

**MORMUGAO PORT TRUST**  
**FINANCE DEPARTMENT**  
**(INFORMATION TECHNOLOGY CELL)**

Ref.No. : FA/IT(7-N)/2016/

Date: 13 May 2016

Dear Sirs,

**Sub: Quotation for supply of Printers.**

Kindly arrange to send your quotation in **sealed envelope** for the product as per specifications given at Annexure-I at the following address:-

**Assist. Director (EDP,**  
**Finance Department, IT Cell,**  
**Mormugao Port Trust,**  
**1<sup>st</sup> Floor, Main Administrative Building,**  
**Headland Sada,**  
**GOA - 403 804.**  
**Phone Nos.: 0832 - 2594415, 2594416**

Terms and conditions are as per the Annexure-II.

Sealed quotation should reach Assist. Director (EDP) upto 15:00 hours on 24/05/2016 and will be opened on the same day at 15:30 hours in the office of Assist. Director (EDP), Finance Department in the presence of representatives of the tenderer who wish to be present. Tenders received after the due date and time is liable to be rejected. **The envelope should be superscribed as "Quotation for Printers".**

Yours faithfully,

**Assist. Director (EDP**

**Encl: As above.**

**ANNEXURE-I**

**Quotation should be submitted for supply of Printers as detailed below:-**

<b>Sr.No.</b>	<b>Specifications</b>	<b>Qty</b>
<b>1</b>	<b>HP Laserjet Pro 400 M401dn (Network)</b>	<b>6 Nos.</b>

## ANNEXURE-II

### TERMS AND CONDITIONS

Our terms and conditions are enclosed herewith Tender Notice for your reference and kind perusal before sending your offers.

A. **Earnest Money Deposit (EMD):** The tenderer shall remit Rs. 3600/- (Rupees Three Thousand Six Hundred Only) as earnest money deposit may be remitted by a cross demand draft issued by a Schedule Bank/Nationalized Bank payable at Mormugao/Vasco drawn in favour of '**Financial Adviser and Chief Accounts Officer, Mormugao Port Trust**' to be attached along with the tender. No other form of deposit towards Earnest Money shall be accepted. Cheques or currency notes enclosed in the cover containing the tender will not be accepted towards the earnest money. If the earnest money deposit is not furnished in the manner prescribed above, it will entail the rejection of the tender. The earnest money deposited by the unsuccessful tenderer will be refunded within a reasonable period of time without interest on placement of work order on the successful tenderer.

B. The tenderer has to follow the conditions as indicated below:-

- i) Rates quoted for Printers include delivery to site and installation.
- ii) Rates quoted for Printers should be for a default warranty period (1 year) as well as for 3 years warranty
- iii) Payment after delivery of Printers.
- iv) Spares covered under warranty in case of breakdown.
- v) Validity period of quotation.

#### **PAYMENT TERMS:-**

- i) Payment towards Printers will be made after its supply and installation.
- ii) The tenderer shall mention their company's PAN No., Service Tax No., VAT No, CST No. and Service Tax No. on the invoices each time. You shall also furnish Bank details of your company such as name of the

bank, branch, type of account, account no. The payment will be made to you by ECS/RTGS directly to your account furnished by you.

**TAXES:**

- i) Taxes should be indicated separately in your invoice against supply of Printers.

**DELIVERY:** Within 2-3 weeks after receipt of work order.

**JURISDICTION:** In case of any dispute, jurisdiction will be State of Goa only.

**A. SECURITY DEPOSIT AND BANK GUARANTEE:** A sum worked out on the basis of 10% of the total order value shall be payable by the tenderer towards Security Deposit. The security deposit shall be paid in the form of demand draft drawn from a Nationalized Bank and will be retained as security for the due and proper fulfillment of the warranty period printer carries and will not carry any interest. Such deposit shall be forfeited on failure to perform or non fulfillment of this Work Order. The Security Deposit will be in force throughout the period of warranty and will be refunded thereafter. If the tenderer desires an irrevocable Bank Guarantee towards Security Deposit, the same shall be furnished in favour of Mormugao Port Trust in the Board's prescribed format with additional six months over warranty period.

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**MORMUGAO PORT TRUST**  
**FINANCE DEPARTMENT**

**TENDER No. FA/IT(7-N)/2016**

**FORM OF BANK GUARANTEE FOR SECURITY DEPOSIT**

In consideration of the Board of Trustees of the Mormugao Port Trust (hereinafter called "The Board") having offered to accept the terms and conditions of the proposed agreement between \_\_\_\_\_ and \_\_\_\_\_ (hereinafter called "the said Contractor(s)" for the work \_\_\_\_\_(hereinafter called "the said agreement") having agreed to production of an irrevocable Bank guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as a security/guarantee from the Contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We \_\_\_\_\_ (hereinafter referred to as the "Bank") hereby undertake to (indicate the name of the Bank) pay to the Board an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) on demand by the Board.

2. We \_\_\_\_\_ do hereby undertake to pay the amounts due and payable (indicate the name of the Bank) under this Guarantee without any demur, merely on a demand from the Board stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

3. We, the said Bank, further undertake to pay to the Board any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder, and the Contractor(s) shall have no claim against us for making such payment.

4. We \_\_\_\_\_ further agrees that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the Board under or by virtue of the said agreement have been fully paid, and its claims satisfied

or discharged, or till the Engineer-In-Charge, on behalf of the Board, certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s), and accordingly discharges this Guarantee.

5. We \_\_\_\_\_ further agree with the Board that the Board (indicate the name of the bank) shall have the fullest liberty without our consent, and without effecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Board against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the Board or any indulgence by the Board to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the Constitution of the Bank or the Contractor(s).

7. We \_\_\_\_\_ lastly undertake not to revoke this Guarantee except with (indicate the name of the Bank) the previous consent of the Board in writing.

8. This Guarantee shall be valid upto \_\_\_\_\_ unless extended on demand by the Board. Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only), and unless a claim in writing is lodged with us within six months of the date of expiry or extended date of expiry of this Guarantee all our liabilities under this Guarantee shall stand discharged.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ For \_\_\_\_\_

(Indicate the name of the Bank)