

REQUEST FOR QUOTATION

Request for Quotation No	1002000523	Ref Purchase Requisition No	2302000345
Request for Quotation Dt	16.06.2022	Date	15.06.2022
Deadline Date	06.07.2022		

From
THE MATERIALS MANAGER
CHENNAI PORT TRUST
 No 1, Rajaji Salai,
 CHENNAI-600001
 Tel No : 04425362201
 Fax No :
 Email : mm@chennaiport.gov.in
 GSTN No : 33AAALC0025B1Z9

S No	Item Code	HSN/SAC Code	Service No & Service / Material Description	UoM	Qty	Rate	Delivery Dt.	Amount
1	1000000780		IMPORT TALLY SHEET TO PRINT AND SUPPLY OF IMPORT TALLY SHEET AS PER SPECIFICATION. SIZE: 34.5 CMS X21.5 CMS. PAPER : ORIGINAL - WHITE PAPER OF 60 GSM, DUPLICATE - PINK COLOUR PAPER OF 45 GSM AND TRIPLICATE - GREEN COLOUR PAPER OF 40 GSM. PRINTING : SINGLE SIDE PRINTING AS PER SPECIMEN. RULING : IN BLACK AS PER SPECIMEN. LEAVES : A TEAR-OFF STYLE PAD OF 15 SHEETS, CONTAINING 50 SETS OF WHITE, PINK AND GREEN SHEETS IN TEAR-OFF STYLE. CARBON SHEET. THE FIRST SET IN ALL THE PADS SHALL CONTAIN DOUBLE SIDE CARBON SHEETS. BINDING : TO BE BOUND IN TEAR-OFF STYLE WITH 0.45 KG STRAW/MILL BOARD AT THE BACK AND THICK BROWN COLOUR KRAFT PAPER PASTED AT THE TOP IN TEAR-OFF STYLE. NUMBERING : THE STRIKE ORDER ALPHABET AND NUMBERING TO BE PRINTED AS PER TRAFFIC MANAGER ADVICE. THIS SHALL BE COLLECTED WHILE AT THE TIME OF PROOF APPROVAL. 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 AUTHORITY"	EA	500.000		06.10.2022	
2	1000000680		EXPORT TALLY SHEET TO PRINT AND SUPPLY OF EXPORT TALLY	EA	500.000		06.10.2022	

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3	1000000067		<p>SHEET AS PER SPECIFICATION SIZE; 34.5CMS X 21.5 CMS PAPER: ORIGINAL - YELLOW COLOUR PAPER OF 45 GSM, DUPLICATE - WHITE COLOUR PAPER OF 50GSM AND TRIPLICATE - PALE BLUE COLOUR PAPER OF 45 GSM WITH DOUBLE SIDE CARBON IN THE FIRST SET OF ALL PADS. PRINTING: SINGLE SIDE PRINTING AS PER SPECIMEN. LEAVES; A TEAR-OFF STYLE PAD SHOULD CONTAIN 50 SETS IN TRIPLICATE. BINDING: TO BE BOUND WITH 0.45 KGS STRAW/MILL BOARD AT THE BACK AND THICK WRAPPER PASTED AT THE TOP IN TEAR OFF STYLE PAD. NUMBERING : STRIKE ORDER ALPHABET AND NUMBERING TO BE PRINTED AS PER TRAFFIC MANAGER ADVICE. THIS SHALL BE COLLECTED WHILE AT THE TIME OF PROOF APPROVAL. 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 AUTHORITY'</p> <p>N-DTMPROCSHETDL To Print and Supply of Non Datum DPR Book Specification 1. SIZE : 21 x 34 cm 2. PAPER : White colour paper 70 GSM 3. RULING : Blue and Black colour as per specimen. 4. PRINTING : Single side printing as per</p>	EA	50.000		06.10.2022	

