

MM/Procurement

04.03.2021

To,

1. Saif & Co., Vasco
2. Bashir A. I. Khan, Vasco
3. Meeccas Engineering, Margao
4. R. K. Enterprises, Vasco
5. Kakode Trading LLP, Margao
6. R.S. Cacodkar, Margao
7. Kakode Trading LLP, Margao
8. Weld Engineering, Ponda

Dear Sir,

Sub:- Enquiry

You are requested to kindly furnish your quotation for the subject items in the following format:-

Code	Description	Qty.	Basic Rate/unit (Rs.)	Freight/unit (Rs.)	Insurance /unit (Rs.)	GST/ unit (Rs.)	FOR Destination Amount/unit (Rs.)	HSN Code
1303841	Packing, firefly sheet, asbestos graphited, non-metallic, 1/32" thick	20 kgs						

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 material HSN Code. **Confirm acceptance.**
2. **DELIVERY:** The delivery period is within 2 weeks. You will have to dispatch the material, duly insured, on FOR Destination basis. **Confirm acceptance.**
3. **VALIDITY:** Your quotation should be valid for 30 days from the date of opening. **Confirm acceptance.**

Kindly furnish your offer in sealed cover marked "**MM/13/0431 due on 17.03.2021**", which shall be opened on **17.03.2021 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