

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

No. Plg/CS/Ribbon/934

Dated : 13.02.2019

NOTICE INVITING QUOTATION

**Sub: Quotation for supply of Epson make Dot Matrix Printer
Ribbon for various Departments of Kolkata Port Trust.**

The Kolkata Port Trust intends to purchase **700** nos. Epson make EPSON FX-2175 Dot Matrix printer ribbon for various departments of Kolkata Port Trust.

Firms having experience in supply of the above materials and having office at Kolkata / nearby Kolkata may submit their offer under sealed cover to Jt. Director (P&R), P & R Division, 6th. floor. Kolkata Port Trust, 15, Strand Road, Kolkata-700001 within 1400 hrs. on 26.02.2019. The offers will be opened at 1500 hrs. on the same date and place where representatives of the firms may be present.

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

- a) Copy of the Valid Trade License
- b) Copy of the Permanent Account Number
- c) Copy of the GST Registration Certificate
- d) **Demand Draft** of ₹ **590.00** (₹ 500.00 Tender fee + ₹ 90.00 GST)
(non-refundable) in favour of **Kolkata Port Trust.**

The following terms and conditions may be noted

1. The rate should be valid for a period of 1(one) year.
2. Purchase/work order to be placed as per requirement for minimum quantity of 200 nos. ribbons.
3. The delivery period of the materials should be maximum 10 days from the date of placement of order.
4. Payment will be made against Tax Invoice along with proof of delivery.
5. Defective materials should be replaced immediately.

6. The firms should submit their offer in closed sealed cover subscribing "Quotation for Dot Matrix Printer Ribbon " addressed to Jt. Director(P&R), P & R Division, KoPT, 15 Strand Road, Kolkata- 700001 within 1400 hrs. on **26.02.2019**.
7. Offer should be submitted as per Annexure-I on Letter head.

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)
Epson make EPSON FX- 2175 printer ribbon	700					

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.