

MM/16/

24.01.2022

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.)
M16200330	Offset printing and supply of CR Forms for Class III Employees, in the form of sets consisting of 8 sheets (16 pages) on 90gsm green ledger paper of size 342 x 215mm with pin binding. Printing in bilingual as per our specimen. <b>Note:</b> 1. All forms printing on both sides. 2. If required you may see the specimen C.R. forms from our office.	Nos	1000						

Budgetary Quotation No. BQ MM/16/067 due on 02.02.2022

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 02.02.2022.

**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.