

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

MM/09/0382

07.01.2020

To,

1. M/s. Mandovi Lubes, Kundaim
2. M/s. Rasita Enterprises, Kolhapur
3. M/s. Ishani Enterprises, Ponda
4. M/s. Trimurti Enterprises, Ponda
5. M/s. Rolex Engineering & Trading Co., Vasco
6. M/s. Barnett & Sons, Vasco
7. M/s. George & Sons Marine Suppliers, Vasco

Dear Sir,

Sub:- Enquiry No. MM/09/0382 due on 22.01.2020.

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

Sr. No.	Description	Qty.	Basic Rate/ Unit (Rs.)	Freight / Unit (Rs.)	Insurance /Unit (Rs.)	GST/ Unit (Rs.)	FOR Destination Amount/Unit (Rs.)	HSN Code & Brand
1.	Grease, Servo MP-2 / Balmerol MP-2 or equivalent in 182 Kg. drum. Make: Indian Oil Corporation Ltd / Hindustan Petroleum Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Balmer Lawrie & Co. Ltd.	546 kg.						

Kindly note that we are a Govt. of India organization, and as such:-

1. **PAYMENT:** Kindly note that we are a Govt. of India organization, and as such our payment shall be 100% payment within 30 days of receipt of material/invoice/documents by ECS/EFT/RTGS. Suppliers Invoice should indicate the suppliers and MPT's GST numbers, and the HSN number. Green Cess component of 0.5% should be mentioned on Invoice. **Confirm acceptance.**
2. **DELIVERY:** The material should be supplied to our stores at Baina, within 4 weeks from the date of receipt of order. Batch Test Certificate should be submitted along with supplies. **Confirm acceptance.**
3. **VALIDITY:** Your quotation should be valid for 60 days from the date of opening. **Confirm acceptance.**
4. **LIQUIDATED DAMAGES:** Supply schedule as per order should be strictly adhered to. In the event of delay in supplies, liquidated damages at 1% of the total basic value of the undelivered quantity will be levied per week or part thereof delay. The total liquidated damages shall however not exceed 10% of the total basic value of the order. The total basic value here means the total value of the order exclusive of excise duty, taxes etc. The date of despatch of materials will be considered as date of delivery for the purpose of Liquidated Damages.
5. **FORCE MAJEURE & EXTENSION IN DELIVERY PERIOD:** In case of failure to deliver the goods in time, which shall have arisen due to war, Insurrection, restraint Imposed by the Govt. Act. Of legislation or other Authority, accident, strike, riot, lockout or unforeseen events beyond human control directly or indirectly interfering with the supplies of stores or from any cause which the purchaser may admit as reasonable ground for an extension of times, the purchaser will allow such additional time he considers reasonable provided that the contractor shall report to the purchaser the occurrence of any cause as aforesaid which will or might affect the performance of the contract within a reasonable time. Request for extension received after expiry of the delivery schedule will not be entertained.

Kindly furnish your typed offer in sealed cover marked "**MM/09/0382 due on 22.01.2020**", which shall be opened on **22.01.2020 at 15.30 hrs.** The cover should reach this office latest by 15.00 hrs on the due date.

Offer may also be sent by e-mail, before the due date and time, if you wish so.

Thanking you,
Yours faithfully,

DY. MATERIALS MANAGER