

# CHENNAI PORT TRUST

## STORES DEPARTMENT

### TENDER FORM

Tender No. : ESA-185008

Date : 13/02/2018

Tender Due Date : 06/03/2018

The Chennai Port Trust requires the following materials, you are requested to send your offer in the enclosed quotation form in a sealed cover addressed to The CONTROLLER OF STORES, CHENNAI PORT TRUST, CHENNAI - 600 001, superscribing the Tender No. and Due Date of opening, so as to reach him not later than 14.30 hrs on the due date mentioned above. Before submitting your offer you are requested to go through the conditions and also furnish all other Commercial Terms and Conditions. Fax and E-mail quotations are not valid.

SL.NO.	ITEM CODE	DESCRIPTION OF ITEM	UNIT	QUANTITY
1	C81800234	DISTRIBUTION REGISTER: SIZE: 21.5 X 33 CM PAPER: WHITE WITH 70 GSM LEAVES: 100 LEAVES PAGES: 1-200 TO BE PRINTED ON EACH SIDE PRINTING AND RULING: BLACK AND BLUE AS PER THE TRUST SPECIMEN BINDING: BOUND WITH 0.9 KGS OF STRAW MILL BOARD ON BOTH SIDE WITH CALICO BINDING IN THE CORNERS LABEL: A PRINTED LABEL HAS TO BE PROVIDED ON THE TOP OF EACH BOOK WITH ITEM CODE NO AND DESCRIPTION.	BK	50.000
2	C81801100	To Print and supply of Returned Stores Advice Book as per Trusts specimen. Size: 21.5 x 32.5 cm Paper: White colour wove paper for Original copy, Blue colour wove paper for Duplicate copy, Pink colour wove paper for Triplicate copy, Light Green colour paper for Quadruplicate copy, Brick colour wove paper for quintuplicate and Light Yellow colour wove paper for sextuplicate copy as per specimen. Printing: Single side printing as per specimen. The words "ORIGINAL", "DUPLICATE", "TRIPLICATE", "QUADRUPPLICATE", "QUINTUPLICATE", and "SEXTUPLICATE" are to be printed on	BK	10.000

Tender No. : ESA-185008  
Date : 13/02/2018  
Tender Due Date : 06/03/2018

the respective copies at Right Top Corner as per specimen. The matter to be printed for all the copies exactly as per specimen.

Leaves: A book of 50 sets in sextuplicate (i.e 50 x 6 = 300 leaves)

Ruling: Only Original copy to be ruled in blue as per specimen.

Perforation: Except for Original copy, all the other copies to be perforated as per specimen.

Binding: Sticked and Bound with Calico back and corners and brown paper pasted on 0.9 kgs strew board on both sides. The Binding should be sturdy.

Label: A printed label is to be provided on the face of each book with the description and number of the book and with the words "CHENNAI PORT TRUST".

3	C81801871	OUTSIDE GATE PASS BOOK, (1) Size :16.5 x 20.5 cms (2) Paper : White with 54 GSM (3) Printing : Double side. The name, Original, Duplicate, Triplicate and Quadruplicate will be printed on bold letters on respective top right of the book (4) Numbering : As per Trust specimen (5) Leaves : Each book consists of 400 leaves (100 sets) with original, Duplicate, Triplicate and Quadruplicate (6) Perforation : All the copies with	BK	30.000
---	-----------	---	----	--------

Tender No. : ESA-185008  
 Date : 13/02/2018  
 Tender Due Date : 06/03/2018

vertical except quadruplicate (7)  
 Binding : Sticked and bound with 0.9  
 Kgs of straw / mill board with Calico  
 / Leather binding at corners with  
 brown wrapper (8) Label : A printed  
 label has to be provided on the top  
 of each book with the word "Chennai  
 Port Trust" with itemcode No. &  
 description.

