



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/16/0308** Due on 22/12/2017 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 vendor 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: 13/12/2017

MATERIALS MANAGER



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

MM/16/

13.12.2017

To,

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c.c.: MPT Website, AMO (D).

Dear Sir,

Sub:- Enquiry No. MM/16/0308 due on 22.12.2017

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.)
M16030050	Printing & supply of shorthand books consisting of 192 pages on 58 gsm ruled white paper in size 195 x 125mm, with printing of MPT logo on the cover. Printing as per the specimen.	Nos	50						
M16036100	Supply of Envelopes (Window type) with coloured logo on 120 gsm white paper of size 90 X 152 mm. Each envelope to be supplied with printing in bilingual as per the specimen in packets of 50 envelopes. Note: Specimen: will be given at the time of order.	Nos	100						

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.
- Kindly furnish your **typed** offer in **sealed cover** marked "**MM/16/0308 due on 22.12.2017**", which shall be opened on 22.12.2017 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.
- 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.
- 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