



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 quotation No. **MM/16/0421** Due on **14/02/2020** at 15.30 hrs for the supply of materials detailed below subject to terms and conditions therein.

To,

1. Electrovision, Vasco, 2. Best Services, Panjim, 3. Agrox Services, Margao, 4. Prithvi IT products, Margao, 5. Silicon Computers, Vasco, 6. Sunny's Stationery World, Vasco, 7. New Dimensions, 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: 06/02/2020

Dy. MATERIALS MANAGER



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

MM/16/

06.02.2020

To,

1. Electrovision, Vasco, 2. Best Services, Panjim, 3. Agrox Services, Margao, 4. Prithvi IT products, Margao, 5. Silicon Computers, Vasco, 6. Sunny's Stationery World, Vasco, 7. New Dimensions, Panaji. c.c.: AMO (D).

Dear Sir,

Sub:- Enquiry No. MM/16/0421 due on 14.02.2020

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.)
M16052180	Toner Cartridge for Canon IR2018N printer cum Copier Machine.	Nos	05						
M16052210	Toner Catridge NPG-36 for Canon IR 5055 Copier Machine.	Nos	02						
M1608801	Cartridge No. 337 for Canon Printer, Model MF221d.	Nos	02						

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

1. **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.
2. **DELIVERY:** The delivery period is within 1 week upon receipt of our order. Confirm acceptance.
3. You will have to dispatch the material, duly insured, on FOR Destination basis. Kindly quote accordingly in the above format.
4. **VALIDITY:** Your quotation should be valid for 90 days from the date of opening of Tender. Confirm acceptance.
5. 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
6. **Kindly mention the HSN/SAC No. at the time of quoting.**
7. Kindly furnish your **typed** offer in **sealed cover** marked "**MM/16/0421 due on 14.02.2020**", which shall be opened on 14.02.2020 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.

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 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. 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-

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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 **01 week** of receipt of order.
4. Payment Terms: 100% payment within 30 days after receipt of materials.

MATERIALS MANAGER