



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

MM/13/0329

25.11.2019

To,

1. Saif & Co., Vasco
2. Bashir A. I. Khan, Vasco
3. Meecas Engineering, Margao
4. R. K. Enterprises, Vasco
5. Kakode Trading LLP, Margao
6. V.V. Shetye, Vasco
7. Govind Poy Sons, Margao
8. R.S. Cacodcar, Margao
9. Sebastin Nadar General Store, Baina

**Dear Sir,**

**Sub:-** Enquiry No. MM/13/0329 due on 13.12.2019

You are requested to kindly furnish your quotation for the subject 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
1.	Broom, Goa type	100 Nos.						
2.	Cotton mop to clean the floor, with metallic handle, of length 4' and approx. width 6", with replaceable cotton refill	60 Nos.						

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

1. **PAYMENT:** Our payment shall be 100% payment within 30 days of receipt and installation of material/invoice/documents by ECS/EFT. Suppliers invoice should indicate the suppliers and MPT's GST numbers and suppliers HSN number. Confirm acceptance.
2. **DELIVERY:** The delivery period is within 4 weeks. You will have to dispatch the material, duly insured, on FOR Destination basis. Confirm acceptance.
3. **VALIDITY:** Your quotation should be valid for 45 days from the date of opening. Confirm acceptance.
4. **Note:** The prices should be quoted item wise separately. Offers should not contain any sort of conditional discounts based on quantity or value of order. The prices quoted should be valid for part quantities also.

Kindly furnish your offer in sealed cover marked "**MM/13/0329 due on 13.12.2019**", which shall be opened on 13.12.2019 at 15.30 hrs. The cover (offer) should be typed and 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**

**Correspondence Address:** 2<sup>nd</sup> Floor, A.O. Building, Headland-Sada, Mormugao, Goa - 403 804

**Material Supply Address:** Baina, Opp. Baina Beach, Vasco-da-Gama, Goa - 403 802

**Phone:** 0832-2520222, 2520220

**Web Site:** <https://mptgoa.gov.in/> E-Mail [mm@mptgoa.gov.in](mailto:mm@mptgoa.gov.in)