

KOLKATA PORT TRUST
HALDIA DOCK COMPLEX
Office of the M. M. Division, Jawahar Tower, 2nd Floor,
P.O.: - Haldia Township, Dist.: East Midnapore,
PIN : 721607, West Bengal.
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E-Tender under single stage two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from reliable Manufacturers, Dealers, bonafide & experienced suppliers for supply and delivery of various type of Computer Paper and Cartridge (as per Bill of Quantity) to Haldia Dock Complex.

Bid Document may be downloaded from MSTC's website www.mstcecommerce.com. Corrigendum / addendum /clarifications, if any, shall be hoisted on the above mentioned websites only. Tenderer should visit the website frequently.

SCHEDULE OF TENDER (SOT) :

a.	TENDER REF. NO.	HDC/MM/ EOT-29/38/74
b.	MODE OF TENDER	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com of MSTC Ltd. The intending bidders are required to submit their offer electronically through e-tendering portal. No physical tender is acceptable by Haldia Dock Complex.
c.	E-Tender No. (System Generated)	<u>KoPT/Haldia Dock Complex/MM Div/42/17-18/ET/612.</u>
d.	Date of NIT available to parties to download	21/02/2018
e.	Pre-Bid Meeting starting date & Time	NA
f.	Pre –Bid Meeting closing date & Time	NA
g.	i) Earnest Money Deposit	<p>The intending bidders should submit Earnest Money of INR 2,380/- (Rupees two thousand three hundred only) to Haldia Dock Complex along with their offer otherwise their offer will be summarily rejected.</p> <p>The bidders are advised to deposit Earnest Money using the <u>Axis Bank Payment Gateway only</u>. No other method of payment of EM shall be accepted.</p> <p>The Bidders would be able to access the payment gateway from the Vendor log in page of the MSTC ecommerce site (www.mstcecommerce.com e-Procurement Psu / Govt depts Kolkata Port Trust) itself under the icon: " <u>HDC EMD/Tender Fee Payment</u>" . Clicking this icon will take the bidders to the Axis bank gateway. Alternatively the Bidders can also access the gateway by from Axis bank easy pay site (https://easypay.axisbank.co.in Others Haldia Dock Complex)</p> <p>For making payment of EM through the gateway, the bidders will be required to provide the User ID (the ID used by the bidders for submitting e-tender of HDC) and Bid ID (the e- tender number of the tender for which the payment is to be made).</p> <p>The method of use of the gateway is indicted under "Procedure of Payment of Earnest Money and Bid Document Fee Through Axis Bank Gateway" section of the tender document.</p> <p>Through Axis Bank Gateway with the tender.</p> <p>Tenderers should deposit Earnest Money before filling and submission of bids.</p>

		<p>Details of Earnest money remitted should be entered by the participating vendor/contractor in the space provided in the e-tender as indicated hereunder :</p> <p>a) Name of remitting vendor/contractor :</p> <p>b) E- Tender No.: KoPT/Haldia Dock Complex/MM Div/42/17-18/ET/612.</p> <p>c) Amount remitted :</p> <p>d) Remittance Bank Details:</p> <p>e) URN No.:</p> <p>f) Date of payment:</p> <p>NOTE : The bidders, who are not registered with MSTC are advised to get themselves registered with MSTC at least 72 hours prior to making payment of Earnest Money through the Axis Bank Payment Gateway.</p>
ii)	Bid Document fee	<p>The intending bidders should submit Bid Document Fee of INR 590/- (Rupees five hundred ninety only) inclusive of GST @18% to Haldia Dock Complex along with their offer otherwise their offer will be summarily rejected.</p> <p>The bidders are advised to deposit Bid Document Fee using the Axis Bank Payment Gateway only. No other method of payment of Bid Document Fee shall be accepted.</p> <p>The Bidders would be able to access the payment gateway from the Vendor log in page of the MSTC ecommerce site (www.mstcecommerce.com e-Procurement PSU / Govt depts Kolkata Port Trust) under the icon: " HDC EMD/Tender Fee Payment". Clicking this icon will take the bidders to the Axis bank gateway. Alternatively the Bidders can also access the gateway by from Axis bank easy pay site (https://easypay.axisbank.co.in Others Haldia Dock Complex)</p> <p>For making payment of Bid Document fee through the gateway, the bidders will be required to provide the User ID (the ID used by the bidders for submitting e-tender of HDC) and Bid ID (the e- tender number of the tender for which the payment is to be made).</p> <p>The method of use of the gateway is indicated under "Procedure of Payment of Earnest Money and Bid Document Fee Through Axis Bank Gateway" section of the tender document.</p> <p>Tenderers should deposit Earnest Money before filling and submission of bids.</p> <p>Details of Earnest money remitted should be entered by the participating vendor/contractor in the space provided in the e-tender as indicated hereunder :</p> <p>a) Name of remitting vendor/contractor :</p> <p>b) E-Tender No.: KoPT/Haldia Dock Complex/MM Div/42/17-18/ET/612.</p> <p>c) Amount remitted :</p> <p>d) Remittance Bank Details:</p> <p>e) URN No.:</p> <p>f) Date of payment:</p> <p>NOTE : The bidders, who are not registered with MSTC are advised to get themselves registered with MSTC at least 72 hours prior to making payment of Bid Document Fee through the Axis Bank Payment Gateway.</p>

