

**KOLKATA PORT TRUST**  
**P&R Division**  
**Finance Department**

No. Plg/CS/Rate Contract/40

Dated: 17.02.2015

**NOTICE INVITING QUOTATION**

**Sub: Rate contract for supply of CD, DVD, , DMP ribbons, Pen Drives 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 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 **Sr. Dy. Director (EDP), P&R d Div. / Finance Department, Kolkata Port Trust, KDS IT Centre, 40, Circular Garden Reach Road, Kolkata – 700043 within 1400 hrs. on 10.03.2015 . 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 work order.
2. Requisition of 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 **Sr. Dy. Director (EDP), P&R Div. / Finance Department, Kolkata Port Trust, KDS IT Centre, 40, Circular Garden Reach Road, Kolkata – 700043 within 1400 hrs. on 10.03.2015** positively.
8. Offer should be submitted item wise separately as per Annexure – 1.

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

**SPECIFICATIONS OF THE COMPUTER CONSUMABLES**

<b>Type of Consumables</b>	<b>Specification of the materials</b>	<b>Brand name</b>	<b>Per Unit Price Inclusive all (Rs.)</b>
<b>Ribbon Cartridge</b>	<b>EPSON FX 2175 WIPRO HQ 1040 +, WIPRO HQ 1070/ 1050</b>	<b>ISI Certified</b>	
<b>Ribbon Cartridge</b>	<b>LIPI 6306L</b>	<b>ISI Certified</b>	
<b>Ribbon Cartridge</b>	<b>PASS BOOK PRINTER OLIVETTI PR2E EPSON PLQ20</b>	<b>ISI Certified</b>	
<b>Ribbon Cartridge</b>	<b>WEP PRINTONIX P1000</b>	<b>ISI Certified</b>	
<b>Blank CDR (Pack of 10) Without cover</b>		<b>Moser Baer, Sony, Samsung</b>	
<b>Blank DVD(Pack of 10)</b>		<b>Moser Baer, Sony, Samsung</b>	
<b>Pen drive</b>	<b>4 GB 8 GB 16 GB 32 GB</b>	<b>Zion, Kingston, Transcend</b>	
<b>TONER AR-015BT</b>	<b>SHARP PHOTO COPIER MODEL AR-5316</b>		
<b>External Portable Hard Disk Drive (USB 3 support)</b>	<b>500 GB 1 TB 2 TB</b>	<b>SEAGATE / SONY / WESTERN DIGITAL</b>	