



**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

Office of the Sr. Dy. Manager-I, I&CF Division,
2nd Floor, Chiranjibpur Operational Building,
Dist --Purba Medinipur, West Bengal, Pin --721604
Telephone No. (03224) 252110



No:- SDM-I/I&CF/151 / 104

Date : 12.06.2018

Sub: Quotation for Annual Maintenance contract (2018-19) for Two (2) Nos. Ammonia Printing Machines of Drawing Section at I&CF Division, at HDC, Haldia.

Sealed quotations are invited from bonafide & competent vendors, having experience for the following services: -

Sl. No.	Description of Item	Qty	Rate (Rs) (To be quoted)	Unit	Amount
					(Rs)
1	Annual maintenance and servicing of Ammonia Printing Machine KB-720	1		No	
2	Annual maintenance* and servicing of Ammonia Printing Machine OCE-D 206	1		No	
	Note: - All rates should be quoted both in figure and words. If there is any discrepancy, the rate quoted in words will be taken as correct and evaluation will be made accordingly.				
			Total =		

(Total in words.....)

TERMS AND CONDITIONS OF CONTRACT

1. Mode of submission:

The following details are to be clearly written on the sealed envelope containing the quotation:

a) Quotation for "Annual Maintenance contract (2018-19) for two (2) Nos. Ammonia Printing Machines of Drawing Section at I&CF Division, at HDC, Haldia."

b) Quotaioner's identity, address, telephone no., fax no., e-mail ID, etc.

2. Place of submission:

Sealed quotations (all the enclosed papers in original) must be submitted so as to reach the Sr. Dy. Manager [I&CF] - I, 2nd Floor, Chiranjibpur Operational Building at Chiranjibpur, Haldia, Dist - Purba Medinipur, West Bengal, Pin - 721604 on or before 25.06.2018 within 3-00pm.

3. Opening of Quotations:

The quotation will be opened shortly after 3,30pm on the same day, i.e. on 25.06.2018 at the office of Sr. Dy. Manager (I&CF)-I. Any quotationer who wishes to be present during opening of the quotation may do so.

4. Period of Contract:

One year from the date of first servicing.

5. Servicing Process:

The Contractor's service personnel will attend both machines once in every quarter to clean oil and make necessary adjustments. He would also visit on report of any breakdown call within a reasonable time.

6. Penalty:

For not attending any of the machines within 7 (seven) days from the date of registration of complaint, (except in cases where the undersigned is furnished with proper reasons for delay) penalty @ 0.5% of one year contract value of the respective machine for delay per week will be deducted from your bill, subject to a maximum of 10% of the contract value.

7. GST:

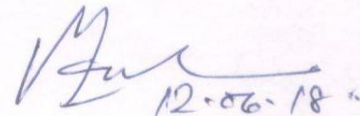
All taxes and duties as applicable shall be included in the quoted rates excluding GST. The GST, if payable, will be paid extra by the trustees.

8. Payment Terms:

Payment will be made directly to the contractor's Bank Account after completion of two (2) nos. quarterly service after submission of bill. No Advance Payment or escalation/variation on any account will be payable against the job.

9. Other Terms:-

- a) The quotation inviting authority reserves the right to reject the lowest or all offers without assigning any reason thereof.
- b) The quotationer shall accept the terms and conditions as stated herein and shall not be allowed to impose his own condition(s)/ terms.
- c) The offer shall remain valid for a period of 4 (four) months.



M. K. Acharya
Sr. Dy. Manager -I (I&CF)
HALDIA DOCK COMPLEX.