

MM/16/2021/

31.07.2021

To,

Dear Sir,

**Sub:-** Budgetary Quotation.

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.)
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) <b>Shade: LIGHT BLUE.</b>	Nos	150						
M16060017	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) <b>Shade: RED.</b>	Nos	500						
M16290150	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 Bilingual as per the specimen.	Nos	02						

Budgetary Quotation No. BQ MM/16/025 due on 09.08.2021

Kindly note that we are an autonomous body under the Ministry of Ports, Shipping & Waterways organization.

- VALIDITY:** Your quotation should be valid for 90 days from the date of opening of Tender. Confirm acceptance.
- Kindly mention the HSN/SAC No. at the time of quoting.**
- Kindly submit your budgetary quotation on or before 09.08.2021.

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

Thanking you,

Yours faithfully,

**Dy. MATERIALS MANAGER**

### **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.