



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

**MM/CAL/0249**

**18.09.2019**

The Materials Manager Mormugao Port Trust, Baina, Vasco-da-Gama, invites quotation from the following tenderers in the tender form hereunder superscribed as quotation No. **MM/CAL/0249** due on **03/10/2019** at 15.00 hrs for the supply of materials detailed below subject to terms and conditions therein.

- 1. Coronation Arts Crafts, Sivakasi.**
- 2. Impressions, Belgaum.**
- 3. Manipal Press Ltd., Manipal.**
- 4. Big Box Printing & Packaging, Verna.**
- 5. Jayar Printers, Panaji**

**Note:**

1. In addition to the above tenderers, other tenderers registered with Materials Management Department, Mormugao Port Trust for the tendered item/ items are eligible to quote against this tender.
2. Tenderers who are not registered with us are also eligible to quote for the tendered item provided they meet the pre-qualification criteria of the tender.

**Date:** 17.09.2019

**MATERIALS MANAGER**



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

MM/CAL/0249

Date: 17/09/2019

To,

Dear Sir,

**Last date and time of submission of tender: 03.10.2019 on or before 15.00 hrs.**

**Sub: Printing and supply of Calendars of size 18" (Width) X 23" (Height) for the year 2020 as per Annexure 'A', 'B' & 'C' - 7190 nos.**

**Ref: Tender No MM/CAL/0249 due on 03.10.2019 at 15.00 hrs.**

**EMD Rs: 6,500/- (Rupees six thousand five hundred only)**

You are requested to furnish sealed tenders in the **two cover system** superscribed (1) **TECHNO COMMERCIAL (unpriced) OFFER IN COVER-I** (marked in blue ink) and the other superscribed (2) **PRICE OFFER IN COVER-II** (marked in red ink). Both covers shall be superscribed as above.

Cover marked "Techno Commercial Offer" Cover -I shall contain complete & detailed technical specifications and commercial terms and conditions such as taxes, duties, freight, insurance, discount, price variation clause and any other conditions but excluding the price and should be submitted along with Earnest Money Deposit. Commercial and technical deviations if any should be clearly spelt out. The Cover -II marked "Price offer" should contain **only the prices** without any conditions. In case the cover marked "Techno commercial offer" contains prices and the cover marked "price offer" contains any conditions other than the price, the offer will be rejected.

Cover marked - I "Techno Commercial offer" shall be opened on [03/10/2019](#) at 15.30 hrs in presence of authorised representatives of the Tenderers who choose to be present at the time of opening. The cover marked II (Price Offer) will be opened only after receipt of clarification of all Technical Specifications and Commercial deviations.

Tenders shall be accompanied by EMD of Rs.6,500/- (Rupees six thousand five hundred only) by Demand Draft payable to the FA & CAO, Mormugao Port Trust, Goa payable at Mormugao Harbour, Goa. The Earnest Money Deposit can also be deposited in cash at Cash Section, MPT Administrative Office, Headland, Sada. Incomplete tenders or tenders without EMD in cover marked "Techno Commercial Offer" - Cover I will not be accepted. Tenders should be kept valid for a minimum period of 90 days from the date of opening and shall conform to the general terms and conditions of contract attached.

**The administration reserves the right to reject any or all tenders or accept any tender wholly or in part without assigning any reason whatsoever.**

**MATERIALS MANAGER**

**Correspondence Address: 2<sup>nd</sup> Floor, A.O. Building, Headland-Sada, Mormugao, Goa - 403 804**

**Material Supply Address: Baina, Opp. Baina Beach, Vasco-da-Gama, Goa - 403 802**

**Phone: 0832-2520222, 2520220**

**Web Site: <https://mptgoa.gov.in/> E-Mail [mm@mptgoa.gov.in](mailto:mm@mptgoa.gov.in)**



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

**Tender No. MM/CAL/0249 due on 03.10.2019**

**DETAILED TECHNICAL SPECIFICATIONS**

Printing of Calendars-2020 on 210 gsm glossy Art Paper printed in 4 colours. Sundays & Holidays in Red, Restricted Holidays in peacock Blue colour and Dates, Months and matter in Black.

