



आईएसओ 9001-2015,  
आईएसओ 14001-2015 तथा  
आईएसपीएस अनुपालक पत्तन



**SAGARMALA**  
PORT-LED PROSPERITY

# मुरगांव पत्तन प्राधिकरण MORMUGAO PORT AUTHORITY

(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)  
(MINISTRY OF PORTS, SHIPPING & WATERWAYS, GOVT. OF INDIA)

**यांत्रिक इंजीनियरी विभाग / MECHANICAL ENGINEERING DEPARTMENT**

“सारसी” प्रशासनिक कार्यालय भवन, हेडलैण्ड सडा, गोवा – 403804.

“SAARASI” ADMINISTRATIVE OFFICE BLDG., HEADLAND SADA, GOA - 403 804.

Tel. : (0832) 2521170 Email : cme@mptgoa.gov.in website : https://www.mptgoa.gov.in



आज़ादी का  
अमृत महोत्सव



भूमि सुदृढम्  
ONE BIRTH - ONE FAMILY - ONE FUTURE

MM/50-NS/

27.12.2024

To,

Dear Sir,

**Sub:- Enquiry**

You are requested to kindly furnish your quotation for the subject items in the following format:-

Code No.	Description	Qty.	U/Rate (Rs.)	Freight (Rs.)	HSN/ SAC No.	Others (Rs.)	GST (Rs.)
M50090003	Gear Oil (SP220), in 210 litres drum	210 Ltrs.					

Enquiry No. MM/50-NS/054 due on 03.01.2025.

## **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 our stores at Baina, Vasco Da Gama within 6 week from the date of receipt of order.
- VALIDITY:** Your quotation should be valid for 90 days from the date of opening.
- PART QUANTITIES:** The prices should be quoted item wise separately. Offers should not contain any sort of conditional discount based on quantity or value of order. The prices quoted should be valid for part quantities also.
- 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 exceed 10% of the total basic value of the order. The total value here means the total value of the order exclusive of taxes. **The date of receipt of material at our Stores at Baina, Vasco will be considered as date of delivery for the purpose of Liquidated Damages. The GST as applicable on LD will be levied**
- 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.

7. **PERFORMANCE SECURITY DEPOSIT:** Within 14 days of acceptance of the tender, the successful tenderer will have to effect a Security Deposit amount equal to 10% of the basic value, exclusive of GST, by Demand Draft or by Bank Guarantee from a Scheduled Bank. The Demand Draft should be drawn in favour of the Financial Advisor and Chief Accounts Officer, Mormugao Port Authority, Goa payable at Mormugao Harbour, Goa. In case the Security Deposit is furnished by way of Bank Guarantee, the same should be valid for a minimum period of 12 months and a claim period of further 3 months, or till the Guarantee Period of the material supplied. Please note that we do not accept Bank Guarantee issued by ICICI Bank. In case the Performance Security Deposit amount is not furnished, the same will be deducted from the suppliers Tax Invoice.

**NOTE:** Bidders has to accept all the clauses at Sr. Nos. 1 to 7, failing which the offers will be summarily rejected.

Kindly furnish your typed offer in cover marked “**MM/50-NS/054 due on 03.01.2025**”, which shall be opened on **03.01.2025 at 15.30 hrs**. The cover should reach this office latest by 15.00 hrs. on the due date.

**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 15.00 hrs. to 15.30 hrs. on **03.01.2025**, before the tender opening time on the official e-mail [mm@mptgoa.gov.in](mailto:mm@mptgoa.gov.in). Offers by e-mail without protected password will be summarily rejected.
- b. **Bidders may also send their offers by Courier Service or by Post** and ensure that the same is received by this office within the due date i.e. **03.01.2025** and time i.e. **15.00 hrs**.
- c. Bidders may also submit their offers in sealed envelope and drop the same in the Tender Box kept at the MPA Administrative Office Building, 2<sup>nd</sup> Floor, MM Division, by 15.00 hrs. on the due date. The offers to be put in Tender Box earmarked for the subject tender, indicating the relevant subject, tender number and due date. The offers will be opened on the due date i.e. **03.01.2025 at 15.30 hrs**. The offers, if dropped in the tender box not earmarked for the same i.e a different tender box, the offer will not be considered.
- d. Offers received after the due date and time will not be considered.
- e. The bidders, if desire, may witness the bids opening at our premises on the due date **03.01.2025** at 15.30 hrs.
- f. 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.
- g. Those bidders whose working/trade license, GSTN, etc. are suspended, their offers will be summarily rejected.
- h. The bidders should take into account any corrigendum published on the Tender document before submitting their bids.

Thanking you,

Yours faithfully,

**Sr. DY. MATERIALS MANAGER**