	iii)	Transaction Fee	Rs.280.00 (Including GST @18% on Service Charge) Payment of Transaction fee by NEFT/RTGS in favour of MSTC Limited (refer clause. No. 4 of Annexure -I)
h.	Last date of submission of EMD & Bid Document fee at HDC.		14/03/2018 upto 15.00 HRS
	Last date of submission of Transaction fee through RTGS/NEFT in favour of MSTC Limited, Kolkata.		Three working days before the last date of closing of <u>online bidding for the e-tender.</u>
i.	Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and price Bid at www.mstcecommerce.com/eprochome/		21/02/2018 time 11.00 hours
j.	Date of closing of online e-tender for submission of Techno Commercial Bid & Price Bid.		14/03/2018 time 15.00 hours
k.	Date & time of opening of Part-I (i.e. Techno-Commercial Bid) Part-II Price Bid: Date of opening of Part II i.e. price bid shall be informed separately		14/03/2018 time 15.30 hours

List of Annexure :

Important Instructions to Bidders	: Annexure –I
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Un-Priced Bill of Quantity	Annexure - III
Pre-Qualification Criteria of Tenderers	Annexure-IV
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**PROCEDURE OF PAYMENT OF EARNEST MONEY AND BID DOCUMENT FEE
THROUGH AXIS BANK GATEWAY**

1. The Bidders would be able to access the payment gateway from the Vendor log in page of the MSTC ecommerce site (www.mstcecommerce.com e-Procurement Psu / Govt epts.. Kolkata Port Trust) under the icon: " HDC EMD/Tender Fee Payment". Clicking this icon will take the bidders to the Axis bank gateway.
Alternatively, the Bidders can also access the gateway by from Axis bank easypay website site (<https://easypay.axisbank.co.in> Others Haldia Dock Complex)
- iv) The Bidder will be required to mention the Bidder's ID (The ID used by the Bidder for logging in the MSTC Website) and Bid Id (E-tender Number of the Tender against which the Bidders intend to submit Bid) and then Click 'VALIDATE'.
3. A webpage will populate where the Bidder will be required to select: Earnest Money Or Bid Document Fee, then indicate his Mobile Number and the CAPTHA displayed in the webpage.
4. Depending on the selection, another webpage will come up.
5. In case of selection of Earnest Money, The bidder will be required to select the option of With or Without Bank Guarantee. In case of Bids, where there is no option to pay through BG, the Bidders should select the option 'Without'.
In case of any tender, where there is an option to pay a part of EM through Bank Guarantee and the Bidders wants to avail that option, the bidder should select 'With'.
6. The Bidder will be required to mention their Bank Account Number, IFSC Code of his Bank, and the Name of the Account, insert the Catha mentioned in the web page and then 'SUBMIT'. In case of Bid Document Fee payment, Bank Account Number would not be required.
An URN Number will be generated. Bidders may keep note of this URN Number for all future reference.
7. Another webpage will come up and the Bidder will have the option to select payment methods from (i) Internet Banking and (ii) NEFT/RTGS after agreeing with the terms and conditions by clicking the dialogue box appearing in the webpage.
8. In case of selection of Internet Banking, the bidder will be required to select any Bank of their choice and depending on the selection the bidder will then be guided to the webpage of the respective Bank. After validating the payment in the respective bank, the system will return to the Axis Bank Payment gateway.
9. In case of selection of RTGS/NEFT, the webpage will generate a payment advice.
The Bank Account Number, IFSC Code of the Bank, Name of the payee i.e Haldia Dock Complex and the amount to be paid will be indicated in the said payment advice. The Bidders will also get an SMS and Email detailing the same.
The Bidder will be required to mention the same correctly in the Bank challan which is required to be filled up for payment by RTGS/NEFT in the bank from where they intend to make the payment.
The Bidders should note that Bank A/C number of HDC mentioned in the Payment advice will change for each and every transaction and hence for each and every payment the entire process from the beginning will have to be followed for generation of a URN Number.
10. For payment of Bid Document fee, identical process is to be followed.
11. The Bidders will be able to know the status of their payment by using the 'Enquire URN' facility by mentioning the URN Number in the Axis Bank login page. Until such time the payment is credited to HDC's A/C the system will show the status as 'Pending'.
12. The Bidders should note that until such time the status remains 'Pending', the payment is not made to HDC and mere generation of URN Number will not signify payment of EM or Bid Document Fee. Hence, if the status remains 'Pending' after some time of submitting the RTGS/NEFT payment request at their Bank, then the bidder should contact their Bank to enquire about the status of RTGS/NEFT request.
13. In case of any problem relating to use of the payment gateway the bidder should contact the tender inviting authorities whose phone number and email address is mentioned in the e-tender.

Important Instructions for E-procurement

This is an e-procurement event of HALDIA DOCK COMPLEX. The E-procurement service provider is MSTC Ltd., 225C, A.J.C. Bose Road, Kolkata-700 020.

Bidders are requested to read the Commercial terms & conditions (Annexure- II) of this tender before submitting their online tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

1. Process of E-tender :

A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-commercial Bid as well as Price bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: THE TECHNO-COMMERCIAL AND THE PRICE BID HAS TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprochome/

1). Vendors are required to register themselves online with www.mstcecommerce.com e-Procurement PSU/ Govt depts Select KoPT's Logo Register as Vendor – Filling up details and creating own user id and password Submit.

2). Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case Tenderers are requested to submit bid keeping sufficient time in hand. They should not wait for last minute to avoid any problem.

