



**MORMUGAO PORT TRUST**  
**MATERIALS MANAGEMENT DIVISION**  
ADMINISTRATIVE OFFICE BUILDING, 2<sup>ND</sup> 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/16/0351** Due on **18/12/2019** at 11.30 hrs for the supply of materials detailed below subject to terms and conditions therein.

To,

1. Trupti Printers, Vasco, 2. Iconic Solution. Vasco, 3. M/s Kavishetty Printers, Hubli, 4. Jayar Printers, Panaji c.c.: 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: 13/12/2019

**Dy. MATERIALS MANAGER**

**MORMUGAO PORT TRUST  
MATERIALS MANAGEMENT DIVISION  
ENGINEERING (MECHANICAL) DEPARTMENT**

MM/16/

13.12.2019

To,  
1. Trupti Printers, Vasco, 2. Iconic Solution. Vasco 3. Jayar Printers, 4 Kavishetti Printers, Hubli c.c.:  
MPT Website, AMO (D).

**Dear Sir,**

**Sub:-** Enquiry No. MM/16/0351 due on 18.12.2019

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.)	HSN/ SAC No.	Others (Rs.)	GST (Rs.)	FOR Destination Amount (Rs.)
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	300						
M16036170	Supply of Envelopes with polythene layer, reinforced on inside of 14.2 Kgs ledger paper (green) size of envelope 380 X 280mm with multi colour MPT logo. Printing as per instruction in Bilingual.  <b>Note: Specimen will be given at the time of Order.</b>	Nos	300						

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. The items are urgently required for our office use.
- 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 Clouse no. 4 & 6
- Kindly mention the HSN/SAC No. at the time of quoting.**
- Kindly furnish your typed offer in **sealed cover** marked "**MM/16/0351 due on 18.12.2019**", which shall be opened on **18.12.2019** at **15.30 hrs**. The cover (offer) should reach this office latest by **15.00 hrs** on the due date. Handwritten offers may not be accepted.
- 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 duly vetted and initiated by our procurement section before final printing to avoid rejection of supplies.

Thanking you,

Yours faithfully,

**Dy. 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 **02 weeks** of receipt of order.
4. Payment Terms: 100% payment within 30 days after receipt of materials.

**MATERIALS MANAGER**