



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

MM/16/

19.08.2021

To,

Dear Sir,

Sub:- Budgetary Quotation

You are requested to kindly furnish your budgetary 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.)
M16030010	Supply of Registers with ruled sheets of 96 pages on 57gsm deluxe white paper (ruled sheets) of size 190 X 320 mm, with hardbound front & back cover, calicloth bound, light blue colour paper at top and bottom, black white printing in bilingual as per our specimen on top.	Nos	100						
M16032020	Supply of Exercise books of 192 pages on 57gsm ruled white paper of size 90 X 155 mm, with printing of MPT name and logo Sticker on the front cover.	Nos	150						
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	200						
M16060015	Supply of Flat office files in standard size [approx. 355 mm (length) X 255 mm (width)] of superior quality SIRPUR make card board (approx. 31.5 kg 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) Shade : PINK	Nos	250						

M16060114	Supply of folders in standard size [approx. 360 mm (length) X 260 mm (width)] of superior quality SIRPUR make card board (approx. 31.5kg weight per Gross board) The folders should be supplied with 6 eyelet of brass or aluminum coated metal should be as per locations mentioned in the sample folders. Further 4" width cali-cloth should be pasted in centre of the folders and 2" to 3" width cali-cloth should be pasted in vertical edges of the folders. The printing in bilingual should be done on the front cover & inner front cover of the folders as per the specimen (printing on both side of front cover) Shade: BLUE	Nos	500						
M16200050	Printing and supply of Muster roll (small size) in the form of pullout pads. Each pad consisting of 200 sheets, on 70gsm white paper of size 420 x 190 mm. with \pm 2% tolerance for final cutting and finishing (Printing on one side). Printing in Bilingual as per the specimen	Nos	05						

Budgetary Quotation No. BQ MM/16/028 due on 30.08.2021

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

1. **VALIDITY:** Your quotation should be valid for 90 days from the date of opening of Tender. Confirm acceptance.
2. **Kindly mention the HSN/SAC No. at the time of quoting.**
3. Kindly submit your budgetary quotation on or before 30.08.2021.

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

Thanking you,

Yours faithfully,

Dy. MATERIALS MANAGER

c.c.: MPT Website

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.