

VISAKHAPATNAM PORT TRUST  
MATERILAS MANAGEMENT DEPARTMENT

TENDER FORM

Enquiry No .  
MMD/GS/Sharp/FSMA/2017-18  
DATE :- 06-11-2017  
  
Tender due :- 01-12-2017

Please submit by 12.00 noon with our enquiry number duly super scribed, subject to the terms & conditions printed over leaf, quote as per proforma

Sub: Tender for full service maintenance agreement for 9 Nos.  
"Sharp" make photo copiers installed at VPT – Reg.

Please submit your lowest offer for entering in to a Full service Maintenance Agreement for the 09 Nos. "Sharp" make Photostat copiers installed in the departments of Visakhapatnam Port Trust and on the following Terms & Conditions and as detailed below.

S.No.	Department	Model	Machine serial No.
1	VPT- FACILITES CELL TRAFFIC DEPT.	AR-5520	93059494
2	VPT-HINDI CELL	AR-5516	93023346
3	VPT-STORES (ACCOUNT)	AR-5516	93015174
4	VPT-FA&CAO DEPT	AR-5516	13034974
5	VPT-R&P DIVISION	AR-5520	13063851
6	VPT-CHIEF ENGINEER	AR-5520	13063841
7	VPT-TRAFFIC (P.A.TO TM	AR-5618	1301807Y
8	VPT-CME NEW	AR-5620	2302893Y
9	VPT-DOCK LABOUR BOARD(CHD)	AR-5618D	43044691

**TERMS AND CONDITIONS:**

1. The FSMA should cover supply of consumables like drum, developer, toner all electrical PCBs Mech. Gears, shafts and printed circuit boards / spare parts etc., during the contract period.
2. The consumables viz., paper and electrical charges will be to VPT account and not in the scope of the FSMA.
3. The GST taxes and service charges as applicable legally for the FSMA should be quoted by the Tenderers.
4. The Tenderers should indicate the relevant codes wherever applicable.
5. The firm has to make periodic visits for proper up keep / maintenance of the Photostat copiers to ensure availability of the machines for use as and when required.
6. Firm to provide repair and service of the equipment on request from VPT within reasonable time from the receipt of the communication from VPT and during the working hours of VPT.
7. The tenderer should submit copies of order received from Govt. organizations for executing FSMA contracts / copies supply satisfactorily.
8. Payments will be made monthly, on the basis of number of copies taken and as per the certification of the concerned departmental officers / personnel.
9. The tenderers should provide the address and contract details of the local FSMA provider for extending service promptly during the FSMA contract period.
10. The FSMA contract period shall be for a period three years from date of award of contract. Hence, the tenderers are requested to quote their FSMA rate for the first, second and third year period.
11. In case of failure to extend satisfactory services during the period of contract the FSAM payment bills will not be paid and the FSMA contract will be terminated besides black listing of the firm.

For Visakhapatnam Port Trust	All the terms & conditions including those at the overleaf are accepted.
CHIEF MATERIALS MANAGER	Place: _____ Dt. _____ Signature of tenderer with Firm's seal.

## Terms & conditions of tender

1. Quoted should be free from corrections / erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered.
2. Samples must be submitted where specified along with the quotations. Sample must be carefully packed and labeled clearly with enquiry number, subject and tender's name for easy identification.
3. All drawings, sketches and samples if any sent along with this enquiry, must be returned along with quotations duly signed.
4. The quotations must be in the form furnished by the port trust.
5. The port Trust reserves the right to reject any or all tenders without assigning any reasons there of and does not bind itself to accept the lowest quotations.
6. The Port Trust will not issue "C" or "D" form for the purpose of concessional rate of sale tax you may claim at full rate, if legally livable.
7. The Pot Trust reserves the right to modify the quantity specified in this enquiry.
8. Purchaser will reserve the right to place repeat order for quantities up to 100% of the original order with in a period of 6 months form the date of supply of last consignment against the original order. However increase in taxes & duties, if any, will be borne by the purchaser.

**TENDER FOR SUPPLY OF STORE**  
(TO FILLED IN & SIGNED BY THE TENDERER)

To,  
The Chief Materials Manager  
Visakhapatnam Port Trust,  
Visakhapatnam 530 035.

Supplier's Reference:  
Date:  
To be submitted by 12 p.m on:  
And to be opened at 2.00p.m. on the  
same date.

Sir,

Sub: Tender No.

for supply of

I/we engage to supply to VPT, with the articles specified below upon the terms and conditions as specified in your limited tender.

Sl. No.	Description	Quantity	Unit rate in figure & in words	Total value in figure	Total value in words.

1. The above mentioned rate(s) is /are exclusive of taxes and duties and is / are on door delivery at V.P.T Store / F.O.R Visakhapatnam by Road /Rail. The price will remain firm till supply.
2. The rates of taxes and duties will be as under:  
Sales Tax : Payable extra. Present rate \_\_\_\_  
Excise duty : Payable extra. Present rate \_\_\_\_
3. This offer will remain valid up to 90 days from the date of opening of the tender. The acceptance of this tender by the VPT shall constitute a binding contract between the purchaser and me/us.

