

**GOVERNMENT OF PUDUCHERRY
PORT DEPARTMENT**

No. 3158/EE/PORT/CC/2016-17/

Puducherry, the 12.07.2016

To

The Official Website / Notice Board

Sir,

Sub: Port, Puducherry- Enquiry for the work "Redesigning the official website of Port Department" - Quotation requested - reg.

Please send your lowest quotation for the following work in a sealed cover superscribing "Enquiry number and due date" so as to reach this office on or before **15.07.2016**.

Item No	Description of work	Rate to be quoted for
1.	The scope of the work involves - Redesigning the official website of the Department as per the directions of the Engineer-in-Charge. The Website redesigning should involve sufficient amount of creativity, latest technology, should be interactive and user friendly, etc.	1 job

Kindly intimate your acceptance on the following conditions in case an order is placed with you.

1. The rate is to be quoted as given in the Bill of Quantity above.
2. COMPLETION PERIOD: Completion period should be clearly indicated and strictly adhered to. Default in the stipulated completion period without satisfactory causes will result in the cancellation of the order, if placed on you.
3. VALIDITY: Your offer should be valid for a minimum period 90 days from the date of quotation.
4. The contractor / firm has to submit Earnest Money @ 2% of the quoted amount, in the form of deposit receipt / Demand Draft from a nationalized bank / scheduled bank to the credit of the Executive Engineer, Port Department, Puducherry, if the work is awarded.
5. The contractor / firm also has to submit Performance Guarantee for an amount equal to 5% of the quoted amount, in the form of fixed deposit receipt drawn in favour of the Executive Engineer, Port Department, Puducherry from a nationalized bank, if the work is awarded.
6. TAXES: The rate quoted should be inclusive of all taxes.
7. PAYMENT: No advance payment will be made. However part payment will be made against the completed part of the work.
8. DEDUCTIONS: Deductions like Income tax, labour cess, Education cess as applicable and Security deposit @ 5 % (amount inclusive of EMD) of the total value of work done will be deducted.
9. The undersigned reserves the right to reject any or all of the quotations without assigning any reasons thereof.


EXECUTIVE ENGINEER