

MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ADMINISTRATIVE OFFICE BUILDING, 2ND FLOOR,
HEADLAND SADA -403804

[Phone No.: 2594501, 2594503, **2594532**, Fax: 0832-2520227]
WEBSITE: <https://mptgoa.gov.in>

The Materials Manager, New A.O. Bldg., Mormugao Port Trust, Headland Sada, invites quotation in the tender form hereunder super scribed as Budgetary quotation No. **MM/16/005 due on 15.02.2021** at 15.30 hrs for the supply of materials detailed below subject to terms and conditions therein.

To,

1. Sunny's Stationery World, Margao, 2. Iconic Solutions, Vasco, 3. Everest Paper, Panaji, 4. Manav Stationeries, Zuarinagar, 5. Nidhi Enterprises, Vasco, 6. Trupti Printers, Vasco, 7. Jayar Printers, Panaji, 8. Goa Paper, Panaji c.c.: MPT Website.

1. In addition to the above tenderers, other tenderers are also eligible to quote.
2. The registration form is available on our official website **<https://mptgoa.gov.in>**. Those tenderers who wish to register can down load the vender register questionnaire form and complete the formalities before quoting.
3. Documentary evidence as proof of having supplied similar material in the past in the form of PO copies, Performance Reports or Authorization Dealership Certificates should be furnished along with the offer.

Date: 10/02/2021

Dy. MATERIALS MANAGER

MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

MM/16/2021/

09.02.2021

To,

1. Sunny's Stationery World, Margao, 2. Iconic Solutions, Vasco, 3. Everest Paper, Panaji, 4. Manav Stationeries, Zuarinagar, 5. Nidhi Enterprises, Vasco, 6. Trupti Printers, Vasco, 7. Jayar Printers, Panaji, 8. Goa Paper, Panaji c.c.: MPT Website.

Dear Sir,

Sub:- Budgetary quotation No. MM/16/005 due on 15.02.2021

You are requested to kindly furnish your 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.)
16050120	White Maplitho copier (Xerox) paper 75gsm, in A-4 size (210 mm X 297 mm) in reams of 500 sheets cut in uniform size, Mill packed.	Ream	1000						
16050180	Supply of ledger paper (green) of 90 gsm in size 13.5" x 8.5" (legal size) in reams of 500 sheets cut in uniform size mill packed.	Ream	50						
16050130	Glossy white photo paper 180 GSM A-4 size for the use of photo smart printer superior quality.	Nos	500						

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

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. and brand offered at the time of quoting.**
3. Kindly submit your budgetary quotation on or before 15.02.2021.

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

Thanking you,

Yours faithfully,

Dy. MATERIALS MANAGER

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 120 days.
7. The Administration reserves the right to reject any tender in whole or in part without assigning any reason.