In case of any clarification, please contact HDC/MSTC, (before the scheduled time of the e- tender).

Contact person (Haldia Dock Complex):

iv) Mr. N.C.Maji,
Store Purchase Officer(MM),
Haldia Dock Complex
Ph. No. 03224 264189
Mb. No. 94340 35713.

iv) Mr. S. P. Bhattacharjee
Sr.Dy. Manager(MM)
Haldia Dock Complex
Ph. No. 03224 263266
Mb. No. 94340 63649

Contact person (MSTC Ltd):

iv) Mr. S.Mukherjee
Deputy. Manager (e-Commerce)
Mobile No: 07278030407
Landline:03322901004
Email: smukherjee@mstcindia.co.in

iv) Ms S. Maity
Asstt. Manager (e-commerce)
Mobile- 9831155225
Landline:03322901004
Email: smaity@mstcindia.co.in

Google hangout ID(for test chat)-mstceproc@gmail.com

B) System Requirement: MSTC help desk No. 03322901004

i) Windows 7 or above Operating System

ii) IE-7 and above Internet browser.

iv) Signing type digital signature

iv) Latest update JRE 8 (x86 Offline) software to be downloaded and installed in the system.

To disable "Protected Mode " for DSC to appear to appear in the The signer box following setting may be applied.

- Tools => Internet Options =>Security => Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning "Enable Protected Mode".
- Other Settings:

Tools => Internet Options => General => Click On Settings under "browsing history/ Delete Browsing History" => Temporary Internet Files => Activate "Every time I Visit the Webpage".

To enable ALL active X controls and disable 'use pop up blocker' under Tools Internet Options custom level (Please run IE settings from the page www.mstcecommerce.com once)

2.	<p>(A) Part I Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.</p> <p>(B) Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by HDC. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid email confirmed by them.</p>
3.	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
4.	<p><u>Special Note towards Transaction fee:</u> The vendors shall pay the transaction fee using "Transaction Fee Payment" Link under "My Menu" in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.</p> <p><u>Transaction fee is non-refundable.</u></p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p>NOTE : Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>
5.	Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC.
6.	E-tender cannot be accessed after the due date and time mentioned in NIT.
7.	<p>Bidding in e-tender :</p> <ol style="list-style-type: none"> Vendor(s) need to submit necessary EMD, Tender fees and Transaction fees (If ANY) to be eligible to bid online in the e-tender. Tender fees and Transaction fees are non refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority. The process involves Electronic Bidding for submission of Technical and Commercial Bid. The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com → e-procurement →PSU/Govt depts→ Login under KoPT's logo →My menu→ Auction Floor Manager→ live event →Selection of the live event The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the vendor will not be able to save/submit his Technical bid.
	<ol style="list-style-type: none"> Vendor(s) need to submit necessary EMD, Tender fees and Transaction fees (If ANY) to be eligible to bid online in the e-tender. Tender fees and Transaction fees are non refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority. The process involves Electronic Bidding for submission of Technical and Commercial Bid. The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com → e-procurement →PSU/Govt depts→ Login under KoPT's logo →My menu→ Auction Floor Manager→ live event →Selection of the live event The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the vendor will not be able to save/submit his Technical bid. After filling the Technical Bid, vendor should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to filled up and then vendor should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the vendor can click on the "Final submission" button to register their bid

7.	<p>Bidding in e-tender :</p> <p>j) Vendors are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded.</p> <p>k) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>l) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.</p> <p>m) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>n) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.</p> <p>o) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>p) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>q) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.</p>
8.	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
9.	No deviation to the technical and commercial terms & conditions are allowed.
10	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
11	Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize them with the system before bidding.
12	<u>Bidding in e-tender & Reverse auction:</u>
a.	Bidder(s) need to submit necessary EMD, Tender fees (if any) and Transaction fees to be eligible to bid online in the e-tender. Tender fees and Transaction fees are non refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by HDC. Bank details i.e. name of bank & address, Current a/c no, IFS Code to be mentioned by the tenderer for refund.
b.	The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.
c.	The bidder(s) who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website www.mstcecommerce.com e-procurement Psu/Govt depts Login My menu Auction Floor Manager live event Selection of the live event Techno Commercial Bid.
d.	The bidder should allow to run an application namely enapple by accepting the risk and clicking on run. This exercise has to be done twice immediately after clicking on the Techno-Commercial bid. If this application is not run then the bidder will not be able to save/submit his bid.
e.	After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then bidder should click on "save" to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the "Submit" button to register their bid
	NOTE: - The Techno-Commercial Bid & price bid cannot be revised once the submit button has been clicked by the bidder.
a.	In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
b.	During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
c.	The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.

