

# PURCHASE ENQUIRY

## HOOGHLY DOCK & PORT ENGINEERS LTD.

(A Government of India Undertaking)

SHIP BUILDERS – SHIP REPAIRERS – ENGINEERS

Salkia Works: 6, Howrah Road, Salkia, Howrah-711 106



### Registered Office:

1, R. N. Mukherjee Road,  
Kolkata – 700 001



AN ISO 9001 UNIT

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Website : [www.hooghlydock.gov.in](http://www.hooghlydock.gov.in)

## LIMITED TENDER ENQUIRY

(SALKIA WORKS)

Tender Enquiry No.: - **HDPEL/CAP/SW/XER/08-09/P-02**

Date: 22.12.2008

### Dear Sirs,

Please quote us your lowest rate for the following to be delivered free to our works.

1. Your quotation should reach us strictly on or before **15.01.2009** in a closed sealed cover mentioning our Enquiry no and due date on the left hand corner of the Quotation and Envelope,
2. Quotation received after due date will not be considered.
3. If you are not interested please return this enquiry with endorsement 'NOT QUOTING' within the schedule date.

Yours faithfully,  
For HOOGHLY DOCK & PORT ENGINEERS LTD.

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B.DAS

Head (QC & Project)

Qty	Description of Material	Unit Price	Price	Delivery
1	Xerox Copier Machine for GM's office (SW) as per enclosed "Annexure - I"			

### Note: -

1. The Competent vendors to submit their Technical Bids & Price Bids as per the Technical Specification- Annexure-I **strictly in separate & sealed Envelopes** specifying the Enquiry nos., dates etc on the Envelopes in **HDPEL Tender Box**.
2. The Vendor to provide demonstration of the copier, install & commission the copier free of cost at our site to the full satisfaction of Head (P&A)/SW.
3. The vendor to obtain Receipt & Acceptance Report from Head (P&A)/SW.
4. The procurement of the copier will be under the **DGS & D rate Contract** for P,S,U. use.
5. The necessary offer for "**BUY- BACK**" facility of the existing Copier, **MODEL- NP- 7161 (CANON)**, to be **indicated in the Quotation in terms of monetary value/Accessories**.
6. To provide Guarantee for the said Copier with standard Guarantee period as applicable for DGS & D contract.
7. Free servicing to be provided to the copier at our site, free of cost during the Guarantee period.
8. The vendors shall indicate the **minimum period** of Guaranteed Availability of service and spare parts **after the expiry of the Guarantee period**.
9. **Indicate the consumable items of the copier.**

### General Condition (Limited Tender Enquiry)

1. Your Offer should remain valid for a minimum period of 60 days.
2. HDPEL's standard L.D. and Risk Purchase Clauses will be applicable (available in the Website & Pur. Depts. HDPEL (SW))
3. In price computation, Taxes / Duties etc as applicable must be shown separately.
4. Delivery to be within **7** days from the date of issue of P.O. / L.O.I.
5. Payment term 30 day's credit.
6. Guarantee / Warrantee etc to be mentioned clearly.
7. Calibration / Test / Inspection / Other Certificate(s) as applicable.
8. Any other Condition if applicable to be clearly indicated.
9. HDPEL reserves the right to reject any Quotation or Part without assigning any reasons thereof.

**HOOGLY DOCK & PORT ENGINEERS LTD.  
(A GOVT. OF INDIA UNDERTAKING)  
SALKIA WORKS**

**Annexure-I**

Xerox Copier Machine

1 (One) No.

**Specification:**

1. Mono Component
2. Copying Speed – At Least 16 Copies/ Min
3. Drum life – At least 1,25,000 sheets
4. Copy – A3 and A4
5. Electronic shorting system (in-built) preferable.
6. Toner yield not less than 15,000 pages.
7. Simplex type.

Note: Buy – back with our existing Canon model NP-7161 copier machine.