

MM/16/2022/

15.02.2022

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.)
M16200130	Printing and supply of Books Requisition cum Issue note pads. Each pad consisting of 200 sheets, on 57gsm white paper in size 140 X 320 mm with perforation on LHS. Printing on both the sides as per the specimen attached.	Nos	05						
M16060012	Supply of Flat office files in standard size [approx. 355 mm (length) X 255 mm (width)] of superior quality SIRPUR make card board (approx. 31.5 kg weight per Gross board) The files should be supplied with good quality rustless gold clips and one additional eyelet of brass or aluminium coated metal should be provided on front side of files. Further 4" width cali-cloth should be pasted in centre of the files and 2" to 3" width cali-cloth should be pasted in vertical edges of the files. The printing in bilingual should be done on the front cover of the files as per the specimen (printing on both side of front cover) <b>Shade : GREY</b>	Nos	200						
M16060011	Supply of Flat office files in standard size [approx. 355 mm (length) X 255 mm (width)] of superior quality SIRPUR make card board (approx. 31.5kg weight per Gross board) The files should be supplied with good quality rustless gold clips and one additional eyelet of brass or aluminium coated metal should be provided on front side of files. Further 4" width cali-cloth should be pasted in centre of the files and 2" to 3" width cali-cloth should be pasted in vertical edges of the files. The printing in bilingual should be done on the front cover of the files as per the specimen. (printing on both side of front cover) <b>Shade : ORANGE.</b>	Nos	300						
M16034020	Offset printing and supply of Letter head pads (Large) for Administrative office. Each pad consisting of 100 sheets on 80gsm royal executive bond paper of size A-4 (210X297 mm) with new multi colour logo. The pads should be supplied in the form of pullout type pads, with good quality chart paper top cover and card support at the bottom. Printing in bi-lingual, one side as per the specimen.	Nos	100						
M16200590	Printing and supply of Casual Leave (CL) forms, in the form of pullout type pads. Each pad consisting of 200 sheets on 68-70gsm Light Pink colour paper of size 210 X 297 mm. Printing on one side in bilingual as per the specimen.	Nos	100						

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 25.02.2022.

**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.