12.	d.	All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter SUPPLIER.
	e.	It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
	f.	Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
	g.	No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
	h.	Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.
13		Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.
14		No deviation to the technical and commercial terms & conditions are allowed.
15		After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature
16		HDC has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
17		The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.mstcecommerce.com /eprochome / mstc of MSTC Ltd.
18		The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
19		The bid will be evaluated based on the filled-in technical & commercial formats.
20		The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.
21		Necessary addendum/ corrigendum (if any) of tender would only be hosted in the e-tendering portal of M.S.T.C.
22		Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money having valid NSIC Certificate / Udyog Adhar certificate with list of items registered must be submitted with tender.
23		Micro & Small Enterprises (MSEs) registered with NSIC under Single Point Registration Scheme (SPRS) are eligible to get the benefits under new Public Procurement policies for MSEs as notified by Govt. of India, Ministry of Micro, Small & Medium Enterprises (MSME) vide Gazette Notification, dated 26.03.2012. When splitting of tender quantity is not possible purely on technical ground, trustees reserve the right not to negotiate price with MSE if their price is within the band of L1+15% in comparison with L1 price of non-MSE for consideration of award of order for 20% of tender quantity against any item as per new public procurement policy.
24		If Micro & Small Enterprises (MSEs) registered with NSIC intends to participate in the tender, for the items they are not registered with NSIC, then they will have to deposit cost of Tender Document, full amount of Earnest Money as per NIT. Otherwise their offer for those items will not be considered.
25.		Due date of submission of tender will not be extended under any situation.

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KOLKATA PORT TRUST
HALDIA DOCK COMPLEX
Office of the M. M. Division, Jawahar Tower, 2nd Floor,
P.O.: -Haldia Township, Dist.: East Midnapore.
E-mail id: spb.hdc@nic.in
Fax No. 03224 263255

Commercial Terms & Conditions :

Annexure -II

Sl. No.	<u>Terms & Conditions</u>	Response
1.	Mere issue of Tender Document will not mean that a particular bidder will be automatically considered qualified and their bids will be entertained. Such qualification will be reviewed at the time of evaluation of bids also.	AGREE
2.	Price Bids (Part-II) of only those eligible bidders whose Part-I Bids are complete and in order shall be opened on time and date to be intimated later separately.	AGREE
3.	Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money having valid NSIC Certificate along with DIC certificate or Udyog Adhar certificate with list of items registered must be submitted with tender	AGREE
4.	i) Micro & Small Enterprises (MSEs) registered with NSIC under Single Point Registration Scheme (SPRS) are eligible to get the benefits under new Public Procurement policies for MSEs as notified by Govt. of India, Ministry of Micro, Small & Medium Enterprises (MSME) vide Gazette Notification, dated 26.03.2012.	AGREE
5.	When splitting of tender quantity is not possible purely on technical ground, trustees reserve the right not to negotiate price with MSE if their price is within the band of L1+15% in comparison with L1 price of non-MSE for consideration of award of order for 20% of tender quantity against any item as per new public procurement policy which have valid NSIC Certificate along with DIC certificate or Udyog Adhar certificate If Micro & Small Enterprises (MSEs) registered with NSIC intends to participate in the tender, for the items they are not registered with NSIC, then they will have to deposit cost of Tender Document, full amount of Earnest Money as per NIT. Otherwise their offer for those items will not be considered.	AGREE
6.	Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money.	AGREE
7.	Tenders without requisite Earnest Money are liable to be rejected excepting in case of Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) for items for which the tender is invited.	AGREE
8.	Due date of submission of tender will not be extended under any situation.	AGREE
9.	<u>SCOPE OF WORK :</u> The work comprises of loading, supplying, delivery, unloading & stacking of various type of Computer Paper and Cartridge (as per Bill of Quantity) to Haldia Dock Complex. as specified in the Bill of Quantities at Central Store of M.M. Division / Site Store, Haldia Dock Complex, Haldia.	AGREE
10.	The Terms and Conditions of Tender shall be read in conjunction with the General Conditions of Contract, Specifications, Bill of Quantities and other documents forming part of this Contract wherever the Contract so requires.	AGREE
11.	The several documents forming the Contract shall be taken, as mutually explanatory to one another and in case of any discrepancies; the Bill of Quantities shall prevail over the Specifications and the Terms and Conditions over the General Conditions of Contract. In case of any dispute, question or difference either during the execution of the Contract or any other time as to any matter or thing connected with or arising out of this Contract, the decision of the Sr. Dy. Manager (MM), Haldia Dock Complex, thereon shall be final and binding upon all parties.	AGREE

12. The Contract will include the Client's Bid Documents with the General Conditions of Contract and the Bidder's Offer as finally accepted by the Client, together with Addenda, if there be any. Trustees' General Conditions of contract is the integral part of the tender / contract. The above mentioned General Conditions of Contract may be inspected at the office of the undersigned on any working day before quoting for the Tender. AGREE
13. The Trustees also reserve the right to obtain revised commercial bid to the extent and in areas required from the technically acceptable bidders. AGREE
14. The Trustees are not bound to accept the lowest or any Tender and reserve the right to accept a tender in full or in part and / or reject a tender in full or in part without assigning any reason thereof. AGREE
15. The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Kolkata. AGREE
16. Intending bidders must take into account any cost or expense incurred by them in connection with the preparation and delivery of their bids or for any other expenses incurred in connection with such bidding. AGREE
17. Bidders may visit Central Store of MM Division, Haldia Dock Complex at Chiranjibpur, Haldia before submission of their bid. Bidder shall get himself thoroughly familiarized with the site conditions and existing road facilities for carrying materials etc before submission of the tender. Non compliance of the same will in no way relieve the successful bidder of any of his obligations in performing the work in accordance with this Bid Document within the quoted price. AGREE
18. **VALIDITY :** AGREE
The tender shall remain open for acceptance for a period of 120 days from the date of opening of the same. If before expiry of this validity period, the Bidder amends his quoted rates or tender, making them unacceptable to the Trustees and/or withdraws his tender, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees/sanctioning Authority.
19. **NON- RESPONSIVE BIDDER :-** AGREE
The offer/tender shall be treated as non-responsive, if :
i) 120 days validity from the date of opening of techno-commercial bid is not accepted/ agreed to as per tender condition.
ii) Offer / tender is submitted with any deviation from the tender terms & conditions.
20. **EARNEST MONEY AND SECURITY DEPOSIT :** AGREE
i) The Earnest Money received will be refunded or released as the case may be to the unsuccessful Bidder without any interest subject to the provisions made in clause above. The Earnest Money of the successful Bidder will be retained and converted to as a part of the Security Deposit.
ii) The Security Deposit shall be equal to 5% of the basic value. Balance Security Deposit shall have to be deposited by Banker's Cheque or by Demand Draft of any Scheduled/ Nationalized Bank of India drawn in favour of Kolkata Port Trust and payable at Haldia, by the successful Bidder within 30 days from the date of placement of order. Failing this, the Trustees reserve the right to cancel the acceptance and forfeit the Earnest Money.
The Security Deposit shall be refunded without interest after the successful execution of the order and completion of guarantee period.
iii) If the contract value aggregates to Rupees one lakh and above, the supplier may offer a Bank Guarantee in the Trustees' specified Pro-forma from any Scheduled/ Nationalized Bank of India having Branch at Haldia in lieu of Security Deposit.
iv) In the event of the successful bidder failing to execute the order within the stipulated delivery period without sufficient reasons acceptable to the Trustees, the Security Deposit may be forfeited and the order be cancelled at the option of the Trustees'.

