



कोलकाता पत्तन न्यास
KOLKATA PORT TRUST
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
प्रशासनिक पभाग
Administration Division



जवाहर टावर, हल्दिया-721 607
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Phone No. (03224) 263171
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Dist. Purba Medinipur

Ad/007/Computer/Others/91

April 03, 2014

To,

M/s _____

Sir,

Subject: **SUPPLY OF 'COMPUTER TABLES & CHAIRS' FOR ADMINISTRATION
DIVISION OF HALDIA DOCK COMPLEX, KOLKATA PORT TRUST AT
HALDIA – LETTER INVITING QUOTATION**

Please submit your quotation in sealed condition within 12 Noon of April 24, 2014 in respect of supply of material mentioned in the Bill of Quantities inclusive of all taxes, duties & delivery charges. The terms & condition, declaration by the bidder and the Bill of Quantities are enclosed as Annexure 'A'.

Thanking you,

Encl: As stated

Yours faithfully,

(A Das)

Senior Deputy Manager (Administration)
For Manager (Administration)

ANNEXURE-A

SUPPLY OF COMPUTER TABLES & CHAIRS FOR ADMINISTRATION DIVISION OF HALDIA DOCK COMPLEX, KOLKATA PORT TRUST AT HALDIA

Terms and Condition

(1) SCOPE OF WORK: Comprises supply of 'Computer Tables & Chairs' to Haldia Dock Complex. The material shall have to be supplied as per minimum guiding specification given as "Item Description" in "Bill of Quantities" and the terms & condition of the Letter Inviting Quotation.

(2) PLACE OF DELIVERY: The material shall have to be delivered at the Office of Manager (Administration) at Jawahar Tower of Haldia Dock Complex, Kolkata Port Trust at Haldia Township, Purba Medinipur – 721607 at the cost, risk, expenses & arrangement of the bidder. No additional payment except that quoted shall be paid.

(3) DELIVERY PERIOD: The supply shall have to be completed within 30 days from the date of placement of Order Letter.

(4) PAYMENT: Payment shall be made within 30 days of submission of clear bills in triplicate after successful delivery & acceptance, for which required bank particulars are to be submitted.

(5) VALIDITY: The offer shall remain valid for 60 days from the date of opening.

(6) RIGHT TO REJECT: The Trustees/Haldia Dock Complex, Kolkata Port Trust are not bound to accept the lowest tender and reserve the right to accept or reject the tender in full or in part without assigning any reason thereof.

(7) EVALUATION CRITERIA: Price quoted must include all charges like delivery, commissioning etc. Taxes and other statutory charges must be quoted separately. Evaluation will be made on the minimum financial impact to Haldia Dock Complex, Kolkata Port Trust for individual items, subject to fulfillment of terms and condition of the tender.

(8) GUARANTEE: The materials, with all accessories and attachments, shall have to be guaranteed by the supplier as per manufacturer's guarantee clause against any manufacturing defect or poor performance in workmanship. The period should be a minimum of 12 months from the date of acceptance / commissioning or a minimum of 18 months from the date of supply, whichever is earlier. If any defect, whatsoever, develops during this Guarantee Period, the defective materials shall have to be replaced / rectified, as the case may be, by the Bidder at their own cost, risk & arrangement. The supplier / successful bidder shall arrange to supply 'Guarantee Certificate' of materials at the time of delivery of materials, prior to release of payment.

(9) SECURITY DEPOSIT: The successful bidder shall have to keep Security Deposit amounting to 5% of the order value, which shall be refunded (without interest) after successful completion of the contract subject to recovery of damage and/or loss incurred, if any, by HDC due to default on the part of the successful bidder.



DECLARATION BY THE TENDERER:

I / We confirm that all laid down 'Terms and Conditions' have been accepted by me / us and I / We agree that I / We shall be bound by the said Terms and Conditions.

Date:

Signature of Tenderer with Office Seal

Seal:

Place:

Full Name in Block Letters:

Address:

Telephone:

Fax:

E Mail ID:



BILL OF QUANTITY

Sl.	Item Description	Qty	Make & Model	Unit Price in INR	Total Price in INR	Total applicable taxes in INR	Total amount in INR (both in figures & words)
1.	Computer Table: Dimension 4 feet by 2 feet by 2.5 feet. Two drawers on the left hand side, 1 shelf & open space for file including metallic keyboard tray, metallic CPU trolley, wire manager using Century pre laminated particle board 8mm thick edge binding tape of 18mm top, 15mm side panel and 12mm back panel.	15					
2.	Chair: 5 legged chrome base with PP arm along with revolving, tilting, height adjustment with hydraulic facility, cloth padded cushion seat & back net.	20					
Grand Total							

Note: The color of Computer Tables & Chairs to be supplied shall be confirmed from the catalogue to be submitted by the bidder along with this offer.

Signature of Tenderer with Office Seal