4	C81802917	<p>Muster Roll Form as per specimen:          SIZE: 42cm X 33.5cms, PAPER: White          paper good quality 60 GSM, PRINTING:          DOUBLE side printing as per specimen,          LEAVES: Pad of 100 leaves, RULING:          As per specimen, BINDING: Bound with          0.45 kgs strew board at the back and          thick wrapper tare off style books,          LEBEL: A printed label is to be          provided on the face of each book          with the descripation and No. of the          book and with the words" Chennai Port          Trust".</p>	PD	25.000
5	C81801408	<p>To Print and supply of Local Delivery          Tapal Book as per Trust's specimen.          SIZE: 21.5 cm X 32.5 cm PAPER: White          paper of good quality. PRINTING:          DOUBLE side printing as per Trust's          specimen LEAVES: 200 pages per book,          100 leaves NUMBERING: pages to be          numberedfrom 1 to 200 RULING: Ruling          as per our specimen BINDING: Sticked          and Bound with Calico back nd corners          and Brown paper pasted on 0.9 kgs          Strew board on boh sides. LABEL: A</p>	BK	150.000

Tender No. : ESA-185008  
Date : 13/02/2018  
Tender Due Date : 06/03/2018

printed label is to be provided on  
the face of each book with the  
decription and number of the book and  
with the words "CHENNAI PORT TRUST"

---

1.SAMPLE PAPER FOR ALL THE FIVE ITEMS INDICATING THE GSM SPECIFIED IN THE TENDER SHOULD BE SUBMITTED IN COVER I.

2.The proof shall be submitted within 7 days from the date of purchase order and supply shall be completed within 15 days from the date of approval of proof and the same to be confirmed in the cover I.

3.+/- 5% VARIATION IN THICKNESS WILL BE CONSIDERED WHILE SELECTION OF OFFER. HOWEVER AT THE TIME OF SUPPLY, +/-5% VARIATION IN THICKNESS IS ALLOWED ON THE GSM SPECIFIED IN THE TENDER.

4.THE SPECIMENS CAN BE INSPECTED AT 'S' SECTION, 3RD FLOOR OF THE MATERIALS MANAGEMENT DIVISION, CHENNAI PORT TRUST,OPP. RESERVE BANK OF INDIA, CH.1 DURING WORKING HOURS EXCEPT ON 2ND AND 4TH SATURDAYS WHICH ARE TRUST'S HOLIDAYS.

5.For item (3) of tender, original copy-60 GSM & other copies 45 GSM and for item no.(5) 60 GSM should be submitted in cover I.

**NB CONDITION:**

- 1 This Enquiry is issued under TWO COVER SYSTEM. Tenderers are instructed to go through the two cover conditions enumerated below.
- 2 Tenderers are instructed to go through this tender form, Terms & Conditions (Guidance to the Tenderer). In the absence of Tenderers disagreement on any clause it will be construed that they agree to all the terms & conditions of the tender.
- 3 Being roll out the GST w.e.f. 1.7.2017 by the Government of India, the taxes on goods and services or both to be furnished with HSN No. and % of CGST/SGST/IGST. Chennai Port Trust's GSTIN No.33AAALC0025B1Z9.
- 4 Applicable statutory recoveries including TDS under Income Tax, TDS under GST,etc. will be deducted / recovered while accounting for or making payments to the Contractor / Supplier /

Tender No. : ESA-185008  
Date : 13/02/2018  
Tender Due Date : 06/03/2018

Vendor as per applicable laws.

- 5 In case, supplied item / Services / Contract is not eligible for Input Tax Credit, the GST amount will not be withheld.
- 6 In case the item is eligible for Input Tax Credit, the GST amount claimed in your Invoice will be paid only on reflection of the GST amount remitted by the supplier in the account of Ch.P.T. in the GST Web Portal
- 7 On request of the Supplier / firm / contractor, the GST amount will be paid duly obtaining Indemnity Bond in the Stamp Paper of Rs.100/-.

**For Chief Mechanical Engineer**

**ENCL: QUOTATION FORM AND GUIDANCE TO THE TENDERERS**

**Address:** THE CONTROLLER OF STORES  
CHENNAI PORT TRUST,  
CHENNAI - 600 001.

Phone No. 25362201 Extn: 2526 FAX 04425383881

Email No. coschpt@mb3.vsnl.net.in Vist us www.chennaiport.gov.in

**NOTE:** IF THE ABOVE ENQUIRY HAS BEEN DOWNLOADED FROM THE WEBSITE THE SAME MAYBE MENTIONED IN YOUR QUOTATION WITHOUT FAIL.

