

ENQUIRY FOR SUPPLY , DELIVERY & INSTALLATION OF PHOTOCOPIER MACHINE
FOR USE IN TRAFFIC DEPARTMENT, KoPT

Enquiry No.TFC/STORES 19/PHOTOCOPIER/ENQUIRY

Dated: 26.03.2015

KOLKATA PORT TRUST



TRAFFIC DEPARTMENT,
40, Circular Garden Reach Road,
Kolkata – 700043

M/s.....

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Sub: Enquiry for Procurement of Photo Copier Machine

Kolkata Port Trust intends to procure the following item as per the following "Technical Specifications and Scheduled of Quantities". You are requested to furnish your quotation in the enclosed "Bill of Quantities", in sealed cover superscribed with "Quotation for Supply, Delivery & Installation of Photo Copier Machine against Enquiry No.Tfc/Stores-19/Photocopier/Enquiry dated 26.03.2015. The offer will be opened on 14.04.2015 at 03.30 p.m. in the Office of the Traffic Manager.

TECHNICAL SPECIFICATIONS AND SCHEDULE OF QUANTITIES

A) PHOTO COPIER MACHINE : 1 (ONE) NO.

Specifications:

Two sided manually operated output

Paper Input: 100 Sheets Bypass Tray + 250 Sheets Tray

Acceptable Paper Size: A6-A3

Multiple copying 1-99

Zoom facility: Minimum 50-200%

Copy accounting - Automatic counter device

Note: 1. Technical Literatures and Catalogs of the offered Model & Makes are to be submitted along with the Offer for selection.

2. Quotations to be submitted for the product which should have the minimum specifications listed above by OEM or Authorized Distributor (on the basis of the valid / current Authorisation Certificate issued by OEM).

3. Make & Model No. Of the offered item to be furnished.

4 The Life Span of the offered Machine and Declaration of the OEM regarding availability of original & new Spare Parts during the period of declared Life Span (which should not be less than five (5) years after the Warranty period), to be submitted along with the offer.

5. During the Warranty period the vendor must supply all the consumables like toner, drums etc. (excluding cost of papers, electricity with connection, space & manpower). The average number of photocopies as per the present consumption is Sixty thousand (60,000) per year.

6. Supply, Delivery & Installation has to be made at 40, Circular Garden Reach Road, Subhas Bhavan, 3rd Floor, Kolkata-700 043 by own arrangement of the supplier within a period of 45 days from the placement of the order.

7. The rate should be quoted indicating the Basic Price of the Machine, Taxes & Duties etc. Along with Freight, Delivery charges etc., if any, including the Cost of Consumables required to be replaced during the period of Warranty. Rate of Taxes should be stated clearly in the Offer. Payment will be made against Pro-forma Invoice A/c. Payee Cheque on acceptance of the ordered Machine by the competent authority of the Traffic Department, KoPT after 30 days of successful trial run of the Machine from the date of Supply, Delivery & Installation.

8. The supplied machine as well as all Parts and Accessories should be covered under Warranty (for a period minimum of 12 (twelve) months). The successful Supplier should make good at his own expenses all defects due to faulty design, material and workmanship, which may develop under proper use, during the period of Warranty. If any difference of opinion arises on any of the provisions of this clause, the decision of the Traffic Manager shall be final and binding upon both the parties.

9. 10% of the order value will be deducted from the Bill amount of the successful Supplier and will be kept with KoPT as Security Money against the supply. The said amount will be refunded after successful completion of the Warranty period.

10. In case the supply is not made within the stipulated period, without valid reasons, then compensation to KoPT @1% of the total value of the order for each day's delay shall have to be paid, provided the entire amount of compensation to be paid under the provisions of this Clause shall not exceed 10% of amount of such damages from any amount which is due or which may become due to the Contractor. These however will not relieve the Bidder from his obligation &

liabilities under the Contract.

11. In the event the machine during the period of Warranty is not repaired & commissioned within the period of next working day of breakdown / developing defect or no replacement of machine is made available during the period the machine remains out of commission, the Traffic Manager or his nominated officer will be at liberty to get the repair done and deduct the cost thereof from the Vendor from any amount lying outstanding. In case the cost exceeds such amount, the Vendor should pay the balance amount to KoPT. These however will not relieve the Bidder from his obligation & liabilities under the Contract. In exceptional circumstances, the Traffic Manager may allow extension for such period as is considered reasonable without imposing penalty, against written application of the Vendor.

12. If the Equipment is to be repaired at the premises other than Traffic Department, KoPT, an Indemnity Bond in prescribed pro-forma has to be submitted by the contractor before taking out the same for repair outside the Traffic Department's premises. The shifting & transportation cost will not be borne by KoPT authority. A stand-by Equipment may be provided by the Contractor in case of anticipated delay in repairing the Equipment.

TERMINATION OF CONTRACT:

13. If the selected bidder fails to carry out the order as per the tender document within the stipulated period without any valid and acceptable reason, the Traffic Manager, KoPT may cancel the order and his decision in the matter shall be final and binding on the selected contractor.

Upon cancellation of the order for the reason indicated above, the Traffic Manager shall be entitled to get the work done at the risk and expenses of the party on whom the order has been placed, and to recover the same from the selected bidder, in addition to any other amount, compensation of damages that KoPT is entitled to in terms of other relevant Clauses in contract.

FORCE MAJEURE:

14. In the event, the contractor / KoPT being prevented from fulfilling its obligation or part thereof arising out of this contract, due to any Force Majeure event like acts of God (flood, earthquake etc.) or war, civil commotion, strike etc., the effected party shall forthwith but in no case later than 48 hours from the commencement of such event, intimate the other party as to the commencement of such event and continue to intimate after every 7 days during continuance of such event. The affected party shall upon cessation of such event, promptly informs the other party and shall its obligation in part or in full arising out of this contract tht was kept suspended due to such events of Force Majeure.

ARBITRATION:

15. Disputes if any arising out of this agreement will be settled by arbitration and the decision of the Arbitrator shall be final and binding upon both the parties. The contract will be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court of Kolkata.

16. Offer should accompany the self attested photo copies of Trade License, VAT Clearance Certificate and Income Tax PAN No. and Acceptance of all Terms and Conditions of NIT.

BILL OF QUANTITIES AGAINST ENQUIRY NO.TFC/STORES
19/PHOTOCOPIER/ENQUIRY DATED 26.03.2015

(Please detach the BOQ form and submit the same duly filled in, signed & stamped under your covering letter in sealed cover superscribed with "Quotation for Supply, Delivery and Installation of One(1) Photo Copier Machine against Enquiry No.TFC/STORES 19/PHOTOCOPIER/ENQUIRY Dated 26.03.2015)

Sl. No.	DESCRIPTION OF THE ITEM	QUANTITY	Rate in Rs.(In figure & in Words)
1.	Photo Copier Machine (including consumable during Warranty period) Model: Make:	1 (One) No.	
2.	VAT @ %		

(Total in Rupees.....)

a) VAT Regn. No.....

Offer No..... Signature of the Authorized Signatory(of the Bidder)

Date...../..... 2015 Seal

(This document duly endorsed & stamped in all pages by the bidder must be submitted along with the offer).Last date and Time for acceptance of completed offers is 14/04/2015 at 3.00 pm.