



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 quotation No. **MM/16/0065** Due on **07/06/2019** at 15 .00 hrs for the supply of materials detailed below subject to terms and conditions therein.

To,
1. Singhbal & Sons., Vasco, 2. Casa J.D. Fds., Panjim, 3. Iconic Solutions, Vasco, 4. Nidhi Enterprises, Vasco, 5. Manav Stationeries, Zuarinagar, 6. Trupti Printers, Vasco c.c.: MPT Website, AMO (D).

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: 29/05/2019

MATERIALS MANAGER

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

MM/16/

29.05.2019

To,
1. Singhal & Sons., Vasco, 2. Casa J.D. Fds., Panjim, 3. Iconic Solutions, Vasco, 4. Nidhi Enterprises, Vasco,
5. Manav Stationeries, Zuarinagar, 6. Trupti Printers, Vasco c.c.: MPT Website, AMO (D).

Dear Sir,

Sub:- Enquiry No. MM/16/0065 due on 07.06.2019

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.)	Others (Rs.)	GST (Rs.)	FOR Destination Amount (Rs.)	HSN/ SAC No.
M16090250	Supply of Pins metal plated & pointed in packets of 70 gms. Brand Kores or Corporate (only in plastic containers)	Nos	100						
N.S.	Supply of Punch 8 CM Brand: Kangaroo DP - 600.	Nos	02						
N.S.	Supply of Rubber Stamp Pads (Medium) in 70 X 111 mm size with plastic container. Brand:Kores.	Nos	01						
N.S.	Ball Point Pens in blue ink Brands: Natraj	Box	02						
N.S.	Correction Pens	Nos	06						
N.S.	Hole Guard	Pkt	01						
N.S.	Post it Pad of size 4" X 1"	Nos	04						
N.S.	Post it Pad of size 3" X 1"	Nos	04						
N.S.	Stapler Machine Small size. Brand: Kangaroo	Nos	04						
N.S.	Supply of "U" colour Office Clips in 28mm size in plastic box containing 100 clips. Brand : Corporate/ Kores/ Claro/Luxury	Box	40						
N.S.	Supply of transparent adhesive tape of size 12mm X 8.00m Prime /cello or similar. Kindly furnish sample along with your offer	Nos	10						
N.S.	Supply of Plastic ruler in 12" /30 cms size indicating cms & inches through the length. Brand : Kores(I)Ltd./Camlin.	Box	02						
N.S.	Supply of Cotton Tape in rolls of 6 mm width by 10 meter length.	Nos	25						
N.S.	Supply of Brown Tape in rolls of 2 inch width by 8/10 meter length.	Nos	10						
N.S.	Rubber Band Elastic in packets of 45 gms net weight in assorted size. Brand : VANDAN	Box	05						

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

- PAYMENT:** Our payment shall be 100% within 30 days of receipt of material/invoice/documents by ECS/EFT. Suppliers Invoice should indicate the suppliers and MPT's GST numbers and the HSN number. Confirm acceptance.

2. **DELIVERY:** The delivery period is within 2 weeks upon receipt of our order. Confirm acceptance.
3. You will have to dispatch the material, duly insured, on FOR Destination basis. Kindly quote accordingly in the above format.
4. **VALIDITY:** Your quotation should be valid for 90 days from the date of opening of Tender. Confirm acceptance.
5. Please note that the Port extends concession such as exemption in payment of EMD & Security Deposit to Small Scale Industries (SSI) registered with the NSIC and Micro, Small & Medium Enterprises (MSME), provide proper proof is furnished. Relaxation for Schedule Castes & Schedule Tribes, upon furnishing of Certificates will be given based on the Ministry of MSME, Govt. of India for Procurement and Works Contract under procurement policy Order 2012 Clause no. 4 & 6
6. Kindly furnish your typed offer in **sealed cover** marked “**MM/16/0065 due on 07.06.2019**”, which shall be opened on 07.06.2019 at 15.30 hrs. The cover (offer) should reach this office latest by 15.00 hrs on the due date. Handwritten offers may not be accepted.

Thanking you,

Yours faithfully,

MATERIALS MANAGER

GENERAL TERMS AND CONDITIONS

1. Incidence of full GST applicable is to be clearly indicated in the offer.
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. Payment will be made within 30 days after the receipt of the bills/materials, whichever is later provided the bill is in order. The administration will not hold itself responsible and will not accept any liability for delays in payment arising out of incorrect bills or bills which do not confirm to supplies. Payment will be made by EFT
7. Offer should be valid for a minimum period of 90 days.
8. The Administration reserves the right to reject any tender in whole or in part without assigning any reason.

ANNEXURE-

A

TERMS & CONDITIONS

1. Kindly quote your offer on FOR destination basis in Indian Rupees indicating clearly the quantum of GST and other incidentals applicable. Tenderer will have to supply materials at our Store, Baina, Vasco-da-Gama, Goa inclusive of transit insurance. Materials will not be collected ex-shop. Kindly quote accordingly, else offer will not be considered.
2. Your quotation should be valid for 90 days.
3. Delivery should be within **02 weeks** of receipt of order.
4. Payment Terms: 100% payment within 30 days after receipt of materials.

MATERIALS MANAGER