



**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/16/0221** Due on **27/10/2017** at 15.00 hrs for the supply of materials detailed below subject to terms and conditions therein.

To,

1. VishwaKutumb Enterprises, Margao
  2. Iconic Solutions, Vasco
  3. Menzezes Enterprises, Verna
  4. Everest Paper, Panaji
  5. V.S. Singhbal& Sons, Vasco
  6. Casa J.D. Fds., Panjim
- 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 **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: 19/10/2017

**MATERIALS MANAGER**

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

MM/16/

19.10.2017

To,  
1. VishwaKutumb Enterprises, Margao  
2. Iconic Solutions, Vasco  
3. Menzezes Enterprises, Verna  
4. Everest Paper, Panaji  
5. V.S. Singhbal& Sons, Vasco  
6. Casa J.D. Fds., Panjim  
c.c.: MPT Website, AMO (D).

**Dear Sir,**

**Sub:-** Enquiry No. MM/16/0221 due on 27.10.2017

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.)	Insu- rance (Rs.)	Others (Rs.)	GST (Rs.)	FOR Destination Amount (Rs.)
M16050121	Supply of Ledger paper (green) of 90gsm, in size 216mm x 345mm (legal size), in reams of 500 sheets cut in uniform size, mill packed.  <b>Brand: Bilt (Coppypower)/ J.K(Red)/International (Hammermill)/Sparkle</b>	Reams	50						

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 2 weeks 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 furnish your offer in **sealed cover** marked "**MM/16/0221 due on 27.10.2017**", which shall be opened on 27.10.2017 at 15.30 hrs. The cover (offer) should reach this office latest by 15.00 hrs on the due date.

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 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 week** of receipt of order.
4. Payment Terms: 100% payment within 30 days after receipt of materials.

**MATERIALS MANAGER**