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Amrit Mahotsav

**V.O. CHIDAMBARANAR PORT AUTHORITY**  
(IMS - ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 & ISPS COMPLIANT PORT)  
MINISTRY OF PORTS, SHIPPING AND WATERWAYS  
GOVERNMENT OF INDIA  
Mech & Elect Engineering Department  
Administrative Office, Harbour Estate, Tuticorin - 628 004.  
Website: www.vocport.gov.in



File No. MEE/SD/AEE/F.(19)/2021/D. 25

Dt:- 04.04.2024

To

The Firms

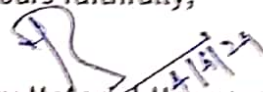
Sub: Procurement of Uniform materials to Harbour school students  
- Reg.

Sir,

Kindly submit your wax sealed quotation in the enclosed format on or before 25.04.2024 at 15.00 Hrs to the Deputy Material Manager, Mechanical and Electrical Engineering Department, V.O. Chidambaranar Port Authority, Tuticorin - 628 004, duly embossing enquiry number and due date on the envelope for the supply of the items in the Tender Format as per the Terms and Conditions enclosed. Before submitting quotations the firms may collect sample uniform colour / pattern from this office.

In this format, no column should be left blank and if it is left blank, it will be presumed that our Terms and Conditions are acceptable to you. Deviations, if any, from our terms may clearly be indicated in the format itself. The Port will not be responsible for any postal delay.

Yours faithfully,

  
Deputy Material Manager

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Encl:

1. Tender Format
2. Terms and conditions

## TENDER FORMAT

Ref.No:  
From

Date:

Ref: Your Enquiry No:-  
We submit herewith the rates for the items as required in your enquiry.

To  
The Deputy Materials Manager,  
Stores Division,  
MEE Department,  
VOC Port Authority,  
Tuticorin-4

Sl. No.	Description	Qty	Unit	Rate per unit without GST (Rs)	GST Amount (Rs)	Total Amount including GST (Rs)
1	Uniform shirting cloth checked with red and blue color for Boys and Girls	2780.5	Mtr.			
2	Uniform suiting cloth dark blue color.	1817.01	Mtr.			
3	Uniform cloth navy blue color suitable for Chudidhar bottom	1067	Mtr.			
	Total amount					

Office Stamp of Tenderer

Signature of Tenderer with date

### Terms and Conditions

1.	Price	:	
2.	Excise duty	:	
3.	GST in percentage	:	
4.	Packing and forwarding charges	:	
5.	Freight Charges	:	
6.	Transit Insurance	:	
7.	Mode of Dispatch	:	The stores will be dispatched by lorry and delivered to the consignee
8.	Place of Delivery	:	
9.	Delivery Period	:	Stores will be supplied within __days
10.	L.D. Clause	:	For delayed supply, we accept your L.D Clause
11.	Validity of Offer	:	
12.	Guarantee/Warranty period	:	
13.	Payment Terms	:	
14.	Samples	:	Samples should be submitted along with the tender. Evaluation of bid will be made only on sample based.
15.	Test Certificate Inspection	:	
16.	Inspection	:	
17.	Tolerance	:	
18.	Installation Charges	:	
19.	Discount	:	
20.	Bank Account No. for making Payment through e-mode	:	
21.	Authorized Dealer Certificate	:	
22.	PAN No.	:	
23.	GST No.	:	
24.	Bank Details	:	
25.	EMD (If Any)	:	
26.	HSN Code	:	