21. PRICING OF BIDS :

AGREE

i) Price should be quoted F.O.R HDC's site/store at Haldia including charges for packing, forwarding, loading, stacking, transportation, unloading, and transit risk, necessary for the complete services as described in the documents i.e. on free delivery basis upto HDC's site/store at Haldia, but excluding GST.

ii) The Bidder shall state clearly the percentage of GST that will be charged extra over his quoted rates, in the Annexure-VII.

iii) Orders may be placed in parts. Each bidder shall keep in mind while quoting his rate against any item that, in the event of part order being placed, his quoted rate against the ordered item, shall form the basis of the subject order. Price(s) to be quoted should remain firm till the entire supply of goods is completed.

iv) No Price escalation is admissible other than statutory increase in GST. In case of decrease in rates of statutory GST, the price would be correspondingly decreased.

v) Any modification (addition /deletion /alteration of GST) in taxes by the GOI shall be applicable.

22. EVALUATION CRITERIA :

AGREE

Evaluation will be made on item wise lowest (L1) landed price excluding GST quoted against individual item among the techno-commercially qualified bids subject to the fulfilment of necessary Tender conditions. Benefits will be extended to MSEs registered with NSIC as per New Public Procurement Policy as notified by the Government of India, Ministry of Micro, Small & Medium Enterprises (MSME) in The Gazette of India vide No. 503, dated 26.03.2012. When splitting of tender quantity is not possible purely on technical ground, trustees reserve the right not to negotiate price with MSE if their price is within the band of L1+15% in comparison with L1 price of non-MSE for consideration of award of order for 20% of tender quantity against any item as per new public procurement policy. It is not obligatory on the part of the Trustees to accept the Lowest Tender. They reserve the right to accept a Tender in full or in part and / or reject a Tender without assigning any reason thereof.

ii) In the event of Part Order being placed, the rate(s) against each of the item(s) constituting the order shall be identical to the rate(s) for the corresponding item(s) quoted in the Price Bid, tender terms and conditions shall also remain unaltered. Irrespective of whether order is placed on part or, on the whole of the BOQ no plea for subsequent withdrawal or the amendment will be entertained.

iii) The suppliers shall comply with all requirements of the GST to enable KoPT to avail full credit on buyer's GST. The payment of GST element shall be subject to compliance of the same.

23. PAYMENT :

AGREE

Payment will be made on the basis of actual supply and delivery of materials in good condition and acceptance of the same at designated points and on submission of Bill accompanied with Inspection Certificate, if any, and challan duly signed by consignee or his authorized representative. The bills should be submitted in quadruplicate to Sr.Dy.Manager (MM)'s Office with necessary documents e.g., receipted challan in duplicate, test certificate, guarantee certificate inspection report, if any.

Payment will be made against supplier's clear bill within 30 (thirty) days of receipt of satisfactory acceptance of materials at central store/ site. Payments shall be credited to supplier's bank account through NEFT/RTGS mechanism at all centers where such facilities are available in the bank. Accordingly bidders are requested to submit their bank Account No with the name and address of the bank along with the branch name account no. and IFS code number in the bill. Payment may be made in two parts at per discretion of Sr.Dy.Manager (MM).

