



An ISO 9001-2000 PORT

**MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION**
MENEZES BRAGANZA ROAD, P.B.No.: 170, BAINA
VASCO-DA-GAMA-GOA-403802

[Phone No.: 2512721, 2594507, Fax: 0832-2514899]
WEBSITE: www.mptgoa.com

The Materials Manager Mormugao Port Trust, Baina, Vasco-da-Gama, invites quotations from the following tenderers in the tender form hereunder superscribed as quotation No. **MM/WB/0174** Due on **23.08.2016** at 15.00 hrs for the supply of materials detailed below subject to terms and conditions therein:

1. M/S Eagle Press, Chennai
2. M/S The Coronation Arts Crafts, Sivakasi
3. M/S Archies Ltd., Mumbai
4. M/S Srinivas Fine Arts (P) Ltd., Sivakasi
5. M/S Janata Book Manufacturing Depot, Mumbai

Note :

1. In addition to the above tenderers, other tenderers registered with Materials Management Department, Mormugao Port Trust for the tendered item/ items are eligible to quote against this tender.
2. Tenderers who are not registered with us are also eligible to quote for the tendered item provided they meet the pre-qualification criteria of the tender.

Date : 22-07-2016

Materials Manager(i/c)



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

Ref. No:

Date

To,

Dear Sir,

Last date and time of submission of Tender : 23.08.2016 on or before 15.00 hrs.

Sub : Printing and supply of Workbooks (big) & Workbooks (pocket-size) for the year 2017 as per Annexures 'A' & 'B'- 4,300 nos (big) & 3075 nos (pocket-size).

Ref: Tender No MM/WB/0174 due on 23.08.2016 at 15.00 hrs.
EMD Rs: 9,000/- (Rupees nine thousand only)

You are requested to furnish sealed tenders in the **two cover system** superscribed (1) **TECHNO COMMERCIAL (unpriced) OFFER IN COVER-I** (marked in blue ink) and the other superscribed (2) **PRICE OFFER IN COVER-II** (marked in red ink). Both covers shall be superscribed as above.

Cover marked "Techno Commercial Offer" Cover –I shall contain complete & detailed technical specifications and commercial terms and conditions such as taxes, duties, freight, insurance, discount, price variation clause and any other conditions but excluding the price and should be submitted along with Earnest Money Deposit.. Commercial and technical deviations if any should be clearly spelt out. The Cover –II marked "Price offer" should contain **only the prices** without any conditions. Incase the cover marked "Techno commercial offer" contains prices and the cover marked "price offer" contains any conditions other than the price, the offer will be rejected.

Cover marked - I "Techno Commercial offer" shall be opened on [23.08.2016](#) at 15.30 hrs in presence of authorised representatives of the tenderer's who choose to be present at the time of opening. The cover marked II (Price Offer) will be opened only after receipt of clarification of all Technical Specifications and Commercial deviations.

Tenders shall be accompanied by EMD of Rs.9,000/(Rupees Nine Thousand only) by Demand Draft payable to the FA & CAO, Mormugao Port Trust, Goa payable at Mormugao Harbour, Goa . The Earnest Money Deposit can also be deposited in cash at Cash Section, MPT Administrative Office, Headland Sada. Incomplete tenders or tenders without EMD in cover marked "Techno Commercial Offer" - Cover I will not be accepted. Tenders should be kept valid for a minimum period of 90 days from the date of opening and shall conform to the general terms and conditions of contract attached.

The administration reserves the right to reject any or all tenders or accept any tender wholly or in part without assigning any reason whatsoever.

MATERIALS MANAGER (i/c)

Tender No. MM/WB/0174 due on 23.08.2016

Detailed Specifications of Workbooks (big)

