

**MORMUGAO PORT TRUST**  
**MATERIALS MANAGEMENT DIVISION**  
ADMINISTRATIVE OFFICE BUILDING, 2<sup>ND</sup> FLOOR,  
HEADLAND SADA -403804

[Phone No.: 2594501, 2594503, **2594514**, Fax: 0832-2520227]  
WEBSITE: www.mptgoa.com

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/16/159
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 Due on 

08/09/2017
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 at 15.00 hrs for the supply of materials detailed below subject to terms and conditions therein.

1. TruptiPrinters,Vasco
2. JayarPrinters,Panjim
3. Vinod P. Press, Vasco
4. Iconic Solution. Vasco

1. In addition to the above tenderers, other tenderers are also eligible to quote.
2. The registration form is available on our official website **www.mptgoa.com**. 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: 01/09/2017

**MATERIALS MANAGER**

**MORMUGAO PORT TRUST**

The Materials Manager, New A.O. Bldg., Mormugao Port Trust, Headland Sada, invites quotations in the Tender form hereunder superscribed as quotation No. **MM/16/159** due on **08.09.2017** at 15.00 hrs. for the supply of materials detailed below subject to terms and conditions on the reverse.

Date: 31/08/2017

**MATERIALS MANAGER****-टेंडर फॉर्म TENDER FORM**कोटेशन सं. \_\_\_\_\_ खुलने की तारीख \_\_\_\_\_ Quotation No. **MM/16/0159** Opening Date **08/09/2017**.

कोड नं. Code No.	वस्तुओं का विवरण Description of articles	यूनिट Unit	मात्रा Qty.	निविदाकर्ताओं द्वारा भरा जाना है To be completed by the tenderers
				यूनिट दर unit Rate
				आकड़ों में in figures
M.16.20.0330	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 ledgerpaper of size 342 x 215mm with pin binding. Printing in bilingual as per our specimen.  <b>Note:</b> <b>1. All forms printing on both sides.</b> <b>2. If required you may see the specimen C.R. forms from our office.</b>	Nos	300	
M16.20.0540	Printing and supply of Requisition and Issue Note (Transit stores) forms, in the form of pullout pads. Each pad consisting of 200 sheets, on 57gsm white paper of size 200 X 240 mm. (Printing on one side).  <b>(Item two only)</b> 1. Quality: Kindly ensure that, the quality/GSM of paper should be strictly as specified in the order. In case, of any deviation in this regard, entire supplies will be rejected outright . 2. Proof reading: Kindly ensure that, the proof of printing matter is dully vetted and initialed by the procurement section before final printing to avoid rejection of supplies. 3. Materials to be supplied to our store on door delivery basis. Offer with Ex-shop will be ignored. 4. <b>DELIVERY WITHIN 02 WEEKS</b>	Nos	20	

दरो को मिटाकर लिखने और दूरस्त करने को अनुमति नहीं है। (No overwriting, erasure or correction of rates permissible)

I / We agree to supply to the Mormugao Port Trust the articles specified above in accordance with the terms of the conditions on the reverse of the Tender Enquiry.

In consideration of the Materials Manager agreeing to consider this quotation, it will be good for 90 (ninety) days from opening date or any such time otherwise specified on the tender

The acceptance of this tender by the Materials Manager shall constitute a binding contract between me / us and the Mormugao Port Trust.

Name of Tenderer \_\_\_\_\_

Signature of Tenderer \_\_\_\_\_

Address of Tenderer \_\_\_\_\_

Telephone No. \_\_\_\_\_ Designation \_\_\_\_\_

Date \_\_\_\_\_

## **GENERAL TERMS AND CONDITIONS**

1. Incidence of full GST is to be clearly indicated in the offer.
2. Rates in units specified must be quoted. Alternatively, conversion factor to the unit specified must be given.
3. Tenderer should preferably quote his prices on FOR destination basis inclusive of taxes, freight, packing & forwarding, etc.
4. The Administration reserves the right to accept plus or minus approximately 10% of the quantities ordered. Bill to be submitted for actual quantity supplied.
5. 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
6. Offer should be valid for a minimum period of 90 days.

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 taxes, other charges whatever applicable. We are not entitled for 'C or 'D' forms.
3. Your quotation should be valid for 90 days.
4. Delivery should be within **02weeks** of date of receipt of order.
5. Payment Terms: 100% payment within 30 days after receipt of materials.

**N.B.:- Tenderer will have to supply materials at our store, Baina, Vasco- Goa inclusive of transit insurance. Materials will not be collected ex-shop. Kindly quote accordingly, else offer will not be considered.**

**MATERIALS MANAGER**