24. **DELIVERY :** AGREE
- i) Delivery of the materials must be completed within 60 days from the date of receipt of order by the supplier.
- ii) Materials are to be delivered at Central store of M.M.Division/ site Store , Haldia. Materials shall be delivered by the supplier at their cost, risk and responsibility up to Central store of M.M.Division of Haldia Dock Complex.
- iii) Delivery period shall binding on the supplier. If delivery of materials is not made within the time undertaken without sufficient reasons acceptable to the Trustees, the order may be cancelled without notice at the option of Trustees. In the event of failure to execute the order, Trustees will take penal action against the supplier and his name will be removed from the list of approved suppliers.
- iv) In case of default in supply or, failure to deliver as per correct specification or, the approved quality within the time stipulated Trustees are entitled to purchase the Items from any other source at the risks, costs and expenses of the supplier. Such purchase may comprise the whole or, any portion of the supply remaining undelivered or, not approved.
25. **DESPATCH ARRANGEMENTS:** AGREE
- The supplier shall be fully responsible for any transit loss or damage to the materials. The supplier shall send advance intimation as to the actual date of delivery of each and every installment of supply. Delivery of materials will not be accepted on Saturday, Sundays and Port Holidays. The authorized representative of the suppliers should be present at the time delivery for jointly noting with the representative of Ko.P.T. The discrepancies, if any, regarding the particulars of materials actually delivered against the Challans for the same. Delivery will not be accepted if not accompanied with proper delivery challans (in quadruplicate) and other related documents like inspection certificates, etc. No lorry shall be permitted into the protected area during night-time. Detention of lorries, if any, will be on supplier's account.
26. **INSPECTION :** AGREE
- i) Inspection of materials shall be done by Trustees' authorized officer (representative of M M Division, HDC) after delivery of materials at the Central Store of M M Division of Haldia Dock Complex, Haldia Township, Haldia.
- ii) The materials to be supplied by the supplier should strictly conform to the laid down specification of tender / order. If and when necessary, samples from the supplies may be drawn and the same will be tested for moisture content and identification of species by Trustees' authorized person either at the trustees own arrangement or by Government Test House or by Govt. approved test house and if found to be inferior to the laid down specifications of tender / order, the materials will be rejected in whole or in part and supplier shall be debited with the cost of test and rejected materials shall be replaced by the supplier at his own cost and arrangement.
27. **GUARANTEE CERTIFICATE :** AGREE
- The materials shall have to be guaranteed against any defects by the supplier for a period of 06 months from the date of acceptance of the materials by Haldia Dock Complex. If any defects develop during the guarantee period, the same will be rectified /replaced by the party at their own cost. Delay in honoring the guarantee would cause the guarantee period to be extended for similar period. Guarantee certificate of the supplier is to be submitted at the time of supply of materials.
28. **TRANSIT RISK :** AGREE
- Transit risk will be on supplier's account since the delivery is to be made on F.O.R. Destination basis.
29. **DOCK PERMITS :** AGREE
- The successful Bidder shall have to obtain permits from the Permit Office at the Gate of G.C. Berth of P&E Division or as directed for entry of their vehicles and workers into the Trustees' Stores for unloading and stacking of the material. Such permits shall be issued to the Bidder against receipt of proper application with payment of necessary charges for the same during normal working hours on any working day.

- 30 REJECTION OF MATERIALS : AGREE
- Notwithstanding the inspection and passing of materials by Trustees' authorized person (representative of M M division), any material found to be defective in quality and not conforming to the relevant specification, shall liable to be rejected and the supplier shall replace the same at his cost and arrangement at the earliest.
- The supplier shall at his own arrangement and cost replace within a period of 1 (one) month of all such defective and rejected materials.
- Rejected materials shall be at Supplier's risk. They must be collected from the Trustees' Central Store of M. M. Division, H.D.C. within a fortnight from the date of rejection on observing usual procedure on the matter. If the contractor fails to remove such materials, the Trustees shall have the right to dispose of the same and the supplier shall have no claim against the Trustees in respect of the said rejected materials.
- 31 PACKING OF MATERIALS: AGREE
- The Supplier shall be responsible for proper packing and delivery at Stores. The materials should be packed by the Supplier/Manufacturer at their own cost for protection against any damage, loss, breakage or leakage etc.
- 32 LIQUIDATED DAMAGES : AGREE
- If the successful bidder (supplier) fails to complete the entire supply within the stipulated date or, such the extension thereof as communicated by the Manager (Materials Management Division) in writing, the supplier shall pay, as compensation (Liquidated Damage) to the Trustees and not as a penalty, @½ % (half percent) of the total Landed Cost (excluding taxes & duties)of the portion of supply, which is delayed, for every week delay in supply (part of the week being treated as a full week). Provided always that the amount of such compensation shall not exceed 10% of the total Landed Cost (GST) of the order.
- Without prejudice to any of their legal rights, the Trustees shall have the power to recover the said amount of compensation / damages as stated above, from any money due or, likely to become due to the supplier. The payment or deduction of such compensation / damages shall not relieve the supplier from his obligation to complete the supply order or, from any of his other obligations or liabilities under the contract.
- GST on L.D. amount as per law in force, shall be levied.
- Any delay on the following two accounts beyond the time period on account of HDC will be considered for non-imposition of L.D. provided the bidder submits documentary evidence to substantiate the same.
- a) 10 days time from the date of receipt of supplier's e-waybill request letter by HDC to the date of receipt of Waybill by the supplier from HDC.
33. RISK PURCHASE : AGREE
- In case of supplier's failure and at the absolute discretion of the Sr.Dy.Manager (MM), the work may be ordered to be completed by some other agency at the risk and expense of the supplier (successful tenderer) after a minimum three days' notice in writing has been given to the supplier by the Sr.Dy.Manager (M.M.) or, his representative. In case of risk purchase extra cost will be borne by the supplier (successful tenderer).
34. BANNED OR DE – LISTED CONTRACTORS: AGREE
- Bidders must give a declaration to the effect that they have not been banned or, de-listed by any Government or, quasi – Government agency or, PSU. If a bidder has been banned / de-listed by any Government or, quasi –Govt. agency or, a PSU, the details of any such ban must be clearly stated along with the relevant documents which the Bidder is to enclose together with the Techno-Commercial Bid. Incorrect declaration or, suppression of facts will lead to rejection of the Offer.