# CHENNAI PORT TRUST

## QUOTATION FORM

FIRMS'S NAME & ADDRESS

.....  
.....  
.....

TNVAT No.:

CST No.

C.P.T. VENDOR CODE :.....

TRUST'S ENQUIRY No. & DATE :

\_\_\_\_\_  
DUE ON .....

QUOTATION No. & DATE :.....

Detailed Specification of offer including the make of the item offered.	Unit	Qty.	Rate per unit (in figures & word)	Rate of E.D., S.T. Packing & Forwarding Charges if any Extra.
---	------	------	-----------------------------------	---

Specify the discount, Trade Discount, Payment Discount etc., if any individually

**TERMS OF PAYMENT**

---

TERMS OF DELIVERY

.....  
.....

---

DELIVERY PERIOD.....

Remarks if any regarding Gurantee / Test Certificate / Warranty / I.S.I. Certification details etc.

VALIDITY OF QUOTATION : 60 Days from the date of opening of this quotation.

**DECLARATION :**

The acceptance of this quotation by the Controller of Stores, shall constitute a binding contract between me / us and Chennai Port Trust.

Office Seal  
of the the Tenderer

Signature of the Tenderer

Telephone No.  
Cell No.  
Fax No.

## GUIDANCE TO THE TENDERERS

1.The firms are expected to send the quotations in the prescribed form sent along with the tender. However, if any tenderer, wishes to quote in their own quotation form/letter head, all the important details as per the quotation/form should be furnished without fail.

### **2.SPECIFICATION:**

Even if the offer is as per Trust's enquiry, the entire specification shall be repeated in the offer. If it is a counter offer, declare so (i.e.) "Counter Offer" and then provide the full description of your offer.

### **3.TERMS OF DELIVERY:**

- 1)Free Delivery,
- 2)F.O.R. Destination,
- 3)Ex.Godown Chennai.

(Firms are expected to quote only for "Free Delivery at Trust's Stores". However, in case if the offer is for other than free delivery, all the charges up to Trust's Store will be worked out approximately at our end and added to the value, which may be borne in mind before quoting).

**3(a) PRICES:** The Price should be firm till completion of the supply in the event of an order.

### **4.TAXES AND DUTIES:**

The Trust is not eligible for 'C' or 'D' form. Therefore, Tenderer shall quote full tax applicable.

### **5.TERMS OF PAYMENT:**

The standard terms of payment of Chennai Port Trust is within 30 days from the date of acceptance of supplies. The Tenderer shall confirm the above payment terms in their quotation. To make payment through ECS, furnish MICR number, Name of the bank and branch details, account number and type of account.

### **6.VALIDITY:**

The offer must be valid for a minimum period of 60 days from the date of opening of the quotation.

### **7.INSPECTION:**

All supplies are subject to inspection and approval before acceptance.

### **8.LIQUIDATED DAMAGES CLAUSE/LATE DELIVERY CLAUSE:**

This clause is applicable where value of purchase order exceeds Rs.1 Lakh.

#### **a)Where the delivery period is less than 4 weeks.**

If the supplier fails to complete the supply in all respects within the period specified or within such extended period as may be allowed by Controller of Stores, the supplier shall pay or allow the Board a sum equivalent to 1% of the value of the unfulfilled portion of the purchase order price per day, subject to a maximum of 10% of the value of the unfulfilled portion of the purchase order as Liquidated Damages/Late Delivery Charges.



**b)Where the delivery period is more than 4 weeks.**

If the supplier fails to complete the supply in all respected within the period specified or within such extended period as may be allowed by Controller of Stores, the supplier shall pay or allow the Board a sum equivalent to 1/2% of the value of the unfulfilled portion of the purchase order price per week (7 days) or part thereof, subject to a maximum of 5% of the value of the unfulfilled portion of the purchase order as Liquidated Damages / Late Delivery Charges.

