test checked by the department representative and found good in all conditions.
- 8) Payment: 100% Payment would be done through e-payment only after acceptance and installation of the material.
- 9) Delivery period: 15 Days from the date of Purchase order.
- 10) Required bank details are to be furnished to process e-payment.
- 11) Sealed Quotation to be addressed to the following address
**The JOINT DIRECTOR,
R & P Division, IV Floor, AOB
Visakhapatnam Port Trust, Vizag-35**
and to be submitted in person at dispatch or through post reaching on or before 1600 Hrs on 08.08.2016 .
- 12) OEM Authorization letter is to be submitted.
- 13) Tender Posting Date: 18-07-2016
- 14) Due Date: 08-08-2016 @ 1600hrs
- 15) Tender opening Date: 09-08-2016 @ 1500 hrs.

VENDOR's Signature
& Official Seal

AXE (Mech)