35. FORCE MAJEURE : AGREE
In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the Contract, the relative obligation of the party affected by such Force Majeure shall, upon notification to the other party, be suspended for the period during which Force Majeure event lasts. The cost and loss sustained by either party shall be borne by the respective parties. The term "FORCE MAJEURE" as employed herein shall mean acts of God, Earth-quake, War, Revolts, Riots, Fire, Floods, Sabotage, Hurricanes/Cyclones and Strikes, excluding strikes by the employees of the Supplier or, their sub-Contractors. Upon occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, shall notify the other party in writing immediately but not later 7 (seven) days after the alleged beginning thereof, giving full particulars and satisfactory evidence in support of its claim.
36. JURISDICTION OF COURT : AGREE
The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Kolkata.
37. WORKMEN COMPENSATION : AGREE
The successful bidder(s) must cover his employees / workers, who will be engaged for delivery, unloading & stacking job at HDC's site, under workmen compensation act, fatal accident act and personal injuries insurance act for protection against any injury / accident and shall have to bear all the consequences and cost as applicable as per relevant acts.
38. PERSONAL PROTECTIVE EQUIPMENT(PPE): AGREE
Suppliers and their workmen including driver & helper must use PPE i.e. safety helmet etc. at the time of supply of materials inside the dock premises.

Contd. next page

Annexure-III

(Documents to be downloaded, filled up, signed, scanned and uploaded)

TENDER No.: HDC/MM/ EOT-29/38/74

Tender for supply and delivery of various type of Computer Paper and Cartridge to Haldia Dock Complex.

BILL OF QUANTITIES (UN-PRICED BID)

[BIDDERS NOT TO QUOTE HERE]

Sl. No.		Description of Item	Unit	Qty.	Offered Specification (If specification is same please write "Yes" & "Make/Brand") (No other specification will be accepted)
1.	38017016	<u>Computer Paper 9" X 12" X 1 Part:</u> Blank continuous Computer paper with KoPT's Logo (Light Green Colour). Quality of the paper: White good quality Maplitho paper. GSM of the paper 67-70. Pack Size: -1000 sheet in a box.	sheet	94,000	
2.	38017017	<u>Computer Paper 9" X 12" X 2 Part:</u> Blank continuous Computer paper with KoPT's Logo (Light Green Colour). Quality of the paper: White good quality Maplitho paper. GSM of the paper 67-70. Pack Size: - 1000 set in a box.	set	1,76,500	
3.	38017003	<u>Computer Paper 9" X 12" X 3 Part:</u> Blank continuous Computer paper with KoPT's Logo (Light Green Colour). Quality of the paper: White good quality Maplitho paper. GSM of the paper 47-50. Pack Size: - 1000 set in a box.	set	1,34,000	
4.	38010022	<u>Computer Paper 9" X 12" X 3 Part:.</u> Blank continuous Computer paper with KoPT's Logo (Orange Colour). Quality of the paper: White good quality Maplitho paper. GSM of the paper 78 - 85. Pack Size: - 1000 set in a box.	set	48,000	
5.	38017011	<u>CARTRIDGE WITH RIBBON FOR DOT MATRIX PRINTER:</u> Model No. LQ 1050 TVSE MSP - 345 / 355	No.	500	

Contd. next page

(Required documents to be scanned and uploaded)

ANNEXURE-IV

TENDER No.: HDC/MM/ EOT-29/38/74

Tender for supply and delivery of various type of Computer Paper and Cartridge to Haldia Dock Complex.

Pre-Qualification Criteria of Tenderers:

Following documents for meeting the pre-qualification criteria should be uploaded by the tenderer along with offer otherwise their offer may be rejected : -

1. Credential for supply of computer paper/ photocopy paper /Miscellaneous items /Printed Forms/ Stationary and general order supply materials in various supply contract(s) during the last five (5) years of total cumulative amount not less than Rs. 2,85,000.00 (Rupees two lakh eighty five thousand only) to Govt., PSU or Public / Private organization, which should be substantiated by producing PURCHASE ORDER copy along with any one or more of the following documents: i) Receipted Challan, ii) Certificate of Execution, iii) GRN, iv) Excise Invoice, v) Tax Invoice, vi) Consignment Note. Etc. as a proof of supply as required by the tender issuing authority.
2. Copy of GST Registration Certificate.
3. Copy of Valid Professional Tax Payment Challan, if applicable.

The bidder should also upload the following statement with documents in support of their credential.

Sl. No.	Order nos. & date(with copies of purchase orders)	Nos. of Receipted challan / certificate of execution / GRN / Excise Invoice / Tax Invoice / Consignment Note etc. as a proof of supply (with copies of the same).	Item description with specification	Quantity/ value of materials supplied
1.				
2.				
4.				
5.				
6.				

Contd. next page

(Documents to be downloaded , filled up, signed, scanned and uploaded)

ANNEXURE-V

TENDER No.: HDC/MM/ EOT-29/38/74

Tender for supply and delivery of various type of Computer Paper and Cartridge
to Haldia Dock Complex.

DECLARATION OF THE BIDDER

Sr. Dy.Manager (MM)
Haldia Dock Complex.

