

VISAKHAPATNAM PORT TRUST  
MATERILAS MANAGEMENT DEPARTMENT  
TENDER FORM

**No: Gr.I /LSR-162&166/2020-2021**  
**Date: 30-03-2021**  
**Tender due date:27-04-2021.**

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.

Sl.No	DESCRIPTION OF MATERIAL	UOA	QTY
1.	Pay Orer Book 1/6DFC Size:22X19CMS, 100Sets 200 sheets in a book, with Serial Nos with 4digits sheets in a book Paper in a Book Paper GSM 50 (+/- 3),front cover brown clour sheet 80GSM back cover straw board 240GSM	No	100Nos
2.	Leave Account forms (revised) Annexure-III DFC Regulation 8-A(4) 70GSM (Approx) ,single side printing, as per sample	No	2,000Nos.

**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 paper duly indicate the GSM along with quotation failing which your offer is liable for Rejection, and verify / inspection at General store depot / MM Office on working days.
3. Delivery at VPT site, General Stores (Depot).
4. 100% payment in 30 days after receipt and acceptance of material.
5. Please quote earliest delivery period.
6. Please provide validity of your offer for 90 days from the date of opening of Tender
7. Please indicate the rate of applicable GST, Firm's registration details and HSN code for offered item.

For Visakhapatnam Port Trust	All the terms & conditions including those at the overleaf are accepted.
CHIEF MECHANICAL ENGINEER	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 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: **27-04-2021.**  
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:  
GST@: \_\_\_\_\_
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 of 18 months from the date of supply, whichever 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 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 in 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.

