



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

[Phone No.: 2594501, 2594503, **2594532**, Fax: 0832-2520227]
WEBSITE: <https://mptgoa.gov.in>

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//0261** Due on **04/10/2019** at 11.30 hrs for the supply of materials detailed below subject to terms and conditions therein.

To,

1. Vishwa Kutumb Enterprises, Margao, 2. Iconic Solutions, Vasco, 3. Everest Paper, Panaji,
4. Manav Stationeries, Zuarinagar, 5. Nidhi Enterprises, Vasco, 6. Trupti Printers, 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 **<https://mptgoa.gov.in>**. 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: 26/09/2019

MATERIALS MANAGER

MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

MM/16/

26.09.2019

To,
1. Vishwa Kutumb Enterprises, Margao, 2. Iconic Solutions, Vasco, 3. Everest Paper, Panaji,
4. Manav Stationeries, Zuarinagar, 5. Nidhi Enterprises, Vasco, 6. Trupti Printers, Vasco,
c.c.: MPT Website, AMO (D).

Dear Sir,

Sub:- Enquiry No. MM/16/0261 due on 04.10.2019

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.)	Others (Rs.)	GST (Rs.)	FOR Destination Amount (Rs.)	HSN/SAC No.
16050120	White Maplitho copier (Xerox) paper 75gsm, in A-4 size (210 mm X 297 mm) in reams of 500 sheets cut in uniform size, Mill packed. Brand: J. K. (Red Copier)/ BILT (Copy Power)/ TNPL or other STD make.	Ream	1000						

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.
- Please note that the Port extends concession such as exemption in payment of EMD & Security Deposit to Small Scale Industries (SSI) registered with the NSIC and Micro, Small & Medium Enterprises (MSME), provide proper proof is furnished. Relaxation for Schedule Castes & Schedule Tribes, upon furnishing of Certificates will be given based on the Ministry of MSME, Govt. of India for Procurement and Works Contract under procurement policy Order 2012 Clause no. 4 & 6
- Kindly mention the HSN/SAC No. at the time of quoting.**
- Kindly furnish your typed offer in **sealed cover** marked "**MM/16/0261 due on 04.10.2019**", which shall be opened on **04.10.2019** at **11.30 hrs.** The cover (offer) should reach this office latest by **11.00 hrs** on the due date. Handwritten offers may not be accepted.
- LIQUIDATED DAMAGES:** Supply schedule as per order should be strictly adhered to. In the event of delay in supplies, Liquidated Damages at 1% of the total basic value of the undelivered quantity will be levied per week or part thereof of delay. The total Liquidated Damages shall however not exceed 10% of the total basic value of the order. The total value here means the total value of the order exclusive of taxes, freight etc. **The date of receipt of material at our Store at Baina, Vasco will be considered as date of delivery for the purpose of Liquidated Damages.** Confirm acceptance.

9. **FORCE MAJEURE & EXTENSION IN DELIVERY PERIOD:** In case of failure to deliver the goods in time which shall have arisen due to war, insurrection, restraint imposed by the Government Act or Legislation or other Authority, accident, strike, riot, lock-out or unforeseen events beyond human control directly or indirectly interfering with the supplies of stores or from any cause which the purchaser may admit as reasonable ground for an extension of time, the purchaser will allow such additional time he considers reasonable provided that the contractor shall report to the purchaser the occurrence of any cause as aforesaid which will or might affect the performance of the contract within a reasonable time. Requests for extension received after expiry of the delivery schedule will not be entertained. Confirm acceptance.
10. **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.

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

MATERIALS MANAGER