- a) **General:** 2 dates a page, with MPT write up partly in English and partly in Bilingual. The cover should be hard bound pasted with 130 GSM Real Art paper, with 4 colour printing of Matte lamination & spot U. V. coating.
- b) **Cover Size:** 9.75" (25 cms.) height X 7" (17.75 cms.) width.
- c) **Format:** Two dates a page with HORIZONTAL separation.
- d) **Text Paper:** Inner pages Text on **80 GSM Natural Shade paper** of size 24.25 cms (height) X 17 cms. (width). Port Logo/Maps on 90 GSM glossy art paper.
- e) **Outer Cover/Binding:** Hard bound cover, pasted with 130 GSM blue colour Real Art paper. Section stitching of high quality ribbon. A small sample of cover is enclosed herewith. The tenderers who download the tender set are required to contact us for sample of cover.
- f) **No. of Pages:** 240 pages \pm 5% which includes 184 pages for diary dates, 46 pages for MPT write up/general information and 10 pages for Maps/MPT Logo. Inner layout of pages shall be generally as per sample page enclosed.
- g) **Cover Printing:** i) 4 colour printing of a picture (will be given by us) of matte lamination and spot U. V. coating of the picture on the outer front cover.
ii) Gold/silver foiling of MPT Monogram and MORMUGAO PORT TRUST 2017 on the outer front cover. "MPT monogram and address" to be printed on back cover and "MORMUGAO PORT TRUST 2017" to be printed on the side of outer cover.
- h) **Printing:** Offset printing in one colour for text pages and multi colour printing of maps and MPT Logo.
- i) **Page separator:** Thin Ribbon of silk of good quality.

Detailed Specifications of Workbooks (pocket-size)

- a) **General:** 2 dates a page (Saturday/Sunday on one half page), with MPT write up partly in English and partly in bilingual. The pages should be bound with 'soft cover' and enclosed in a detachable outer cover of Dark blue/Brown colour Rexine material, with MPT monogram and 2017 printed with Gold/Silver colour printing on top of the front cover.
- b) **Cover Size:** 6" (15.2 cms.) height X 4" (10 cms.) width approx.
- c) **Format:** Two dates a page with HORIZONTAL separation (Saturday/Sunday on one half page).
- d) **Text Paper:** Inner pages Text on **57 GSM Natural Shade paper**.

- e) Outer Cover/Binding:** Pages should be bound with 'soft-bound cover' and enclosed in a detachable outer cover of Dark blue/Brown colour Rexine material. A small sample of cover is enclosed herewith. The tenderers who download the tender set are required to contact us for sample of cover.
- f) No. of Pages:** 180 pages \pm 5% which include 156 pages for diary dates and 20 pages for MPT write up/general information and 4 pages for MPT Logo/ Maps. Inner layout of pages shall be generally as per sample page enclosed.
- g) Cover Printing:** Gold/Silver colour printing of MPT monogram and 2017 on the top of the front cover.
- h) Printing:** Offset printing in one colour for text pages and multi colour printing of MPT Logo/Maps.

MATERIALS MANAGER(i/c)

We hereby agree to all the above technical specifications

Signature & seal of Tenderer

Note: This Annexure-A should be attached to Cover-I of your offer duly signed & stamped, failing which your offer will be considered as incomplete and liable for rejection.

Tender No. MM/WB/0174 due on 23.08.2016

Tender Terms & Conditions

1. Only Manufacturers/Printers of Diaries are eligible to quote against this tender.
2. The quantities indicated are approximate and may vary by $\pm 10\%$.
3. **PRICE:** The price should be quoted on F.O.R. destination basis inclusive of taxes, duties, packing & forwarding, freight and insurance and should remain firm till the completion of supply. The tenderers shall fill in price schedule attached as per Annexure - II and submit it in cover - II. The techno commercial schedule indicating the percentage of taxes/duties, etc. but without indicating the prices as per Annexure - I should be submitted in cover - I. The tenderers are required to quote for both the options. One of the options will be selected by us.
4. **SAMPLES:** The tenderers should submit alongwith cover-I, atleast one complete dummy sample with one **inner page layout** of workbook (big) and workbook (small) offered, indicating the grammage (GSM) of paper and with the actual **outer cover** offered, failing which offer may not be considered.
5. **DELIVERY:** The workbooks should be dispatched positively within 6 weeks from the date of receipt of order alongwith complete printing matter. This delivery period includes the period for submission of proof by the tenderer and the approval of the proof by MPT.
The tenderer should carry out the initial proof reading and send the final proof to us for our approval within 7 days of 'receipt of order alongwith complete printing matter'. On our part, we will approve the final proof within 7 days of receipt of the same. In case of any delay on our part in approval of final proof within 7 days, equivalent extension in delivery shall be granted.
6. **PAYMENT:** Our payment term is 100% payment within 30 days of receipt of material by ECS/EFT. Kindly submit your Bank details.
7. **VALIDITY:** The tender shall be valid for a period of 90 days from the date of opening of the tender.
8. **SECURITY DEPOSIT:** Within 14 days of acceptance of the tender, the successful tenderer will have to submit a Security deposit equal to 5% of the value of the order by Demand Draft or Bank Guarantee from a Scheduled Bank. The Demand Draft should be drawn in favour of the Financial Advisor and Chief Accounts Officer, Mormugao Port Trust, Goa payable at Mormugao Harbour, Goa. However, in case the Security Deposit is furnished by way of Bank Guarantee, the same should be valid for a minimum period of 6 months from the date of receipt of order. Please note that we do not accept Bank Guarantee from ICICI Bank.

