



## REQUEST FOR QUOTATION

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

No: F1/ 17R/Photocopy Paper/2021-MM

Date: 30.09.2021

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

Sl No.	Description	Qty. Required
1	PHOTOCOPYING PAPER A4 SIZE 75GSM 210 X 297MM	2,000 Ream

### Conditions:

1. Quotation is due for opening on 11.10.2021
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 through e-tender portal before 14.30Hrs. on 11.10.2021  
[www.tenderwizard.com/COPT](http://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](http://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 11.10.2021 in the e-tender portal [www.tenderwizard.com/COPT](http://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. RFQ should be signed and stamped on all pages by the bidder as a token of acceptance and to be uploaded in to e-tendering portal.
12. Delivery Terms: F.O.R. Cochin Port Trust.
13. Delivery Period: Within 30 days from date of receipt of order.
14. Payment: 100% after receipt and acceptance of the material.
15. The successful bidder on request will have to submit one ream of paper as advance sample and get approval of the sample before starting bulk supply. If the sample supplied is not satisfactory, the order is liable to be cancelled.
16. Cochin port Trust reserves the right to reject part or whole of the quotation without assigning any reason.

Sr. Dy. Materials Manager