

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/16/012 due on 18.02.2021** at 15.30 hrs for the supply of materials detailed below subject to terms and conditions therein.

To,

1. Trupti Printers, Vasco, 2. Iconic Solution, 3. Kavishetti Printers, Hubli, 4. Jayar Printers, Panaji, 5. Rajeshwari Trading Co., Bengaluru 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: 11/02/2021

Dy. MATERIALS MANAGER

MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

MM/16/2021/

11.02.2021

To,

1. Trupti Printers, Vasco, 2. Iconic Solution, 3. Kavishetti Printers, Hubli, 4. Jayar Printers, Panaji,
5. Rajeshwari Trading Co., Bengaluru c.c.: MPT Website.

Dear Sir,

Sub:- Budgetary Quotation No. MM/16/012 due on 18.02.2021

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.)
M16030020	Printing & supply of register, with 192 pages, 57 GSM white ruled sheets of good quality, size 190 X 320 mm, bound on front & back with hard cover, calicloth binding, pasted with sky blue black & white printed paper and printing in bilingual on the front cover (paper) as per our specimen.	Nos	75						
M16030030	Supply of Registers with white ruled sheets of 288 pages on 57gsm white paper in size 190 X 320 mm with front & back cover in white colour paper, cali-cloth bound and printing in Bilingual on the front cover as per the specimen.	Nos	50						
M16030050	Printing & supply of shorthand books consisting of 192 pages on 58 gsm ruled white paper in size 195 x 125mm, with printing of MPT logo on the cover. Printing as per the specimen.	Nos	50						
M16060016	Supply of Flat office files in standard size [approx. 355 mm (length) X 255 mm (width)] of superior quality SIRPUR make card board (approx. 31.5kg weight per Gross board) The files should be supplied with good quality rustless gold clips and one additional eyelet of brass or aluminium coated metal should be provided on front side of files. Further 4" width cali-cloth should be pasted in centre of the files and 2" to 3" width cali-cloth should be pasted in vertical edges of the files. The printing in bilingual should be done on the front cover of the files as per the specimen (printing on both side of front cover)	Nos	150						
M16200410	Shade: LIGHT BLUE. Offset printing and supply of CR Forms for Class IV Employees, in the form of sets consisting of 3 sheets (6 pages) on 12.5 kg green ledger paper of size 342 x 215mm with pin binding. Printing in bilingual as per our specimen.	Nos	500						
M16260060	Printing and supply of PL Cards on Yellow colour on 8.4 Kgs. chart paper of size 220 x 180mm.(ISO format No.FR-MM(DP)-02 should be printed on top right hand side of each card). Printing in Billingual as per the specimen. Printing on both sides.	Nos	100						
M16260070	Printing and supply of PL cards (original) on 8.4 kg Light Green clour chart paper, of size 220 x 180mm, (ISO Format No. FR-MM(DP)-01, should be printed on	Nos	100						

M16290150	top right hand side of each card). Printing in bilingual on both the sides as per the specimen.	Nos	02						
M16036170	Printing and supply of Leave Registers for CHLD, consisting of 200 sheets (400 pages) on 10.4 kgs ledger paper in size 210 x 340mm. The registers should be center binding with thick cardboard on both the sides with calicloth. FR/CHL/BK/R/L/ 8B to be printed on top right corner. Printing in Billingual as per the specimen.	Nos	200						
M16060111	Supply of Envelopes with polythene layer, reinforced on inside of 14.2 Kgs ledger paper (green) size of envelope 380 X 280mm with multi colour MPT logo. Printing as per instruction in Billingual.	Nos	500						
M16200330	Supply of folders in standard size [approx. 360 mm (length) X 260 mm (width)] of superior quality SIRPUR make card board (approx. 31.5kg weight per Gross board) The folders should be supplied with 6 eyelet of brass or aluminum coated metal should be as per locations mentioned in the sample folders. Further 4" width cali-cloth should be pasted in centre of the folders and 2" to 3" width cali-cloth should be pasted in vertical edges of the folders. The printing in bilingual should be done on the front cover & inner front cover of the folders as per the specimen (printing on both side of front cover) Shade: ORANGE	Nos	500						
M16030010	Offset printing and supply of CR Forms for Class III Employees, in the form of sets consisting of 8 sheets (16 pages) on 90gsm green ledger paper of size 342 x 215mm with pin binding. Printing in bilingual as per our specimen.	Nos	100						
M16030040	Supply of Registers with ruled sheets of 96 pages on 57gsm deluxe white paper (ruled sheets) of size 190 X 320 mm, with hardbound front & back cover, calicloth bound, light blue colour paper at top and bottom, black white printing in bilingual as per our specimen on top.	Nos	25						
M16260330	Supply of registers with ruled sheets of 384 pages on 57 gsm deluxe quality white paper of size 190 X 320mm, hard bound front & back cover, cali cloth bound light blue colour paper printed as per specimen on top & bottom. Printing and supply of Case folders on 90 GSM brown paper with punching and supporting paper pasted as per sample folder in approx. size 360 X 225 mm with printing as per specimen.	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. at the time of quoting.**
3. Kindly submit your budgetary quotation on or before 18.02.2021.

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

Thanking you,

Yours faithfully,

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.