



FR-MM (PR)
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MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ADMINISTRATIVE OFFICE BUILDING, 2ND 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/16/0249** Due on **17/11/2017** at 15.00 hrs for the supply of materials detailed below subject to terms and conditions therein.
To,

1. Trupti Printers, Vasco,
 2. Jayar Printers, Panjim,
 3. Vinod P. Press, Vasco,
 4. Iconic Solution. Vasco
- 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: 07/11/2017

MATERIALS MANAGER



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

MM/16/

07.11.2017

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/16/0249 due on 17.11.2017

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.)
M16034040	Offset printing and supply of Letter Head Pad (Large) for CME Dept. Each pad consisting of 100 sheets on 80 gsm royal executive bond paper of size A-4 (210 x 297 mm) with new multicolour logo. The pads should be supplied in the form of easily pullout type pads with good quality chart paper, top cover and cardboard support at bottom. Printing in bilingual as per the specimen.	Nos	20						
M16201330	Offset printing and supply of gate-pass books for removal of cargo from Mormugao Harbour. Form -D (to be used by TM Dept only), In A-4 size on 58-62gsm paper in duplicate. The original copy on white colour, paper and duplicate copy on yellow colour paper. The first copy should be perforated at the top. Each book should be supplied in the form of bound book with chart paper top cover with printing of book number, form number and cardboard bottom and consisting of 100 sets i.e. 200 sheets duly numbered with book numbers as well as serial numbers on each set. Printing in Bilingual as per the specimen.(sample attached.)	Nos	300						

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 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 **typed** offer in **sealed cover** marked **“MM/16/0249 due on 17.11.2017”**, which shall be opened on 17.11.2017 at 15.30 hrs. The cover (offer) should reach this office latest by 15.00 hrs on the due date. Hand written offers may not be considered.
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

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 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. 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 **04week** of receipt of order.
4. Payment Terms: 100% payment within 30 days after receipt of materials.

MATERIALS MANAGER