



CHENNAI PORT AUTHORITY
MECHANICAL & ELECTRICAL ENGINEERING DEPARTMENT
MATERIALS MANAGEMENT DIVISION



REQUEST FOR QUOTATION

Request for Quotation No	1002000813	Ref Purchase Requisition No	2102000674
Request for Quotation Dt	15. 03.2023	Date	06.03.2023
Deadline Date	27. 03.2023		

From
THE MATERIALS MANAGER
CHENNAI PORT TRUST
No 1, Rajaji Salai,
CHENNAI-600001
Tel No 04425362201
Fax No :
Email:dmm@chennaiport.gov.in
GSTN No :33AAALC0025B1Z9

S No	Item Code	HSN/SAC Code	Service No & Service / Material Description	UoM	Qty
1	1300000452		PVC INSULATION TAPE FR SELF ADHESIVE PVC INSULATION TAPE FR SELF ADHESIVE MINIMUM 1.8 CM WIDTH IN ROLL OF MINIMUM 7 METER LENGTH CONFIRMING TO IS 7809 AND WITH ISI MARK. MAKE: STEEL GRIP /ANCHOR/DOUBLE DEER	EA	1000

REQUEST FOR QUOTATION

Terms & Conditions

NB Conditions:-

- 1. Trust's delivery period is 30 days from the date of purchase order.**
- 2. Make/ Brand name of the materials should be mentioned in cover –I of tender wherever applicable.**
- 3. Technical Data Sheet shall be furnished in cover - I.**
- 4. Guarantee: Manufacturer / Supplier guarantee certificate shall be provided for 18 months from the date of supply or 12 months from the date of installation / commissioning whichever is earlier, or as required, will be provided along the supply, which shall be confirmed in cover - I.**

E0001: The Rates should be quoted as per Unit mentioned above

E0006: Make/ Brand name of the materials should be mentioned without fail.

E0010: Offer from ready stock/ with minimum delivery period will be preferred.

E0024: Suppliers who offer for credit payment of 30 days from the date of supply only will be considered.

E0029: The supply should be strictly as per the specification & the same should be confirmed in the Quotation.

E0044: We expect free delivery at our premises.

E0047: You are requested to furnish the following details to enable payment through ECS.

1) MICR Number, 2) Name of the Bank and Branch details, 3) Account Number and 4) Type of Account.

E0049: The Trust has obtained certificate for ISO 14001 - Environment Management System. Hence the Tenderers are requested to use environment friendly packing material at the time of supply

E0105: Being roll out the GST w.e.f. 1.7.2017 by the Government of India, the taxes on goods and services or both to be furnished with HSN No. and % of CGST/SGST/IGST. Chennai Port Trust's GSTIN No.33AAALC0025B1Z9.

E0106: Applicable statutory recoveries including TDS under Income Tax, TDS under GST, etc. will be deducted / recovered while accounting for or making payments to the Contractor / Supplier / Vendor as per applicable laws.

E0107: In case, supplied item / Services / Contract is not eligible for Input Tax Credit, the GST amount will not be withheld.

E0108: In case the item is eligible for Input Tax Credit, the GST amount claimed in your Invoice will be paid only on reflection of the GST amount remitted by the supplier in the account of Ch.P.T. in the GST Web Portal.

E0110: Tenderer should furnish declaration for each item with HSN code and confirm whether the quoted item is covered under Input Tax Credit (ITC) or not

E0111: The rate quoted by the Supplier shall be incl of all Taxes& Duties other than GST. Applicable GST in % shall be mentioned under GST rate column. Applicable GST as per GST Act will be reimbursed to the firm by Ch.P.A. against the Invoice.

E0112: Financial evaluation will be based on the base price quoted by the supplier excl GST. In case supplier is registered under composition scheme of GST and ITC benefit is not available for ChPT, then evaluation will be made on BASE PRICE+GST.

E0114: The firm shall indemnify to borne any Demand/ Interest/ Penalty etc arising to ChPT against non-compliance of statutory requirements with reference to Direct and Indirect Taxes or any other law in force.

E9996:

GUIDANCE TO THE TENDERERS

1. The firms are expected to send the quotations in the prescribed form sent along with the tender. However, if any tenderer, wishes to quote in their own quotation form/letter head, all the important details as per the quotation/form should be furnished without fail.

2. SPECIFICATION:

Even if the offer is as per Trust's enquiry, the entire specification shall be repeated in the offer. If it is a counter offer, declare so (i.e.) "Counter

Offer" and then provide the full description of your offer.

3. TERMS OF DELIVERY:

a. Free Delivery,

b. F.O.R. Destination

c. Ex.Godown Chennai. (Firms are expected to quote only for "Free Delivery at Trust's Stores". However, in case if the offer is for other than free delivery, all the charges up to Trust's Store will be worked out approximately at our end and added to the value, which may be borne in mind before quoting).

d. PRICES: The Price should be firm till completion of the supply in the event of an order.

4. TAXES AND DUTIES:

The Trust is not eligible for 'C' or 'D' form. Therefore, Tenderer shall quote full tax applicable.

