

CHENNAI PORT TRUST

STORES DEPARTMENT

TENDER FORM

Tender No. : ESAN-12559
Date : 26/08/2011
Tender Due Date : 08/09/2011

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	X8100011	ADMINISTRATIVE REPORT (ENGLISH) FOR THE YEAR 2010-2011 WITH ANNUAL ACCOUNTS, AUDIT REPORT AND ACTION TAKEN NOTES THERON .SIZE OF THE BOOK A4 i.e 297 X 210 MM AS PER TRUST SPECIMEN	NOS	150.000
2	X8100012	ADMINISTRATIVE REPORT (ENGLISH) FOR THE YEAR 2010-2011 (PART I AND II ONLY) WITHOUT ANNUAL ACCOUNTS SIZE A4 i.e., 297 X210 MM AS PER TRUST SPECIMEN	NO	250.000

SAMPLE PAPERS FOR OUTER COVER PAGES ANDINNER PAGES AS SPECIFIED IN THE SPECIFICATION SHOULD BE SENT ALONGWITH COVER-I. +/- 5% VARIATION IN THICKNESS WILL BE ALLOWED WHILE SELECTION OF SAMPLES.

HOWEVER THE SUPPLY SHOULD BE AS PER THE STANDARD SPECIFICATION. NOTE: 300 GSM FOREIGN MATT ART CARD WITH LAMINATION SHALL BE USED FOR OUTER COVER PAGES AS PER THE TRUST SPECIMEN.

2) 130 GSM MATT ART PAPER INCLUDING PHOTOGRAPHS IN INTERNATIONAL A4 (210MM X 297 AS PER THE TRUST SPECIMEN. 3) THE INNER PAGES WILL BE APPROXIMATELY 230 TO250 PAGES FOR ITEM 1 AND 90 TO 110 PAGES FOR ITEM 2.

4) THE BINDING SHOULD BE PERFECT AS PER THE TRUST SPECIMEN. 5) TENDERER SHOULD BE A CHENNAI BASED FIRM AND SHOULD HAVE 4 COLOUR CPC OFFSET MACHINE.THIS SHOULD BE CONFIRMED IN COVER I

NB CONDITION:

- 2 This Enquiry is issued under TWO COVER SYSTEM. Tenderers are instructed to go through the two cover conditions enumerated below.
- 3 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.

Tender No. : ESAN-12559
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For Controller of Stores

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 Visit 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.
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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.

N.B. CONDITIONS :-

- 1) Rate should be quoted on per lot basis i.e. 150 copies Administration Report for 2010-11 with Annual Accounts, Audit Report & Action taken notes thereon and 250 copies of Administration Report without Annual Accounts Part I and Part II including the design, Block Making Charges, Photo Negative etc.
- 2) The Matter Diagrams, Photogaphs etc., to be printed will be made ready and given to the Successful tenderer and the entire supply should be made within 10 days from the date of handing over the final proof approval. Proof shall be submitted by the Tenderer within 4 days of submission of material. Firms who are capable of adhering to this delivery schedule should alone quote. The proof should be got approved Deputy Director, P&R Cell.
- 3) Tenderers are requested to peruse the Trust's Specimen books carefully for get up, aesthetic look etc., before quoting at 3rd Floor of the Materials Manager, Old Administrative Building.
- 4) The Prices quoted should be firm and not subject to any variation until the completion of entire supply. This should be confirmed in the quotation.
- 5) The Blocks or Negative of the Drawings/Diagrams, Photos are to be returned to the Trust alongwith the supply.
- 6) The Trust reserves the right to increase or decrease the required quantity by 10%.
- 7) The Trust's preferred delivery period is 10 days from the date of handing over of the final proof approval.
- 8) Minor charges in the layout, design, colours and test to be incorporated at free of cost while printing shall also be done without any extra cost. This should be confirmed on Cover I.
- 9) The approximate number of pages is already indicated in the Specification. If there is increase/decrease in the number of pages, the payment for Administration Report will be made on prorata basis.
- 10) The Press will be inspected by the Materials Manager (or) his representative to ensure the availability of CPC Machine, if necessary.

For Controller of Stores i/c/ MM.