

KOLKATA PORT TRUST
Finance Department
P&R Division
15, Strand Road, Kolkata 700001.

No. Plg/CS/Rate Contract/394

Dated: 25.05.2016

NOTICE INVITING QUOTATION

Sub: Rate contract for supply of CD, DVD, , DMP ribbons, Pen Drives, HDD etc. for various departments of Kolkata Port Trust.

Kolkata Port Trust intends to enter into an Annual Rate Contract for supply of various computer consumables like CDR, DVD, DMP ribbons, Line Matrix Printer Ribbons, Pen Drives etc. You are requested to submit your offer for the above along with latest sales tax clearance certificate, PAN, valid Trade License and other required documents. The contract shall be for a period of one year from the date of placement of work order.

Firms having experience in supply of the above materials through 'Rate Contract' to big govt. organization (a copy of work order of such organizations should be submitted along with the offer for consideration of the offer) and having office in Kolkata may submit their offer under sealed cover to **Joint Director (P&R), P&R Division, Kolkata Port Trust, 6th Floor, 15, Strand Road, Kolkata – 700001 within 1400 hrs. on 16.06.2016. The offers will be opened at 1500 hrs. on the same date where representatives of the firms may be present.**

The following terms and conditions may be noted and confirmed.

1. The rate contract shall be for a period of one year from the date of placement of first work order.
2. Requisition for the materials shall be placed with firm from time to time based on the requirement of the departments as well as emergency requirements. There will be no limit on the number of requisitions to be placed on with the firm.
3. Payment will be made against proforma invoice against proof of delivery. The firm shall submit proforma invoice within 7 days from date of receipt of our requisition.

4. The delivery period of the materials should be maximum 2 weeks from the date of placement of order. The delivery and supply of the materials shall be made at the different departments.
5. An amount equivalent to **2.5%** of the work order value would be deducted from each bill as Security Deposit which would be refunded at the end of the contract. The firms should obtain TR for the deduction to claim refund.
6. Defective materials should be replaced immediately.
7. The firm should submit their offer in closed sealed cover subscribing "Quotation for Rate Contract" addressed to the **Joint Director (P&R), P&R Division, Kolkata Port Trust, 6th Floor, 15, Strand Road, Kolkata – 700001 within 1400 hrs. on 16.06.2016** positively.
8. Offer should be submitted item-wise separately as per Annexure – I.

(Rebecca Das)
Jt. Director (P & R)

SPECIFICATIONS OF THE COMPUTER CONSUMABLES

Type of Consumables	Specification of the materials	Brand Name	Per Unit Price Inclusive of all (Rs.)
Ribbon Cartridge	EPSON FX 2175 WIPRO HQ 1040 +, WIPRO HQ 1070/ 1050	ISI Certified	
Ribbon Cartridge	LIPI 6306L	ISI Certified	
Ribbon Cartridge	PASS BOOK PRINTER OLIVETTI PR2E EPSON PLQ20	ISI Certified	
Ribbon Cartridge	WEP PRINTONIX P1000	ISI Certified	
Blank CDR (Pack of 10) Without cover		Moser Baer, Sony, Samsung	
Blank DVD (Pack of 10)		Moser Baer, Sony, Samsung	
Pen drive	8 GB 16 GB 32 GB	Zion, Kingston, Transcend	
TONER AR-015BT	SHARP PHOTO COPIER MODEL AR-5316		
External Portable Hard Disk Drive	500 GB 1 TB 2TB	SEAGATE / SONY / HP / DELL / WESTERN DIGITAL / SAMSUNG	