

**KOLKATA PORT TRUST**  
**P & R Division/Finance Department**  
**15, Strand Road, Kolkata-70001**  
**Email:-jt.dir.pr@kolkataporttrust.gov.in**

No. Plg/CS/Ribbon/914

Dated : 20.07.2018

**NOTICE INVITING QUOTATION**

**Sub: Quotation for supply of ribbons for Dot Matrix Printers  
for various Departments of Kolkata Port Trust.**

Sir,

The Kolkata Port Trust intends to purchase 200 nos. EPSON FX- 2175 Dot Matrix printer ribbon for various departments of Kolkata Port Trust. You are requested to submit your offer for the above along with GSTN details.

Firms having experience in supply of the above materials may submit their offer under sealed cover to Jt. Director (P&R), P & R Division, 6<sup>th</sup>. Fl. Kolkata Port Trust, 15, Strand Road, Kolkata-70001 within 1400 hrs. on 01.08.2018. The offers will be opened at 1500 hrs. on the same date where representatives of the firms may be present.

The firms required to submit the following documents along with their offer:

- a) Copy of Valid Trade License
- b) Copy of Permanent Account Number
- c) Copy of GST Registration Certificate

The following terms and conditions may be noted and confirmed.

1. The delivery period of the materials should be maximum 10 days from the date of placement of order.
2. Payment will be made against Tax Invoice against proof of delivery.
3. Defective materials should be replaced immediately.
4. The firms should submit their offer in closed sealed cover subscribing "Quotation for Ribbon of Dot Matrix Printer" addressed to the to Jt. Director(P&R), P & R Division, KoPT, 15 strand Road, Kolkata- 700003 within 1400 hrs. on **01.08.20018**.
5. Offer should be submitted as per Annexure-I.

Yours Faithfully,

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

Annexure : I

**Bill of Quantity:**

The firms must submit their offer according to the BOQ mentioned below.

Item Description	Quantity (in integer number) (Fixed)	Unit Price (Excluding GST) (in Rs. )	GST, if any (in %)	Total Item Price excluding GST (in Rs.) [i.e. q X a]	Total GST on item (in Rs.) [i.e. c X b ]	Total Item Price Including GST (in Rs. ) [c + d]
	(q)	(a)	(b)	(c)	(d)	(e)
<b>EPSON FX- 2175</b>	200					

Tender will be evaluated as per formula below:

**Sum total (ST)** = total amount in column (e).

Work order will be issued to the firm with **Lowest Sum Total (ST)** amount.