

MM/16/2021/

22.06.2021

To,

Dear Sir,

Sub:- Enquiry.

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.)	Other s (Rs.)	GST (Rs.)	FOR Destination Amount (Rs.)	HSN/ SAC No.
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	10						

Enquiry No. MM/16/0076 due on 02.07.2021

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.
- DELIVERY:** The delivery period is within 1 week upon receipt of our order Confirm acceptance.
- You will have to dispatch the material, duly insured, on FOR Destination basis. Kindly quote accordingly in the above format.
- VALIDITY:** Your quotation should be valid for 90 days from the date of opening of Tender. Confirm acceptance.
- Kindly mention the HSN/SAC No. and brand offered at the time of quoting.**
- Kindly furnish your typed offer in **sealed cover** marked "**MM/16/0076 due on 02.07.2021**", which shall be opened on **02.07.2021** 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.
- LIQUIDATED DAMAGES:** Supply schedule as per order should be strictly adhered to. In the event of delay in supplies, Liquidated Damages at 0.5% of the total basic value of the undelivered quantity will be levied per week or part thereof of delay. The total Liquidated Damages shall however not exceed 10% of the total basic value of the order. The total value here means the total value of the order exclusive of taxes, freight etc. **The date of receipt of material at our Store at A.O. Bldg., Headland Sada will be considered as date of delivery for the purpose of Liquidated Damages.** Confirm acceptance.
- 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 Government Act or Legislation or other Authority, accident, strike, riot, lock-out 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 time, 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. Requests for extension received after expiry of the delivery schedule will not be entertained. Confirm acceptance.
- Quality:** Kindly ensure that, the quality/GSM of paper is strictly as specified. In case of any deviation in this regard, entire supplies will be rejected outright. The quality/GMS of the paper as required by us is available for inspection at MPT main administrative office at Headland Sada. Tenderers are requested to inspect the same before participating.

Thanking you,

Yours faithfully,

Dy. MATERIALS MANAGER

c.c.: MPT Website

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