



**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 Enquiry No. **MM/16/0478 due on 07.04.2021** 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 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: 31/03/2021

**Dy. MATERIALS MANAGER**

MM/16/2021/

30.03.2021

To,

1. Trupti Printers, Vasco, 2. Iconic Solution, 3. Kavishetti Printers, Hubli, 4. Jayar Printers, Panaji, 5. Rajeshwari Trading Co., Bengaluru c.c.: AMO (D).

Dear Sir,

**Sub:- Enquiry.**

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.)
M16036040	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						
M16060020	Box Files in special size of 370 X 275 X 85 mm with minor tolerance, of special quality thickcard board with STEEL adjustable lever and printing of labels as per our specimen.	Nos	500						

Enquiry No. MM/16/0478 due on 07.04.2021

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 4 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 mention the HSN/SAC No. at the time of quoting.**
- Kindly furnish your typed offer in **sealed cover** marked "**MM/16/0478 due on 07.04.2021**", which shall be opened on **07.04.2021 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 and Colour** is duly vetted and initiated by our procurement section before final printing to avoid rejection of supplies.

**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.