Yours faithfully,

Office Stamp of the Tenderer

SIGNATURE OF TENDERER WITH DATE

## Terms and Conditions


1. **PRICE BASIS:** Price is firm Final and FOR Delivery at VOC Port Authority, Main Stores.
2. **GST:** If any applicable shall be paid to service provider only on submission of necessary proof of payment or after reflection in the GSTR2A as eligible ITC.
3. **PACKING AND FORWARDING:** The actual rate of Packing and Forwarding may be quoted in the offer as percentage of quoted rates.
4. **FREIGHT CHARGES:** The freight charges, if extra, may clearly be indicated.
5. **TRANSIT INSURANCE:** Transit Insurance will not be arranged by this Port. The stores may be duly insured by the suppliers at their own cost.
6. **MODE OF DESPATCH:** Price shall be quoted for delivery at V.O.C PT stores which is situated 10 Km away from Tuticorin Town (OR) Transporter's godown at Tuticorin. The stores may be well packed to avoid damage in transit and dispatched by lorry and delivered to the Consignee. The unloading of materials at V.O.C PT stores will be arranged, if necessary, by the port at supplier's cost.
7. **EARNEST MONEY DEPOSIT (EMD):** Rs. 12,557/- (Twelve thousand five hundred and fifty seven only) shall be paid through RTGS / NEFT payment to V.O.Chidambaranar Port Authority, Tuticorin. The EMD of all unsuccessful bidders will be refunded on the finalization of the tender. The EMD of the successful bidder will be refunded only after the completion of work in all respects. EMD in any other form will not be allowed. EMD will not bear any interest. Exemption from payment of EMD is not allowed to any firm such as Public sector units & other Government units etc. However, the firms who have registered under MSE are granted exemption from the payment of EMD. This will be accepted only if the necessary documentary evidence for registering in MSE is enclosed.


### 8. VOCPT DETAILS OF BANK ACCOUNT FOR MAKING PAYMENT RTGS/NEFT:

A	Name and Address of the Bank	Indian Overseas bank, Harbour branch, Tuticorin-628004.
B	Name of the branch	Harbour branch
C	IFSC code	IOBA0000143
D	Account no	014301000000001
E	Type of account	Savings account
F	Beneficiary's Name	V.O.Chidambaranar Port Authority

9. **DELIVERY PERIOD AND LD CLAUSE:** Ex-stock/within 30 days. The delivery period should be guaranteed. If the supplier fails to complete the supply in all respect within the delivery period /extended delivery period unless such failure is due to Force Majeure, a sum equivalent to 1% per week or part thereof for the period of delay for the value of materials supplied after expiry of delivery period, subject to a maximum of 10% of the order value as liquidated and ascertained damages and not by way of penalty shall be deducted from any money due or become due to the supplier.
10. **VALIDITY OF OFFER:** It should be for a minimum period of four months from the opening date of the quotation.
11. **GUARANTEE PERIOD/WARRANTY PERIOD:** The period applicable may be clearly indicated in the offer.

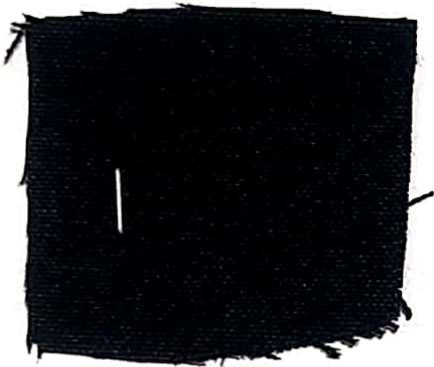
12. **PAYMENT TERMS:** 100% payment will be made after the goods are received in good condition and accepted by the consignee. Tenderer shall furnish their Bank Account Number in the offer for making payment through e- mode.
13. **SAMPLE:** The sample should be sent along with the offer.
14. HSN Code along with Percentage of GST shall be indicated in the format, failing the tender will be rejected.

  
Deputy Material Manager

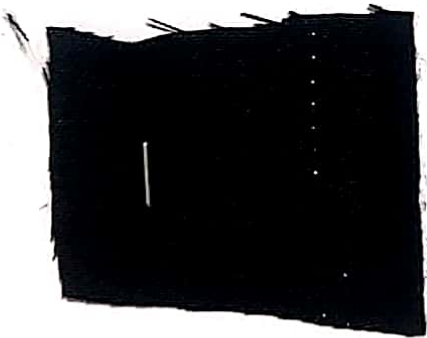
  
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Item NO:- 1



Item NO:- 2.



Item NO:- 3.