



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ADMINISTRATIVE OFFICE BUILDING, 2ND FLOOR,
HEADLAND SADA -403804

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/16/0259** due on **24/11/2017** 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
 5. Rajeshwari Trading Co., Bengaluru,
 6. Kavishetty Printers, Hubli,
 7. V. S. Singbal & Sons, 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 download the tender 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: 13/11/2017

MATERIALS MANAGER



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

MM/16/

13.11.2017

To,

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Dear Sir,

Sub:- Enquiry No. MM/16/0259 due on 24.11.2017

You are requested to 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.)
M16036030	Supply of White Envelopes of 100GSM paper of size 110 X 265 mm. Each envelope to be supplied with printing in bilingual as per the specimen in packets of 50 envelopes.	Nos	100						
M16036160	Supply of envelopes of strong cloth reinforced on 10.4 kgs ledger paper (rain proof) of size 330 x 450mm. Each envelope to be supplied with printing in bilingual as per the specimen.	Nos	400						

TERMS & CONDITIONS

- 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.
- 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 **typed** offer in **sealed cover** marked "**MM/16/0259 due on 24.11.2017**", which shall be opened on 24.11.2017 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.
- 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. Kindly ensure that, the quality/GSM of paper is strictly as specified.

Thanking you,
Yours faithfully,

MATERIALS MANAGER

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