

MM/16/

29.10.2021

To,

Dear Sir,

Sub:- Budgetary Quotation

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

Code No.	Description	Unit	Qty.	U/Rate (Rs.)	Freight (Rs.)	HSN/ SAC No.	Others (Rs.)	GST (Rs.)	FOR Destination Amount (Rs.)
M16200110	Printing and supply of Out ward registers. Each register consisting of 400 sheets (800 pages) on 57gsm white paper in size 210 X 340 mm. The registers should be center binding with thick card board on both the sides with calicloth. Top cover printing as per sample.	Nos	10						
M16200990	Printing and supply of Family declaration forms, in the form of pullout type pads. Each book consisting of 200 sheets on 57gsm white paper of size 210 X 297mm. Books should be bound with chart paper on both sides.	Nos	10						
M16060116	Supply of folders in standard size [approx. 360 mm (length) X 260 mm (width)] of superior quality SIRPUR make card board (approx. 31.5kg weight per Gross board) The folders should be supplied with 6 eyelet of brass or aluminum coated metal should be as per locations mentioned in the sample folders. Further 4" width cali-cloth should be pasted in centre of the folders and 2" to 3" width cali-cloth should be pasted in vertical edges of the folders. The printing in bilingual should be done on the front cover & inner front cover of the folders as per the specimen (printing on both side of front cover) Shade: Light Blue.	Nos	500						

M16060118	<p>Supply of folders in standard size [approx. 360 mm (length) X 260 mm (width)] of superior quality SIRPUR make card board (approx. 31.5kg weight per Gross board).</p> <p>The folders should be supplied with 6 eyelet of brass or aluminum coated metal should be as per locations mentioned in the sample folders.</p> <p>Further 4" width cali-cloth should be pasted in centre of the folders and 2" to 3" width cali-cloth should be pasted in vertical edges of the folders.</p> <p>The printing in bilingual should be done on the front cover & inner front cover of the folders as per the specimen (printing on both side of front cover).</p> <p>Shade: GREEN.</p>	Nos	500						
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Budgetary Quotation No. BQ MM/16/035 due on 12.11.2021

Kindly note that we are an autonomous body under the Ministry of Ports, Shipping & Waterways organization.

1. **VALIDITY:** Your quotation should be valid for 90 days from the date of opening of Tender. Confirm acceptance.
2. **Kindly mention the HSN/SAC No. at the time of quoting.**
3. Kindly submit your budgetary quotation on or before 12.11.2021.

Note: Offers may also sent by e-mail if you wish so.

Thanking you,

Yours faithfully,

Sr. Dy. MATERIALS MANAGER

c.c.: MPT Website

GENERAL TERMS AND CONDITIONS

1. Incidence of Sales Tax or Central Tax is to be clearly indicated in the quotation failing this it will be presumed that the offer is inclusive of the Taxes. Firms ST/CST registration number is to be furnished in the quotation. We are not entitled to 'C' or 'D' for tax concession. Hence full rate of tax will be applicable.
2. Brand against each item offered is to be indicated/samples are to accompany the quotation.
3. Rates in units specified must be quoted. Alternatively, conversion factor to the unit specified must to be given.
4. Tenderer should preferably quote his prices on FOR destination basis inclusive of taxes/duties etc.
5. The Administration reserves the right to accept plus or minus approximately 10% of the quantities ordered Bill to be submitted for actual quantity supplied.
6. Offer should be valid for a minimum period of 90 days.
7. The Administration reserves the right to reject any tender in whole or in part without assigning any reason.