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**MORMUGAO PORT AUTHORITY
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT**



MM/16/0098

17.10.2022

To,

Dear Sir,

Sub:- Enquiry

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

Code No.	Description	Unit	Qty.	U/Rate (Rs.)	Freight (Rs.)	HSN No.	Others (Rs.)	GST (Rs.)	FOR Destination Amount (Rs.)
M16200330	Printing and supply of PAR (Performance Appraisal Report) Forms for Class III Employees, in the form of sets consisting of 7 sheets (14 pages) on 90gsm green ledger paper of size 342 x 215mm with pin binding. Printing in bilingual as per attached specimen.	Nos	1000						
M16200410	Printing and supply of PAR (Performance Appraisal Report) Forms for Class IV Employees, in the form of sets consisting of 4 sheets (8 pages) on 90gsm green ledger paper of size 342 x 215mm with pin binding. Printing in bilingual as per attached specimen. Note: 1. All forms printing on both sides. 2. Specimen of PAR (Performance Appraisal Report) attached herewith.	Nos	300						

Enquiry No. MM/16/0098 due on 02.11.2022

TERMS & CONDITIONS

- PAYMENT:** Kindly note that we are an autonomous body under the Ministry of Ports, Shipping & Waterways, govt. of India and as such our payment shall be 100% payment within 30 days of receipt of material/invoice/documents by 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 New Administrative Office Building, Headland Sada, within 6 weeks 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 Headland Sada will be considered as date of delivery for the purpose of Liquidated Damages. GST, as applicable will be charged on the Liquidated Damages amount whenever LD is applicable.**

6. **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. **QUALITY:** Kindly ensure that, the quality/GSM of paper is strictly as specified. In case of any deviation in this regard, entire supplies will be rejected outright.
8. **PROOF READING:** Kindly ensure that, the proof of **Printing Matter and Colour** is duly vetted and initiated by our procurement section before final printing to avoid rejection of supplies. No additional extension will be given to condone the proof reading period. The matter for printing will be furnished along with the order.

NOTE: Bidders has to accept all the clauses at Sr. Nos. 1 to 8, failing which the offers will be summarily rejected.

Kindly furnish your typed offer in cover marked **“MM/16/0098 due on 02.11.2022”**, which shall be opened on **02.11.2022 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 **02.11.2022**, before the tender opening time on the official e-mail 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. **02.11.2022** 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, 2nd 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. **02.11.2022 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 **02.11.2022** 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

c.c.: MPA Website.

Correspondence Address: 2nd Floor, A.O. Building, Headland-Sada, Mormugao, Goa – 403 804

Material Supply Address: 1st Floor, A.O. Building, Headland-Sada, Mormugao, Goa – 403 804

Phone: 0832-2594520, 2594528

Web Site: <https://mptgoa.gov.in/> E-Mail mm@mptgoa.gov.in