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4	1000003961		trust specimen. 5. LEAVES : A pad consists of 100 leaves in tare-off style. 6. BINDING: Binding shall be done with 0.45 kgs strew board at the back and thick brown paper on the front side. 7.NUMBERING : Numbering shall be done as per the strike order, Book No. and sheet No. shall be printed as per the specimen. LABEL : A Label to be printed in the front of the book with description, Itemcode No, Book No, Serial No from - to and words in "CHENNAI PORT AUTHORITY" ADDITIONAL CHARGE BILL BOOK TO PRINT AND SUPPLY OF ADDITIONAL CHARGE BILL BOOK AS PER SPECIMEN. SPECIFICATION: 1) Size : 34 CMS X 20.5 CMS. 2) PAPER: Original, Duplicate & Triplicate - White Paper as per Trust's specimen. 3) GSM: 55 GSM for Original, Duplicate and Triplicate copy. 4) PRINTING: Single side printing as per specimen. The Words `ORIGINAL, `DUPLICATE" `TRIPLICATE" are to be printed on the right top corner of the respective copies. 5. LEAVES : A book contains 150 leaves. Original 50 Leaves, Duplicate 50 Leaves, Triplicate 50 Leaves. 6. RULING: As per specimen. 7. PERFORATION: In all pages as per specimen. 8. BINDING: Stitched and bound with calico/leather back corners and brown paper pasted on 0.9 Kgs. Straw/Mill board on both side. 9. LABEL: A printed label is to	EA	50.000		06.10.2022	

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5	1000003861		<p>be provided on the face of each book with the name of the book, item code, number of the book and with the words "Chennai Port Authority".</p> <p>IDLE TIME MULTIPLE HOOK CERTIFICATE IDLE TIME AND MULTIPLE HOOK CERTIFICATE AS PER SPECIMEN SIZE : 34 CMS X 21 CMS PAPER : WHITE PAPER OF 70 GSM PRINTING : SINGLE SIDE PRINTING FOR BOTH ORIGINAL AND DUPLICATE COPIES AS PER SPECIMEN. STRIKE ORDER NUMBER HAS TO BE PRINTED ON BOTH ORIGINAL AND DUPLICATE COPIES AS PER SPECIMEN AND SHALL BE OBTAINED FROM THE PURCHASE SECTION AFTER PLACEMENT OF ORDER. BINDING : TEAR-OFF STYLE WITH 200 SHEETS IN A PAD (100 ORIGINAL+ 100 DUPLICATE) BOUND WITH 0.45 KG STRAW/MILL BOARD.</p>	EA	100.000		06.10.2022	
6	1000003962		<p>TRANSFER NOTE TO PRINT AND SUPPLY OF TRANSFER NOTE AS PER SPECIMEN:- 1) SIZE: 34 CMS X 21 CMS AS PER SPECIMEN, 2) PAPER : WHITE PAPER OF 60 GSM , PINK AND BLUE CREAMWOVE PAPER OF 45 GSM , 3) PRINTING : SINGLE SIDE PRINTING AS PER SPECIMEN. THE WORDS "ORIGINAL, DUPLICATE, TRIPLICATE" ARE TO BE PRINTED ON THE RESPECTIVE COPIES AT RIGHT TOP CORNER, 4) LEAVES : A BOOK CONTAINS OF 50 LEAVES(SETS) IN TRIPLICATE, 5) NUMBERING: AS PER STRIKE ORDER, 6) PERFORATION:DUPLICATE AND TRIPLICATE COPIES ONLY TO BE</p>	EA	50.000		06.10.2022	

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7	1000004060		<p>PERFORATED AT TOP SIDE AND ORIGINAL SHOULD BE RETAINED IN THE BOOK 7) BINDING: STITCHED AND BOUND WITH CALICO BACK AND CORNERS AND BROWN PAPER PASTED ON 0.9 KGS. STRAW / MILL BOARD ON BOTH SIDES & 8) 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 AUTHORITY".</p> <p>LANDING REMARKS -PACKAGE. To Print and Supply of Landing Remarks Packages as per the specimen. 1) SIZE: 33.5 cm X 20.5 cm PAPER: WHITE with 60 GSM. 2) PRINTING: Single side printing as per specimen. 3) LEAVES: 100 leaves per pad. 4) BINDING: Bound with 0.45 kgs straw /Mill board at the back and thick wrapper pasted at the top in tare of style pads. 5) 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 AUTHORITY "</p>	EA	15.000		06.10.2022	
8	1000000062		<p>DELIVERY REGISTER DELIVERY REGISTER - 1. SIZE : 24 cms x 38 cms 2. Paper : Azurelaid paper : 80 GSM as per Trust's specimen 3. Printing : Double side printing as per specimen 4. Leaves : A book contains 200 leaves and 2 plain paper at each side of the register (Front and back) 5. Numbering : Folio's are to be numbered</p>	EA	20.000		06.10.2022	

