



Kolkata Port Trust
Mechanical & Electrical Engineering Department
8, Garden Reach Road, Kolkata– 700043



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No. Mech/SE-II/25/105/3145

Date: 07.12.2018

Dear Sirs,

Sub: Enquiry for Quotation for the work “**Procurement of 3 nos. 5 KVA Portable Diesel Generator set for 3 NSD & 14 NSD Berths**”.

Quotation is sought for the subject work in sealed cover superscribing the subject work and Enquiry letter No. as per enclosed terms & conditions and Bill of Quantity (BOQ). Documentary evidences for PAN No., GST No., Trade license, Dealer License, are to be submitted along with the quotation.

Sealed offers should reach this office on or before 14.30 hrs. on 14.12.2018. Quotations will be opened at 15.00 hrs. on the same date in presence of the representatives of the quotationer.

Thanking you.

Encl. : Terms & Conditions and Bill of Quantity (BOQ).

Yours faithfully,

(R. KUMAR)
Superintending Engineer (Elect) - II
for Chief Mechanical Engineer

TERMS & CONDITIONS

1. **Price:** The quoted price should be exclusive of GST. GST, if applicable, will be paid extra on actual.
2. **Taxes & Duties:** GST or any other taxes and duties, if leviable, shall be clearly mentioned in the quotation. If not mentioned otherwise, the quotation will be considered to be inclusive of all taxes and duties.
3. **Payment Terms:** 100% payment will be made subject to Security Deposit clause against Proforma Invoice through Bank Draft which will be handed over to the supplier against delivery of the DG Sets.
4. **Validity:** The quotation must be valid for 30 days from the date of opening of the quotation.
5. **Completion time:** The work is to be completed within 2 weeks from the date of receipt of order letter.
6. **Liquidated Damage (LD):** In case the work is not completed within the stipulated completion period, Liquidated Damage @ ½ % per week or part thereof will be deducted from the bill subject to a maximum of 10% of the ordered value.
7. **Earnest Money:** The quotationer shall submit Earnest Money of Rs. 9,000.00 either in cash or through Banker's Cheque/Pay Order/Demand Draft along with their offer/quotation. Banker's Cheque/Pay Order/Demand Draft should be drawn in favour of "Kolkata Port Trust" on any Nationalized/Scheduled Bank having branch in Kolkata.
8. **Security Deposit:** 10% of the order value will be deducted from the bill of the successful quotationer towards Security Deposit which will be refunded without interest after successful completion of the Guarantee period of one year.
9. You shall enclose certified copies of **PAN No., GST Registration No., Trade Licence, Dealer Licence**. The certificates in original shall have to be submitted when so demanded for inspection.
10. **Guarantee:** The contractor shall make good at his own expenses all defects, due to faulty design, materials and workmanship, which may develop under proper use during a period of 12 months from the date of installation and successful commissioning of the work. Should any difference of opinion arise on any of the provisions of this clause, the decision of the Engineer shall be final and binding. In default, the Trustees will be at liberty to get the repairs done by other agencies and reimbursed themselves so far as costs therefore are concerned out of the amounts lying with them as Security Deposit so far as that is practicable. If the costs of such repairs exceed the amount of Security Deposit, the Contractor shall pay the balance to the Trustees forthwith on demand.
11. **Quotation:** The quotation is to be submitted in a sealed cover super scribing the name of the work and enquiry letter no. and to be submitted by 14.30 hrs of 14.12.2018. Quotations will be opened on 15.00 hrs on 14.12.2018. Price is to be inserted against the column, 'Rate' and 'Amount' of the Bill of Quantity. Price shall include all manner of labour, material, plant /tools and all other matters necessary for the execution of the work.
12. The price quoted in the quotation shall hold good and shall be binding on the quotationer notwithstanding any increase in the prices of materials and labour or in the freights or levy or other charges whatsoever, the quotationer shall not be entitled to claim any increase over the rates quoted by them.
13. Evaluation will be made on the basis of total value of quotation.
14. Acceptance or otherwise of all terms & conditions, herein stated above should be clearly mentioned on this page itself and is to be enclosed with the quotation.
15. The Trustees are not bound to accept the lowest or any tender without assigning any reason thereof.

- 16. Scope of work:** The Scope of Work for “Procurement of 3 nos. 5 KVA Portable Diesel Generator Sets for 3 NSD & 14 NSD Berths” covers the following:
- Supply and Delivery of 3 nos. 5 KVA Portable Diesel Generator Sets at sites.
 - Supply of Original Test Certificates of both Engine & Alternator along with Guarantee Certificates, Manuals & Parts Catalogues.
- 17. Technical Specification:**
Portable Diesel Generator Sets: 5 KVA, 230 Volt, 50Hz with other accessories i.e., Fuel Tank, Manual Control Panel, Battery etc.
Approved Makes: Greaves Cotton Limited, Mahindra & Mahindra Limited, Kirloskar Oil Engine Limited.

Date:

Signature of the quotationer with
Rubber stamp.

Bill of Quantity**Procurement of 3 nos. 5 KVA Portable Diesel Generator Set for 3 NSD & 14 NSD Berths**

Item No.	Description	Qty.	Unit	Rate	Amount
1.	Supply, Delivery and Commissioning of 5 KVA, 230 Volt, 50Hz Portable Diesel Generator Sets with other accessories i.e., Fuel Tank, Manual Control Panel, Battery etc. at sites	03	Sets		
Total					

Total in words (Rupees
.....)

Note: The above price is exclusive of GST, which shall be paid extra as applicable on actual.

(Office Rubber Stamp of the
Quotationer Firm)

Signature of the Quotationer

Dated, the _____