5. TERMS OF PAYMENT:

The standard terms of payment of Chennai Port Trust is within 30 days from the date of acceptance of supplies. The Tenderer shall confirm the above payment terms in their quotation. To make payment through ECS, furnish MICR number, Name of the bank and branch details, account number and type of account.

6. VALIDITY:

The offer must be valid for a minimum period of 60 days from the date of opening of the quotation.

7. INSPECTION:

All supplies are subject to inspection and approval before acceptance.

8. LIQUIDATED DAMAGES CLAUSE/LATE DELIVERY CLAUSE:

This clause is applicable where value of purchase order exceeds Rs.1 Lakh.

a. Where the delivery period is less than 4 weeks. If the supplier fails to complete the supply in all respects within the period specified or within such extended period as may be allowed by Controller of Stores, the supplier shall pay or allow the Board a sum equivalent to 1% of the value of the unfulfilled portion of the purchase order price per day, subject to a maximum of 10% of the value of the unfulfilled portion of the purchase order as Liquidated Damages/Late Delivery Charges.

b. Where the delivery period is more than 4 weeks. If the supplier fails to complete the supply in all respected within the period specified or within such extended period as may be allowed by Controller of Stores, the supplier shall pay or allow the Board a sum equivalent to 1/2% of the value of the unfulfilled portion of the purchase order price per week (7 days) or part thereof, subject to a maximum of 5% of the value of the unfulfilled portion of the purchase order as Liquidated Damages / Late Delivery Charges.

c. In case of part supply, the calculation of Liquidated Damages will be restricted to the incomplete / undelivered value of supply order subject to the amount of maximum percentage prescribed in the Liquidated Damages / Late Delivery Charges of the total value of the order.

d. The Liquidated Damages / Late Delivery Charges shall be deducted from any amount payable to the contractor / supplier including encashment of Bank Guarantee or any securities / guarantees, if any available with the Port Trust.

e. If the supplier has delayed / not supplied after giving due notice, the supply order will be cancelled and any additional expenditure incurred by the Trust in procuring such materials will be recovered from the supplier for nonperformance / delay in execution of the supply from the money due or belonging to the supplier with the Board.

9. SAMPLES:

Wherever quotations are called for on the basis of departmental samples / specimen, the Tenderer must inspect the departmental samples / specimen, at the Controller of Stores Office and then only they should give their quotation.

Wherever samples are called for in the enquiry the Tenderer should send samples to the office of the Controller of Stores along with the tender. The samples of the Tenderers should be tagged and sealed properly duly mentioning the tenderer's name, the Trust's enquiry no. the tenderer's quotation no. etc., It must be noted by the tenderer that all the incidental charges i.e. to and fro charges to be incurred for sending and getting back the samples should be borne by the tenderer. Samples not accepted by the Trust should be arranged to be collected by the tenderer within 15 days of receipt of a communication from the Trust to that effect. Thereafter, the unaccepted samples will be lying at the risk and responsibility of the tenderer. Further, the unaccepted samples not collected within the time given, are liable to be disposed by the Trust as deemed fit and the tenderer will have no claim whatsoever on their samples thereafter.

10. GENERAL CONDITIONS:

a. The envelope should be superscribed with the Trust's enquiry no. and due date without fail.

b. Make / brand of the item quoted may be stated wherever applicable.

c. It may be specified whether the goods offered will be supplied with ISI mark wherever applicable.

d. The firm who responds to the enquiry which are displayed in the Trust web site and who are not registered with the Trust, should furnish valid Sales Tax Registration Certificate / SSI / NSIC etc along with the quotation and also furnish the documentary evidence to the effect that they are technically competent / dealing with the item quoted without fail.

- e. Guarantee: Manufacturer / Supplier guarantee certificate shall be provided for 18 months from the date of supply or 12 months from the date of installation / commissioning whichever is earlier, or as required, will be provided along the supply wherever applicable.
- f. Test Certificate: - Manufacturer's test certificate / test certificate from the Government approved laboratory shall be sent along with the supply, wherever applicable.
- g. All disputes are subject to Chennai Jurisdiction only.
- h. The CME reserves the right to increase or decrease the quantity to the extent of 25% before completion of contract.

E9997:

MSME CONDITIONS:

1. In the tender, participating Micro & Small Enterprises quoting price is within the price band of L1 + 15% shall be allowed to supply portion of requirement by bringing down the price to L1 price in a situation where the L1 is from someone other than Micro & Small Enterprise and such MSEs shall be allowed to supply up to 25% of the total tendered value.
2. Out of 25%, 4% shall be earmarked for procurement from MSEs owned by SC/ST Entrepreneur. Provided that in the event of failure of such MSE's to participate in the tender process or meet the tender requirements and L1 price, 4% sub-target for procurement earmarked for MSEs owned by SC/ST Entrepreneurs shall be met from other MSEs.
3. A minimum of 3% Reservation for MSEs owned by women, shall be provided within the above mentioned 25% reservation.
4. All MSEs shall submit a MSME/NSIC Certificate etc. indicating the category such as SC/ST/Women Entrepreneur etc. so as to avail the benefits.

The above facility is applicable only where it is possible to split the quantity among the bidders.