

REQUEST FOR QUOTATION



OFFICE OF THE
SR.DY.MATERIALSMANAGER
COCHIN PORT TRUST
COCHIN-682009
Ph: 0484-2667180
Email: sdmm@cochinport.gov.in

RFQ NO: F1.42.2018

Date: 29.10.2018

Sir,

Electronic Tenders are invited for supply of following items, subject to terms and conditions enumerated below.

Sl No.	Material No Description	Unit	Qty. Required
00010		RM	2000

PHOTOCOPYING PAPER A4 SIZE 75GSM 210 X 297MM

Conditions:

1. Quotation is due for opening on 12.11.2018.
2. The bidders should have a valid digital signature certificate (Class-II or Class-III) issued by any of the valid Certifying Authorities to participate in the e-tender.
3. The bids should be uploaded in electronic form only through e-tender portal www.tenderwizard.com/COPT.
4. The bidders need to obtain one time User ID & password for log-in to e-tendering portal www.tenderwizard.com/COPT from the service provider KEONICS, by paying registration amount of **Rs.1180/-** through online Payment using Credit/Debit Card/Net banking. The details of e-Tender facilitator is available through Telephone Nos. 080 49352000/9605557738
5. Price should be quoted in the price schedule, attached as a separate excel sheet in the e-tender portal.
6. Quotation will be opened at 15:00 hrs on 12.11.2018 in the e-tender portal www.tenderwizard.com/COPT. Tenderers can witness the quotation opening by logging in to the e-tender portal at the date and time fixed for quotation opening.
7. Validity of offer: 60 days from the date of opening of Quotation.
8. Rates quoted should be strictly as per unit specified.
9. GST rate (%) applicable for the product should be shown separately.
10. TDS under GST Law: As per GST Notification No.50/2018 dated 13.09.2018 TDS @ 2% will be deducted from the base value of the invoice excluding GST where the total value of contract is more than Rs.2.5 lakhs.
11. Tenderer should have GST registration.
12. Delivery Terms: F.O.R. Cochin Port Trust.
13. Delivery Period: Within 45 days from date of receipt of order.
14. Payment: 100% after receipt and acceptance of the material.
15. Cochin port Trust reserves the right to reject part or whole of the quotation without assigning any reason.

Sd/-
Sr. Dy. Materials Manager.