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

आईएसओ 9001-2015 पत्तन
AN ISO 9001-2015 PORT

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आज़ादी का
अमृत महोत्सव

**MM/16/2022/**                                                                    **03.03.2022**

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.) |
|---|---|---|---|---|---|---|---|---|---|
| M16050831 | Ink bottle(cartridge) No T7741 black, for EPSON DOT matrix printer M100 | Nos | 15 | | | | | | |
| M16050360 | Toner 708S for Samsung Multiexpress K4350LX | Nos | 02 | | | | | | |

Budgetary Quotation No. BQ MM/16/081 due on 21.03.2022

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 21.03.2022.

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

Thanking you,

Yours faithfully,

**Sr. Dy. MATERIALS MANAGER**

c.c.: MPA 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.