I / We have examined carefully, read and understood the above Terms and Conditions, Specifications and General Conditions of Contract. I / We hereby tender and undertake to execute and complete all the works required to be performed in accordance with the Specifications, Bill of Quantities, General Conditions of the Contract and the Terms and Conditions as stated in the Tender and at rates and prices set out in the annexed Bill of Quantities within the time period as stated in the Tender. In the event of our Tender being accepted in full or, in part, I / we also hereby agree that the said Tender, Specifications, Bill of Quantities, General Conditions of Contract and the Terms and Conditions as stated in the Tender together with the acceptance thereof in writing by or, on behalf of the Trustees shall form the Contract.

I / We have deposited Requisite Earnest Money.

OR

I / We have submitted documentary evidences for Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) as per tender condition.

I / We agree that the period for which the Tender shall remain open for acceptance shall not be less than 120 days.

.....
Full Signature of the bidder with office seal

(Documents to be downloaded ,filled up, signed, scanned and uploaded)

ANNEXURE-VI

BIDDER'S INFORMATION

Sr. Dy.Manager (MM Division)
Haldia Dock Complex

Tender No.

HDC/MM/ EOT-29/38/74

Name of work/Item Description:

Tender for supply and delivery of various type of Computer Paper and Cartridge to Haldia Dock Complex

Name of the Company:

Address:

Contact Person Name:

Phone:

Fax:

E-Mail Address:

Have you studied the Pre-Qualification requirement of the selected tender?

Yes / No

Is the company having Copy of GST Registration Certificate.

Yes / No

Is the Company meeting the pre-qualifying criteria mentioned in the NIT?

Yes / No

Confirm that you will furnish the documentary evidence against pre-qualification criteria along with your offer.

Yes / No

Are you MANUFACTURERS / authorised dealers/ authorised stockists/ suppliers for the tendered materials?

Please indicate your status.

[Please strike out the alternative which is not applicable in your case out of the following two and initial the same.]

(a) I / We hereby declare that I / We have not been banned or, de-listed by any Government or Quasi-Government Agency or Public Sector Unit.

(b) I / We hereby enclose the details of any banned / de-listed imposed on my / our agency by any Govt. / Quasi - Govt. Agency or, PSU.

I / We agree to upload the copies of pre-qualification documents as per the Notice Inviting Tender along with our offer. I / We undertake and confirm that in case we do not submit these Pre-qualifying document with our offer or the documents are not found in order by HDC / not acceptable to HDC, our tender shall be liable for rejection.

.....
Full Signature of the bidder with office seal

(Documents to be downloaded ,filled up, signed, scanned and uploaded)

ANNEXURE-VII

TENDER No.: HDC/MM/ EOT-29/38/74

Tender for supply and delivery of various type of Computer Paper and Cartridge to Haldia Dock Complex.

TO INDICATE THE FOLLOWING DETAILS OF STATUTORY LEVIES: -

SL. NO.	TARIFF HEAD	<u>GST</u>		
		HSN Code No.	Percentage of GST.	Whether INCLUSIVE / EXCLUSIVE
1.	CGST			
2.	SGST			
3.	IGST			

.....
Full Signature of the bidder with office seal

(Documents to be downloaded ,filled up, signed, scanned and uploaded)

ANNEXURE-VIII

TENDER No.: HDC/MM/ EOT-29/38/74

Tender for supply and delivery of various type of Computer Paper and Cartridge
to Haldia Dock Complex.

Bidder's Bank Details

A/c No.	
A/c holder Name:	
Bank Name & Bank Address:	
Branch Name:	
IFSC:	

.....
Full Signature of the bidder with office seal

PRICED BILL OF QUANTITIES

[Not to be Quoted here Quote only On-line]

TENDER No.: HDC/MM/ EOT-29/38/74Tender for supply and delivery of various type of Computer Paper and Cartridge to Haldia Dock Complex.

Item No.	Item Code No.	Description of Item	Unit	Qty.	Unit Rate On F.O.R. upto HDC's Store at Haldia Basis (Landed Cost excluding GST (In Rs.))	Total amount excluding GST (In Rs.)
1.	38017016	<u>Computer Paper 9" X 12" X 1 Part:</u> Blank continuous Computer paper with KoPT's Logo (Light Green Colour). Quality of the paper: White good quality Maplitho paper. GSM of the paper 67-70. Pack Size: -1000 sheet in a box.	sheet	94,000		
2.	38017017	<u>Computer Paper 9" X 12" X 2 Part:</u> Blank continuous Computer paper with KoPT's Logo (Light Green Colour). Quality of the paper: White good quality Maplitho paper. GSM of the paper 67-70. Pack Size: - 1000 set in a box.	set	1,76,500		
3.	38017003	<u>Computer Paper 9" X 12" X 3 Part:</u> Blank continuous Computer paper with KoPT's Logo (Light Green Colour). Quality of the paper: White good quality Maplitho paper. GSM of the paper 47-50. Pack Size: - 1000 set in a box.	set	1,34,000		
4.	38010022	<u>Computer Paper 9" X 12" X 3 Part:</u> Blank continuous Computer paper with KoPT's Logo (Orange Colour). Quality of the paper: White good quality Maplitho paper. GSM of the paper 78 - 85. Pack Size: - 1000 set in a box.	set	48,000		
5.	38017011	<u>CARTRIDGE WITH RIBBON FOR DOT MATRIX PRINTER:</u> Model No. LQ 1050 TVSE MSP - 345 / 355	No.	500		