Encl: Tender conditions duly signed & acceptance / signature of the tenderer

Name & complete Address of tender: M/s.

## GENERAL TERMS & CONDITIONS OF LIMITED TENDERS

1. All the conditions appearing in tenderer's letter head or else where stands cancelled and the conditions as mentioned in this tender alone will be valid and supercede any or all the conditions appearing in any of the papers submitted by the tenderer.
2. Submission of a sample or quotation of a brand or make will not absolve the tenderer from the responsibilities arising out of rejection of supplies which when examined/tested, proved not to be up to IS specification or not meeting the purpose of buying the item.
3. All the materials to be supplied against the tender should be brand new and manufactured out of virgin raw materials and with proper workmanship and latest technology.
4. Full payment will be made through NEFT/RTGS or such other mode of electronic fund transfer offered by banks, within 30 days of receipt and acceptance of the Stores. It is necessary to submit your bank details along with invoice so as to ensure payment in right time.
5. INSPECITON: Inspection will be done on receipt of materials at our stores. If any goods are rejected during inspection, the rejected goods will lie at out Stores/site on, as is where basis at the risk and responsibility of the seller right from the moment of rejection of the goods. The purchaser will not accept any responsibility for the rejected materials under any circumstances. The rejected goods will be replaced by the seller with in one week or within the period as would be decided by the purchaser, from date of receipt of notice from the purchaser. If any payment is made the rejected goods will not be returned to the seller unless replacement is made by the seller and the same as accepted by the purchaser.
6. DRAWINGS: Drawings, if any, attached with the tender should be verified by the tenderer before submission of tender. The purchaser will not entertain any indulgence or any claim for price increase etc, which is resulted due to not verifying the drawing carefully at the time of submission of tender. If the tenderer's drawing needs to be approved by the purchaser, the same must be submitted in quadruplicated along with the tender and the purchaser will not consider any request for extension of delivery period etc if the tenderer fails to do so.
7. GUARANTEE: Other than consumables or similar nature items, all the items supplied against this tender shall have guaranteed for satisfactory performance for a period of 12 months from the date of commencement of use or 18 months from the date of supply, which ever is earlier. Consumables will have guarantee for its performance, function as per the general experience ensuring the desired level of satisfaction.
8. If the tenderer fails to delivery the goods or part thereof within the specific delivery period or in the extended delivery period or at any time repudiates the contract before expiry of such period, the purchaser may without prejudice to his other rights enforce the following
  - A) Recover penalty from the contractor @ 0.5% per week or part thereof subject to a maximum limit of 10% of the value of the stores not supplied / delayed.
  - B) Cancel the order for the outstanding quantity at the risk, cost & responsibility of the contractor and buy the materials form alternative sources, and the defaulting contractor shall have to pay to the purchaser the differential cost plus 18% towards departmental charges. The tenderer shall have no right to claim compensation in such cases.
9. The rates must be quoted based on door delivery basis ATVPT General Stores by Road indicating taxes and duties separately. The VPT will not issue any kind of Sales Tax declaration forms. Please claim full ED/CST/VAT/ other statutory levies as legally applicable. Payment of Taxes is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. Any increase in Taxes and Duties after expiry of the contractual delivery period of during the extended delivery period is not admissible.
10. It may be noted that unit price is to be quoted for each and every item of the tender both in figures and words. In case of any discrepancy between the two, the price indicated in words shall only be considered. The rate should remain firm unless otherwise allowed specifically till completion of delivery.
11. The quotation should be valid for a minimum period of three months from the date of opening of the tender.
12. Quotation should be free from correction/ erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation is liable to be rejected. Quotation written in pencil will not be considered.
13. Manufactures name and country of origin of materials offered must be clearly specified. Complete details and ISI specification if any must accompany with quotation.
14. Samples must be submitted where specified along with the quotations. Samples must be carefully packed and labeled clearly with enquiry number, subject and senders name for easy identification. The non qualified/rejected samples will be returned at firm's cost if insisted.
15. Please use the tender form furnished by the Port Trust for submission of quotation.
16. The Port Trust reserves the right to reject any or all tenders without assigning any reason thereof and does not bind itself to accept the lowest quotation. However firms complying our notice invited tender conditions are preferred without any prejudice.
17. In case the items mentioned in the enquiry are covered by the Rate Contract of Running Contract finalized by the D.G.& D. or any other State or Central Government it should be specified in your quotation and accepted contract rates should also be mentioned. It should be confirmed whether you could supply at the RC/RGC Rates outside Rate Contract.
18. The quantities indicated in the schedule are tentative and Purchaser will have the right to modify the quantities specified therein before placing order without giving any intimation to the tenderer.
19. Delivery period required for supplying the material should be invariably specified in the quotation.
20. Please quote whether your organisation is a large Scale Industry or small scale industry.
21. The court at VISAKHAPATNAM will alone have jurisdiction to decide any dispute arising out of or in respect of the contract.

All the particulars as mentioned in the tender are noted without any resevation/addition/alterations.

**Signature of the firms representative**