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S No	Item Code	HSN/SAC Code	Service No & Service / Material Description	UoM	Qty	Rate	Delivery Dt.	Amount
			from 1 to 200 6. Ruling : Red and Blue colour as per Trust's specimen 7. Binding : Stitched and leather bound with calico back and corners and brown paper pasted on 0.9 kgs straw mill board on both sides. 8. Label : A Printed label is to be provided on the face of each book with description and number of the book and with the words " Chennai Port Authority, Chennai -600 001, Item code and the name " Delivery Register"					
						Net Value		
						Discount		
						Packing & Forwarding		
						Transport		
						GST		
						Total		
Amount in words : Rupees NIL Only								

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NB CONDITIONS:

1. Sample paper for all the items with required GSM should be submitted along Cover I in tender section , III floor of MM division before closing date.
2. Proof should be submitted within 10 days from the date of the order supply should be completed within 20 days from the date of proof approval.
3. Tolerance of 5% variation in thickness will be allowed at the selection of offer. However at the time of supply +/- 5% variation in the GSM specified in the tender.
4. Specimen can be inspected at 'S' section 3rd floor of MM Division, Chennai Port Authority, Opp. RBI, Chennai during working hours except on 2nd and 4th Saturdays which are Authority's holidays.
5. TDS U/s 194Q at 0.1% will be deducted on the sale consideration of the Goods at the time of credit or payment to the seller wherever applicable. If PAN of seller is not provided to buyer. TDS @ 5% will be deducted.
6. PRE BID MEETING :. 24 .06.2022 AT 11.00 AM AT III FLOOR OF MM DIVISION OF CHENNAI PORT TRUST AND THE BID SUBMISSION WILL BE CLOSED ON 06.07.2022 AT 14.30 HRS. AND WILL BE OPENED ON 07.07.2022 AT 15.00 HRS.

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Terms & Conditions

E0001: The Rates should be quoted as per Unit mentioned above

E0024: Suppliers who offer for credit payment of 30 days from the date of supply only will be considered.

E0029: The supply should be strictly as per the specification & the same should be confirmed in the Quotation.

E0044: We expect free delivery at our premises.

E0047: You are requested to furnish the following details to enable payment through ECS. 1) MICR Number, 2) Name of the Bank and Branch details, 3) Account Number and 4) Type of Account.

E0049: The Trust has obtained certificate for ISO 14001 - Environment Management System. Hence the Tenderers are requested to use environment friendly packing material at the time of supply

E0105: 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.

E0106: 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 / Vendor as per applicable laws.

E0107: In case, supplied item / Services / Contract is not eligible for Input Tax Credit, the GST amount will not be withheld.

E0108: 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.

E0110: Tenderer should furnish declaration for each item with HSN code and confirm whether the quoted item is covered under Input Tax Credit (ITC) or not

E0111: The rate quoted by the Supplier shall be incl of all Taxes& Duties other than GST. Applicable GST in % shall be mentioned under GST rate column. Applicable GST as per GST Act will be reimbursed to the firm by ChPT against the Invoice.

E0112: Financial evaluation will be based on the base price quoted by the supplier excl GST. In case supplier is registered under composition scheme of GST and ITC benefit is not available for ChPT, then evaluation will be made on BASE PRICE+GST.

E0114: The firm shall indemnify to borne any Demand/ Interest/ Penalty etc arising to ChPT against non-compliance of statutory requirements with reference to Direct and Indirect Taxes or any other law in force.

E9996:

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:

- a. Free Delivery,
- b. F.O.R. Destination

REQUEST FOR QUOTATION

- c. 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).
- d. 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 nonperformance / 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.

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- 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.
- e. Guarantee: 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.
- h. The CME reserves the right to increase or decrease the quantity to the extent of 25% before completion of contract.

E9997:

MSME CONDITIONS:

1. In the tender, participating Micro & Small Enterprises quoting price is within the price band of L1 + 15% shall be allowed to supply portion of requirement by bringing down the price to L1 price in a situation where the L1 is from someone other than Micro & Small Enterprise and such MSEs shall be allowed to supply up to 25% of the total tendered value.
2. Out of 25%, 4% shall be earmarked for procurement from MSEs owned by SC/ST Entrepreneur. Provided that in the event of failure of such MSE's to participate in the tender process or meet the tender requirements and L1 price, 4% sub-target for procurement earmarked for MSEs owned by SC/ST Entrepreneurs shall be met from other MSEs.
3. A minimum of 3% Reservation for MSEs owned by women, shall be provided within the above mentioned 25% reservation.
4. All MSEs shall submit a MSME/NSIC Certificate etc. indicating the category such as SC/ST/Women Entrepreneur etc. so as to avail the benefits.
5. The above facility is applicable only where it is possible to split the quantity among the bidders.

Yours Faithfully

MATERIALS MANAGER