The size of calendar sheet shall be 18” (Width) X 23” (Height) and bound by (black colour) Wiro binding with metal rod of good quality and of adequate size for hanging. The wiro binding should be done on automatic machine and not manually.

The calendar shall have one fly leaf of 90 gsm glossy Art paper with multicolour MPT Logo, year and a summary of the inside pictures.

The calendars shall have 6 sheets printed on both sides with date pad one month on each side with bold dates in English, months & days of week in bilingual with ‘Mormugao Port Trust’ name in bold in bilingual and with multicolour MPT Logo.

Photographs of approx. size 18” (Width) X 11” (Height) on top of each page are to be printed in 4 colours. The photograph should be followed by month & year, and the main date pad. The MPT logo and “MORMUGAO PORT TRUST” to be printed at the bottom with compressed date pads of previous month and next month on either side.

We hereby agree to all the above technical specifications

\_\_\_\_\_  
Signature & seal of Tenderer

**Note:** This Annexure-A should be attached to Cover-I of your offer duly signed & stamped, failing which your offer will be considered as incomplete and liable for rejection.

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**Tender No. MM/CAL/0249 due on 03.10.2019**

**Terms & Conditions**

1. Only Manufacturers/Printers of Calendars are eligible to quote against this tender.
2. The quantity indicated is approximate and may vary by  $\pm 10\%$ .
3. **PRICE:** The price should be quoted on F.O.R. destination basis exclusive of GST, inclusive of packing & forwarding, freight and insurance and should remain firm till the completion of supply. The tenderers shall fill in price schedule attached as per Annexure – II and submit it in cover – II. The techno commercial schedule indicating the percentage of taxes/duties, etc. but without indicating the prices as per Annexure – I should be submitted in cover – I.
4. The tenderers should submit paper samples for the tendered item indicating the mill and grammage of paper alongwith cover-I of the tender. (Specimen of page attached)
5. The tenderer should submit complete **dummy sample of calendar** complete with 6 calendar sheets and 1 fly leaf sheet and with WIRO binding and metal rod for hanging and with printing of one picture of '**Port related activity**' & Date pad on one page along with Cover-I of the tender to judge the quality of printing, failing which the offer will not be considered. Further, in case the quality of printing is not satisfactory, the offer may not be considered for price bid opening. However, Photographs/Art Work for printing on the calendar will be provided by us.
6. **DELIVERY:** The calendars should be dispatched positively within **4 weeks** from the date of receipt of complete printing matter which includes the time of submission of proof and approval of proof.
7. The tenderers should submit sample calendar duly printed for final proof check **within 7 days of receipt of complete printing matter** for our approval before final printing. On our part, we will be approve and send the proof within 2 days of receipt of the same.
8. **PAYMENT:** Our payment term is 100% payment within 30 days of receipt of material by ECS/EFT. Kindly submit your bank details.
9. **VALIDITY:** The tender shall be valid for a period of 90 days from the date of opening of tender.
10. **PACKING:** The calendars should be suitably packed to withstand transit hazards.
11. **SECURITY DEPOSIT:** Within 14 days of acceptance of the tender, the successful tenderer will have to effect a Security deposit equal to 5% of the value of the order by Demand Draft or Bank Guarantee from a Scheduled Bank. The Demand Draft should be drawn in favour of the Financial Advisor and Chief Accounts Officer, Mormugao Port Trust, Goa payable at Mormugao Harbour, Goa. However, in case the Security Deposit is furnished by way of Bank Guarantee the same should be valid for a minimum period of 6 months

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from the date of receipt of order. Please note that we do not accept Bank Guarantees submitted by ICICI Bank.