C) In case of part supply, the calculation of Liquidated Damages will be restricted to the incomplete / undelivered value of supply order subject to the amount of maximum percentage prescribed in the Liquidated Damages / Late Delivery Charges of the total value of the order.

d) The Liquidated Damages / Late Delivery Charges shall be deducted from any amount payable to the contractor / supplier including encashment of Bank Guarantee or any securities / guarantees, if any available with the Port Trust.

e) If the supplier has delayed / not supplied after giving due notice, the supply order will be cancelled and any additional expenditure incurred by the Trust in procuring such materials will be recovered from the supplier for non performance / delay in execution of the supply from the money due or belonging to the supplier with the Board.

**9. SAMPLES :**

Wherever quotations are called for on the basis of departmental samples / specimen, the Tenderer must inspect the departmental samples / specimen, at the Controller of Stores Office and then only they should give their quotation.

Wherever samples are called for in the enquiry the Tenderer should send samples to the office of the Controller of Stores along with the tender. The samples of the Tenderers should be tagged and sealed properly duly mentioning the tenderer's name, the Trust's enquiry no. the tenderer's quotation no. etc., It must be noted by the tenderer that all the incidental charges i.e. to and fro charges to be incurred for sending and getting back the samples should be borne by the tenderer. Samples not accepted by the Trust should be arranged to be collected by the tenderer within 15 days of receipt of a communication from the Trust to that effect. Thereafter, the unaccepted samples will be lying at the risk and responsibility of the tenderer. Further, the unaccepted samples not collected within the time given, are liable to be disposed by the Trust as deemed fit and the tenderer will have no claim whatsoever on their samples thereafter.

**10. GENERAL CONDITIONS :**

a. The envelope should be superscribed with the Trust's enquiry no. and due date without fail.

b. Make / brand of the item quoted may be stated wherever applicable.

c. It may be specified whether the goods offered will be supplied with ISI mark wherever applicable.

d.The firm who responds to the enquiry which are displayed in the Trust web site and who are not registered with the Trust, should furnish valid Sales Tax Registration Certificate / SSI / NSIC etc along with the quotation and also furnish the documentary evidence to the effect that they are technically competent / dealing with the item quoted without fail.

d. The firm who responds to the enquiry which are displayed in the Trust web site and who are not registered with the Trust, should furnish valid Sales Tax Registration Certificate / SSI / NSIC etc along with the quotation and also furnish the documentary evidence to the effect that they are technically competent / dealing with the item quoted without fail.

e. **Gurantee :-** Manufacturer / Supplier guarantee certificate shall be provided for 18 months from the date of supply or 12 months from the date of installation / commissioning whichever is earlier, or as required, will be provided along the supply wherever applicable.

f. **Test Certificate:-** Manufacturer's test certificate / test certificate from the Government approved laboratory shall be sent along with the supply, wherever applicable.

g. All disputes are subject to Chennai Jurisdiction only.

THE TENDER SHALL BE SUBMITTED UNDER TWO COVER SYSTEM

RATE SHALL BE QUOTED ONLY IN COVER - II (Price Bid)

The Cover I and Cover II shall be sent in separate sealed cover duly marking as Cover I and Cover II and these two covers shall be enclosed in another main cover and sealed. Tenderers Name and address should be stamped on each cover including the main cover.

1.Contents of Cover I:

a.The Document /information/sample as required in our Tender form and "Guidance to the Tenderers " shall be furnished.

b.Complete Specification of items with Make/ Brand if any and Commercial terms and conditions shall be mentioned except price.

c.All the taxes & duties, charges etc., applicable shall be indicated. The vague expression that "Sales Tax extra" at actual and "forwarding charges extra" shall be avoided. The actual rate of taxes, duties and other charges either on percentages basis or on lump sum basis shall be indicated clearly without fail. The Trust is not eligible for "C" or "D" Form for availing concessional rate of CST.

2.Contents of Cover II:

The Cover II shall contain nothing but price of item / items offered.

Chief Mechanical Engineer.