



आईएसओ 9001-2015 पत्तन  
AN ISO 9001-2015 PORT

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



MM/16/2022/

31.03.2022

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.)
M16030010	Supply of Registers with ruled sheets of 96 pages on 57gsm deluxe white paper (ruled sheets) of size 190 X 320 mm, with hardbound front & back cover, calicloth bound, light blue colour paper at top and bottom, black white printing in bilingual as per our specimen on top.	Nos	200						
M16030030	Supply of Registers with white ruled sheets of 288 pages on 57gsm white paper in size 190 X 320 mm with front & back cover in white colour paper, cali-cloth bound and printing in Bilingual on the front cover as per the specimen.	Nos	100						
M16036170	Supply of Envelopes with polythene layer, reinforced on inside of 14.2 Kgs ledger paper (green) size of envelope 380 X 280mm with multi colour MPA logo. Printing as per instruction in Bilingual.	Nos	200						
M16200300	Printing and supply of Application for grant of GPF/CPF advance forms, in the form of pullout pads. Each pad consisting of 200 sheets, on 57gsm white paper of size 210 X 330 mm (Printing on both the sides)	Nos	03						

Budgetary Quotation No. BQ MM/16/089 due on 08.04.2022

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 08.04.2022.

**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.