



आईएसओ 9001-2015 पत्तन
AN ISO 9001-2015 PORT

मुरगांव पत्तन प्राधिकरण

MORMUGAO PORT AUTHORITY
(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)
(MINISTRY OF PORTS, SHIPPING AND WATERWAYS, GOVT. OF INDIA)



वित्त विभाग

FINANCE DEPARTMENT

प्रशासनिक कार्यालय, हेडलेण्ड-सडा, मुरगांव, गोवा - ४०३८०४
ADMINISTRATIVE OFFICE, HEADLAND-SADA, MORMUGAO, GOA- 403 804

FA/ IT(7-PRINTERS)/2024/00105

27.06.2024

Dear Sir,

Sub: Quotation for Supply of 1 no. of Printer cum Scanner

You are requested to kindly furnish your quotation for the subject item with the following technical specifications:

Printing Method	Monochrome Laser Beam Printing	
Print Resolution	600 x 600dpi	
Auto Duplex Printing	Standard	
Available Paper Size for Auto Duplex Print	A4, Letter, Legal	
Scan Type	Colour Contact Image Sensor	
Pull Scan	Yes, USB and Network	
Auto Document Feeder (ADF)	Minimum 30 sheets	
Available Paper Size for ADF	A4, B5, A5, B6, Letter, Legal	
Standard Interface	Wired	High-Speed USB 2.0 10 / 100 Base-T Ethernet

TERMS & CONDITIONS

- PAYMENT:** Kindly note that we are an autonomous body under the Ministry of Ports, Shipping & Waterways, and as such our payment shall be 100% payment within 30 days of receipt of material/invoice/documents by ECS/EFT/RTGS. Suppliers Invoice should indicate the suppliers and MPA's GST numbers, and the HSN number.
- DELIVERY:** The material should be supplied to IT Cell, First Floor, A.O. Bldg, Sada within 1 week from the date of receipt of order.
- VALIDITY:** Your quotation should be valid for 90 days from the date of opening.
- LIQUIDATED DAMAGES:** Supply schedule as per order should be strictly adhered to. In the event of delay in supplies, Liquidated Damages at 0.5% of the total basic value of the undelivered quantity will be levied per week or part thereof of delay. The total Liquidated Damages shall however not 10% of the total basic value of the order exceed.
- FORCE MAJEURE & EXTENSION IN DELIVERY PERIOD:** In case of failure to deliver the goods in time which shall have arisen due to war, insurrection, restraint imposed by the Government Act or Legislation or other Authority, accident, strike, riot, lock-out or unforeseen events beyond human control directly or indirectly interfering with the supplies of stores or from any cause which the purchaser may admit as reasonable ground for an extension of time, the purchaser will allow such additional time he considers reasonable provided that the contractor shall report to the purchaser the occurrence of any cause as aforesaid which will or might affect the performance of the contract within a reasonable time. Requests for extension received after expiry of the delivery schedule will not be entertained.

NOTE: Bidders has to accept all the clauses at Sr. Nos. 1 to 5, failing which the offers will be summarily rejected.

Kindly furnish your typed offer in cover marked "FA/IT(7-PRINTERS)/2024/00105 due on 04.07.2024", which shall be opened on 04.07.2024 at 1100hrs.

INSTRUCTIONS TO BIDDERS:-

- a. **Offers may be sent by e-mail with protected password.** The protected password of the e-mail shall be sent between 10.00 hrs. to 10.30 hrs. on **04.07.2024**, before the tender opening time on the official e-mail navisha.miranda@mptgoa.gov.in. Offers by e-mail without protected password will be summarily rejected.
- b. Offers received after the due date and time will not be considered.
- c. The bidders, if desired, may witness the bids opening at our premises on the due date 04.07.2024 at 11.00 hrs.
- d. The bidder shall submit only one bid for this tender. In case the bidder submits more than one Bid for this tender all his bids will be summarily rejected.
- e. Those bidders whose working/trade license, GSTN, etc. are suspended, their offers will be summarily rejected.
- f. The bidders should take into account any corrigendum published on the Tender document before submitting their bids.

Thanking you,

Yours faithfully,

FA & CAO