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Govt. of India

“मेरिन हाऊस” “Marine House”  
हेस्टिंग्स, Hastings, कोलकत्ता / Kolkata- 700 022

भारत सरकार / GOVERNMENT OF INDIA  
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING  
समुद्री वाणिज्य विभाग / MERCANTILE MARINE DEPARTMENT  
कोलकत्ता – जिला / Kolkata District

पत्रांक / No. 14/ST/Office.Stnry/2014

दिनांक / Dated : 22.01.2019

“Invitation of quotation for procurement of A4 size Photocopier Paper & A4 size Bond paper for MMD, Kolkata.

Sealed financial quotations are invited on behalf of **The Principal Officer, Mercantile Marine Department, Kolkata** for supply of A4 size Photocopier Paper & A4 size Bond Paper for MMD, Kolkata as per terms and conditions & specifications given below. The filled quotations alongwith all required documents must reach in the office on or before **12.02.2019 at 1500 hrs.** The Envelope containing the quotation would please be sealed and super scribed as under:-

“Quotation for supply of A4 size paper and A4 size Bond Paper against file no. 14/ST/Office.Stnry/2014”

Specification of the Paper:-

	<u>Photocopier paper</u>	<u>Bond Paper</u>
1. Size and Dimension of the paper (W x L) in mm :	210 x 297	210 x 297
2. Size of the Paper	: A4	A4
3. GSM of Paper	: 75	100
4. Number of Sheets per Ream	: 500	500
5. Brightness in %	: 80	90

Terms and Conditions:-

1. The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation: -
  - i. Firm shall be registered with the Government of West Bengal/ Central Government.
  - ii. The firm shall have valid PAN Number.
  - iii. The firm shall have valid GST Certificate.
  - iv. Tax Clearance Certificate
2. Delivery Period – 15 days from award of work

- 3: Payment Terms: 100% after delivery and submission of following documents by vendors to MMD, Kolkata –  
Contingent Bill in triplicate along with supporting vouchers and GST Certificate and Bank details.
4. Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified. L1 will be decided for the overall value of quotation and not item items wise
5. The rates quoted must be valid for 60 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
6. Quotations may be dropped in the tender box placed in Office.
7. MMD, Kolkata reserves the right to increase or decrease amount of work. Decision of Quantity of Equipment and Instruments in the MMD, Kolkata will be final in this regard.
8. MMD Kolkata reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the MMD, Kolkata will be final in this regard.

भवदीय/ Yours faithfully



उबैदु रहमान / U. Rehman

इंजीनियर एवं पोत सर्वेक्षक-उ. म. नि.(तक.)/Engineer & Ship Surveyor-cum-DDG(T)

समुद्री वाणिज्य विभाग / Mercantile Marine Department

कोलकाता जिला / Kolkata District

Elclosure:- Annexure-1

**Price Bid Form**

**Annexure-1**

To,  
The Principal Officer,  
Mercantile Marine Department  
Kolkata.

Dear Sir,

1. I/We ..... submitted the quotation for Enquiry No. "Quotation for the Supply of A4 Size Paper against file No. 14/ST/Office.Stnry/2014 for "Supply of A4 Size Paper" at MMD, Kolkata
2. I/We thoroughly examined and understood terms & conditions of contract given in the enquiry document.
3. I/We hereby offer to supply at the following rates. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the validity of rate.

Si. No. (a)	Product with Description (b)	Unit (c)	Quantity required (d)	Price per unit (e)	Taxes (f)	Price per Unit (inclusive of all taxes) (g = f + e)	Total Amount (h = g x d)	Total Amount (In Words) (i)
1.	A4 SIZE PAPER 75 GSM	PKT (containing 500 Pages)	100					
2.	A4 Size Bond Paper 100 GSM	PKT (containing 500 pages)	50					

(Signature of Authorised Person)  
Name:-.....  
Name of the Firm/Company/Agency  
(Designation)

Place.....  
Date.....

Contact Details