



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

MM/16/

18.09.2017

To,

1. Trupti Printers, Vasco,
  2. Jayar Printers, Panjim,
  3. Vinod P. Press, Vasco,
  4. Iconic Solution. Vasco
- c.c.: MPT Website, AMO (D).

**Dear Sir,**

**Sub:-** Enquiry No. MM/16/0186 due on 27.09.2017

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.)	Insurance (Rs.)	Others (Rs.)	GST (Rs.)	FOR Destination Amount (Rs.)
M16033230	Printing & supply of conference pads of size 21 x 14.8 mm (approx.), with 26/30 pages, good quality white ruled paper sheets 60-70 gsm, pullout type at the top, single colour printed (in bilingual) front cover as per our specimen and cardboard cover at the back. <b>Kindly furnish sample pad along with the offer.</b>	Nos	1000						
M16036150	Printing & supply of Envelopes, strong cloth reinforced, on 10.4 kgs ledger paper (rain proof), of size 420 X 150 mm. Each envelope to be supplied with printing in bilingual as per the attached specimen.	Nos	200						
M16036040	Printing & supply of Plain Brown Envelopes on 80gsm paper of size 330 X 240 mm. Each envelope to be supplied with printing in bilingual as per the specimen in packets of 50 envelopes.	Nos	100						

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

1. **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 4 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. Kindly furnish your offer in **sealed cover** marked **"MM/16/0186 due on 27.09.2017"**, which shall be opened on **27.09.2017 at 15.30 hrs.** The cover (offer) should reach this office latest by 15.00 hrs on the due date.
6. **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.
7. **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.

Thanking you,

Yours faithfully,

**MATERIALS MANAGER**