VISAKHAPATNAM PORT TRUST
MATERILAS MANAGEMENT DEPARTMENT

TENDER FORM

Enquiry No GR-I/R-190 /2018-19 DATE 01.01.2019 Tender due 25.01.2019

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

Sl.No	DESCRIPTION OF MATERIAL	UOA	QUANTITY
1.	Envelope window type VPT-5 Size 25 X 11.5cms with window of size 12X4cms 80 (± 5) GSM craft paper brown colour	No	40,000Nos

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. 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 -i & cover -ii has to be enclosed in as another sealed Envelope duly addressing the material manager, Visakhapatnam port trust and super scribing the envelope with the tender number and due date failing which the purchaser will not accept any responsibility whatsoever.
2. Please submit sample duly indicating paper GSM along with quotation failing which your offer is liable for Rejection.
3. Delivery at VPT site, General Stores (Depot) including unloading of material.
4. 100% payment through RTGS with in 30 days after receipt and acceptance of material along with relevant documents.
5. Please provide validity of your offer for 90 days from the date of opening of Tender
6) Please indicate the applicable GST and HSN code for the tendered item.
7) Non-compliance of NIT conditions will result in rejection of your offer.

For Visakhapatnam Port Trust CHIEF MATERIALS MANAGER	All the terms & conditions including those at the overleaf are accepted. Place: Signature of tenderer with Dt. 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:
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 organisatiion 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 reservation/addition/alterations.

Signature of the firms representative