

**VISAKHAPATNAM PORT TRUST**  
**MATERILAS MANAGEMENT DEPARTMENT**  
**TENDER FORM**

No: GR-II/R-167/18-19  
Date: 16-11-2018  
Tender due: 18-12-2018

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 enclosed.

S. NO	DESCRIPTION	QTY
1)	Supply and installation of 1.5 ton window type room Air conditioner of 5 star rating with normal cooling capacity 4500 Kcal Consisting of including Hermetically sealed compressor ,copper condensing coil and operating refrigerant R-22A,capable of performing a)Cooling b)Dehumidifying c)Ventilation d)Air circulating e)Filtering confirming to IS:1391 to 1992 with update Amendment suitable to work on 230Volts AC +/-10%,50 HZ single phase supply Make:VOLTAS/BLUE STAR/LLOYD/O'GENERAL/DAIKIN/CARRIER.	6 No's
2)	Supply of automatic voltage stabilizer 4KVA capacity with all standard accessories i.e. indication lamp, time delay mechanism 0-3 minutes, input voltage 170V to 260V, output voltage 240V+/- 5% (approx.) Make: Everest/V-Guard/Microtex.	06 No's

**Terms & conditions**

1. The tender has to be submitted in two bid system failing which the tender will be liable for rejection. All technical matters, testimonials, credentials, commercial conditions including the costs like packing, forwarding, freight, insurance, inspection, taxes & duties etc., has to be mentioned and enclosed in a sealed envelope duly super-scribing the envelop as cover- i i.e., technical bid. The price has to be mentioned separately both in figures and words and enclosed in a separate sealed envelope duly super scribing the envelop as cover- ii i.e., price bid. both the envelops i.e., cover -1 & cover ii has to be enclosed in an another sealed envelope duly addressing the materials manager, M.M.Division, DLB building, 4<sup>th</sup> floor, Visakhapatnam Port Trust and super scribing the envelope with the tender number and the tender due date failing which the purchaser will not accept any responsibility whatsoever.
2. Delivery place:- At VPT general stores including unloading of material.
3. Guarantee /warranty: please indicate the guarantee/ warranty period in your offer.
4. Payment 100% through RTGS within 30 days of supply, installation, testing and acceptance by I.O of stores through electronic clearing system only.
5. Please indicate earliest delivery period, which should preferably be within 20 days from the date of receipt of P.O.
6. Please provide the validity of your offer for a period of 90 days from the date of opening of tender.
7. Please submit the valid authorised dealership certificate for the quoted make from the principal manufacturer along with offer, failing which offer will be liable for rejection.
8. Please submit product catalogue/technical brochure/leaflets of the quoted brand and model.
9. Please quote the rates for installation charges, side brackets, Extra copper pipe and drain pipe and stabilizers.
10. Please specify the free accessories to be supplied along with AC Unit.
11. The tenderer should submit rate of GST applicable, their GST registration details of the firm and HSN code for the products quoted along with their offer.
12. Non compliance of tender conditions the offer will be liable for rejection of offers.

**Note:-**The tenderer has to furnish checklist in due compliance of all the terms and conditions of the tender failing which the offer will be liable for rejection.

For Visakhapatnam Port Trust	All the terms & conditions including those at the overleaf are accepted.	
CHIEF MECHANICAL ENGINEER	Place: tenderer with Dt.	Signature of  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 Ender'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: 18-12-2018  
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 cancellation 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 or suppliers which when examined/tested, prove not to be up to 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 within 30 days of receipt and acceptance of the Stores.

5. **INSPECTION:** Inspection will be done on receipt of materials at our stores. If any goods are rejected during inspection, the rejected goods will lie at our Stores/site on, as is where basis at the risk a 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 within one week or within the period as would be decided by the purchaser, 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 quadruplicate 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 guarantee for satisfactory performance for a period of 12 months from the date of commencement of use or 18 months from the date of supply, whichever 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 deliver the goods or part thereof within the specific delivery period or as 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:

- 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 from 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. Any increase in Taxes and Duties after expiry of the contractual delivery period or during the extended delivery period is not admissible.

10. This contract shall be governed by the relevant laws of India for the time being in force. In the event of any dispute or difference arising out of this contract, the same shall be referred to the sole arbitration of a person appointed as an arbitrator by the Chairman, VPT and it will be no objection if the arbitrator is an employee of the VPT or any other organization. The court at VISAKHAPATNAM will alone have jurisdiction to decide and dispute arising out of or in respect of the contract.

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

## CHECK LIST OF TERMS & CONDITIONS

Tender no:IMEE/MMD/GR-II/R-167/18-19

1	Whether the tender is submitted in TWO BID SYSTEM.	YES	NO
2	Delivery place:- at VPT general stores, Including unloading of the material	YES	NO
3	Whether indicated the guarantee/ warranty period in your offer	YES	NO
4	Agreed to VPT payment 100% through RTGS within 30 days of supply, installation, testing and acceptance by I.O of stores.	YES	NO
5	Whether indicated earliest delivery period.	YES	NO
6	Whether accepted validity of offer for a period of 90 days from the date of opening of tender.	YES	NO
7	Whether indicated make & model offered and submitted the valid authorized dealership certificate for the quoted make from the principal manufacturer.	YES	NO
8	Submitted product catalogue/technical brochure/leaflets of the quoted brand and model offered.	YES	NO
9	Whether quoted the rates for installation charges, side brackets, Extra copper pipe and drain pipe.	YES	NO
10	Whether specified the free accessories to be supplied along with AC Unit.	YES	NO
11	Whether indicated rate of GST, GST Number of the firm and HSN code for the product quoted.	YES	NO
12	Whether signed and returned all the terms & conditions of the tender in TOTO	YES	NO

Note:-The tenderer has to furnish checklist in due compliance of all the terms and conditions of the tender failing which the offer will be liable for rejection.

SIGNATURE OF THE TENDERER WITH FIRM'S SEAL