- 9. LIQUIDATED DAMAGES:** Supply schedule as per order should be strictly adhered to. In the event of delay in supplies, Liquidated Damages at 1% 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 excise duty, taxes etc. The date of despatch of material from your Works will be considered as date of delivery for the purpose of Liquidated Damages.
- 10. 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 on 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.
- 11. PACKING :** The workbooks should be suitably packed to withstand transit hazards. Each workbook should be packed in a separate Polythene bag.
- 12. EXCISE DUTY:** The quantum of excise duty applicable will not be considered for evaluation of the tender wherever the Port is eligible for CENVAT Credit. The manufacturers/dealers will have to produce the Tax invoice and all other documentary evidence required for availing the CENVAT credit. The manufacturers/dealers should confirm that they can produce all the documentary evidence required by the Excise authorities to enable Port avail CENVAT Credit. In case they are unable to provide the documentary evidence required to avail the CENVAT Credit, their offer will be evaluated including the Excise Duty component.
- 13.** Tenders should be sealed. In two cover system, both the covers must be sealed. In case the two covers are inserted in the third cover, then it should be superscribed with tender number/due date and stating that it contains Cover-I & II and all the three covers must be sealed.

Materials Manager(i/c)

We hereby agree to all the above terms & conditions

Signature & seal of Tenderer

Note: This Annexure-B should be attached to Cover-I of your offer duly signed & stamped, failing which your offer will be considered as incomplete and liable for rejection.

PREQUALIFICATION CRITERIA

1. The tenderers should submit at least one order copy pertaining to last two years for having printed and supplied Workbooks similar to our requirement of value exceeding Rs. 1.75 lakhs in order to qualify for this tender.
2. The past performance of the tenderers, who have supplied Workbooks to this Port, as regards quality and delivery of supplies should be satisfactory or else their offer will not be considered. Other tenderers who have not supplied to our Port will have to furnish performance reports from their clients as regards quality & delivery of their supplies to them and their offers will be considered only if their performance was satisfactory.

Materials Manager (i/c)



**MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION**

TECHNO COMMERCIAL SCHEDULE COVER I

OFFER NO.: _____ DATE: _____

Tender No. MM/WB/0174 due on 23.08.2016

Sr. No	Description	Qty.	E.D in %	CST in %	VAT in %	P/F in %	Freight in %	Insurance %	Others , %	Brand/ Model
Item 1.	Printing & supply of Workbooks (big) for the year 2017 with 80 GSM inner pages.	4300 nos.								
Item 2.	Printing & supply of Workbooks (pocket-size) for the year 2017 with 57 GSM inner pages.	3075 nos.								

1. The tenderers are requested to fill up the above details and submit the same in cover - I
2. Offers not given in above format are liable to be rejected.
3. ED-Excise Duty CST- Central Sales Tax, P/F- Packing & Forwarding
VAT –Value Added Tax
4. Mention 'NA' if taxes/duties etc are not applicable.
5. Date:

Name, Signature & Seal of the Tenderer



ANNEXURE- II

**MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION**

PRICE SCHEDULE COVER II

OFFER NO. _____ DATE: _____

Tender No. MM/WB/0174 due on 23.08.2016

Sr. No	Description	Qty.	U/ Rate (Basic) Rs	E.D Rs.	CST Rs.	VAT Rs	P.F Rs.	Freight Rs.	Insuran ce Rs.	Others Rs.	TOTAL FOR DESTINATI ON PRICE Rs (a+b+c+d+e +f+g+h)	Brand/ Model
			(a)	(b)	(c)	(d).	(e)	(f)	(g)	(h)		
Item 1.	Printing & supply of Workbooks (big) for the year 2017 with 80 GSM inner pages.	4300 nos.										
Item 2.	Printing & supply of Workbooks (pocket-size) for the year 2017 with 57 GSM inner pages.	3075 nos.										

1. The tenderers are requested to fill up the above details and submit the same in cover - I I
2. Offers not given in above format are liable to be rejected.
3. ED-Excise Duty , CST-Central Sales Tax, P/F- Packing & Forwarding VAT – Value Added Tax

Date:

Name, Signature & Seal of the Tenderer