



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

MM/16/

14.09.2021

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.)
M16030020	Printing & supply of register, with 192 pages, 57 GSM white ruled sheets of good quality, size 190 X 320 mm, bound on front & back with hard cover, calicloth binding, pasted with sky blue black & white printed paper and printing in bilingual on the front cover (paper) as per our specimen.	Nos	200						
M16030040	Supply of registers with ruled sheets of 384 pages on 57 gsm deluxe quality white paper of size 190 X 320mm, hard bound front & back cover, cali cloth bound light blue colour paper printed as per specimen on top & bottom.	Nos	100						
M16060117	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)	Nos	500						
M16200100	Shade: Red. Printing and supply of Inward Registers consisting of 300 sheets (600 pages) on 70 gsm white paper in size 210 x 340mm. The register should be centre binding with thick cardboard on both the sides with calicloth. Printing in bilingual as per the specimen.	Nos	10						

M16036150	Printing & supply of Envelopes, strong cloth reinforced, on 10.4 kgs ledger paper (rain proof), of size 420 X 150 mm. Each envelope to be supplied with printing in bilingual as per the specimen.	Nos	175						
M16201310	Offset printing and supply of Gate pass books for MPT non-returnable materials, FORM -B, in A-4 size on 57gsm paper in duplicate. The original copy on light blue colour, duplicate copy on white colour. The first copy should be perforated at the top. Each book should be supplied in the form of bound books with chart top cover with printing of book number form number and carboard bottom and consisting of 100 sets i.e. 200 sheets duly numbered with book numbers as well as serial numbers on each set. Printing in Bilingual as per the Specimen.	Nos	25						

Budgetary Quotation No. BQ MM/16/032 due on 20.09.2021

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 20.09.2021.

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.