

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 Budgetary quotation No. **MM/16/034 due on 01.03.2021** at 15.30 hrs for the supply of materials detailed below subject to terms and conditions therein.

To,

1. Trupti Printers, Vasco, 2. Iconic Solution, 3. Kavishetti Printers, Hubli, 4. Jayar Printers, Panaji, 5. Rajeshwari Trading Co., Bengaluru.

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: 25/02/2021

Dy. MATERIALS MANAGER

MM/16/2021/

24.02.2021

To,

1. Trupti Printers, Vasco, 2. Iconic Solution, 3. Kavishetti Printers, Hubli, 4. Jayar Printers, Panaji,
5. Rajeshwari Trading Co., Bengaluru.

Dear Sir,

Sub:- Budgetary Quotation.

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.)	HSN/ SAC No.	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						
M16060016	Supply of Flat office files in standard size [approx. 355 mm (length) X 255 mm (width)] of superior quality SIRPUR make card board (approx. 31.5kg 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: LIGHT BLUE.	Nos	150						
M16200410	Offset printing and supply of CR Forms for Class IV Employees, in the form of sets consisting of 3 sheets (6 pages) on 12.5 kg green ledger paper of size 342 x 215mm with pin binding. Printing in bilingual as per our specimen.	Nos	500						
M16290150	Printing and supply of Leave Registers for CHLD, consisting of 200 sheets (400 pages) on 10.4 kgs ledger paper in size 210 x 340mm. The registers should be center binding with thick cardboard on both the sides with calicloth. FR/CHL/BK/R/L/ 8B to be printed on top right corner. Printing in Bilingual as per the specimen.	Nos	02						
M16200330	Printing and supply of Case folders on 90 GSM brown paper with punching and supporting paper pasted as per sample folder in approx. size 360 X 225 mm with printing as per specimen.	Nos	500						
M16036060	White envelopes (window type) of 100 gsm paper size 110 X 265 mm. Each envelope to be supplied with Printing in Bilingual and with multicoloured MPT Logo as per the specimen in packets of 50 envelopes.	Nos	120						
M16030040	Printing & supply of Plain Brown Envelopes on 80gsm paper of size 330 X 240 mm. Each envelope to be supplied with printing in bilingual as per the specimen in packets of 50 envelopes.	Nos	100						

Budgetary Quotation No. MM/16/034 due on 01.03.2021

Kindly note that we are a Govt. of India organization, and as such:-

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 01.03.2021.

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.