12. **LIQUIDATED DAMAGES:** Supply schedule as per order should be strictly adhered to. In the event of delay in supplies, Liquidated Damages at 1% of the total basic value of the undelivered quantity will be levied per week or part thereof of delay. The total Liquidated Damages shall however not exceed 10% of the total basic value of the order. The total value here means the total value of the order exclusive of excise duty, taxes etc. The date of despatch of material from your Works will be considered as date of delivery for the purpose of Liquidated Damages.
13. **FORCE MAJEURE & EXTENSION IN DELIVERY PERIOD:** In case of failure to deliver the goods in time, which shall have arisen due to war, insurrection, restraint imposed by the Government Act on Legislation or other Authority, accident, strike, riot, lock-out or unforeseen events beyond human control directly or indirectly interfering with the supplies of stores or from any cause which the purchaser may admit as reasonable ground for an extension of time, the purchaser will allow such additional time he considers reasonable provided that the contractor shall report to the purchaser the occurrence of any cause as aforesaid which will or might affect the performance of the contract within a reasonable time. Requests for extension received after expiry of the delivery schedule will not be entertained.
14. **GST:** The quantum of GST applicable should be clearly indicated in the offer alongwith the GST registration number and HSN Code of item.
15. In two cover system, both the covers must be sealed. In case the two covers are inserted in a third cover, all the three covers must be sealed and super-scribed with 'tender number'/ 'due date' and stating that it contains Cover I&II.

We hereby agree to all the above terms & conditions

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Signature & Seal of Tenderer

**Note:** This Annexure-B should be attached to Cover-I of your offer duly signed & stamped, failing which your offer will be considered as incomplete and liable for rejection.



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**Annexure - C**

**Tender No. MM/CAL/0249 due on 03.10.2019**

**PREQUALIFICATION CRITERIA**

1. The tenderers should submit at least one order copy pertaining to last two years for having printed and supplied Calendars similar to our requirement of value exceeding Rs. 1.00 lakh in order to qualify for this tender.
2. The past performance of the tenderers, who have supplied Calendars to this Port, as regards quality and delivery of supplies should be satisfactory or else their offer will not be considered. Other tenderers who have not supplied to our Port will have to furnish performance reports from their clients as regards quality & delivery of their supplies to them and their offers will be considered only if their performance was satisfactory.

We hereby agree to the above pre-qualification criteria and submit the above documents.

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Signature & Seal of Tenderer

**Note:** This Annexure-C should be attached to Cover-I of your offer duly signed & stamped, failing which your offer will be considered as incomplete and liable for rejection.

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**ANNEXURE-I**

**TECHNO-COMMERCIAL SCHEDULE**  
**COVER I**

**OFFER NO.:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Tender No. MM/CAL/0249 due on 03.10.2019.**

Sr. No.	Spare Part Description	Qty.	Freight %	Insurance %	Other %	GST %	HSN Code
1.	Printing & supply of Calendars of size 18" X 23" for the year 2020	7190 nos.					

1. The tenderers are requested to fill up the above details and submit the same in cover – I
2. Offers not given in above format are liable to be rejected.
3. GST- Goods & Service Tax
4. Mention 'NA' if taxes/duties etc are not applicable.

Date: \_\_\_\_\_  
Tenderer

\_\_\_\_\_  
Name, Signature & Seal of the

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**ANNEXURE-II**

**PRICE SCHEDULE**  
**COVER II**

OFFER NO. \_\_\_\_\_ DATE: \_\_\_\_\_

**Tender No. MM/CAL/0249 due on 03.10.2019**

Sr. No.	Spare Part Description	Qty.	Rate / Unit (Rs.)	Freight / Unit (Rs.)	Insurance / Unit (Rs.)	Other/ Unit (Rs.)	GST/ Unit (Rs.)	FOR Destination Total Amount/Unit (Rs.)	HSN Code
1.	Printing & supply of Calendars of size 18" X 23" for the year 2020	7190 nos.							

1. The tenderers are requested to fill up the above details and submit the same in cover - II
2. Offers not given in above format are liable to be rejected.
3. GST-Goods & Service Tax

Date: \_\_\_\_\_

\_\_\_\_\_  
Name, Signature & Seal of the Tenderer