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**MM/NS/16/**

To,

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



**05.05.2022**

Dear Sir,

**Sub:- Enquiry.**

You are requested to kindly furnish your quotation for the subject item in the following format:-

Cod e No.	Description	Unit	Qty.	U/Rate (Rs.)	Freight (Rs.)	Others (Rs.)	GST (Rs.)	FOR Destination Amount (Rs.)	HSN/ SAC No.
N.S.	Printing & supply of Annual Administration Report (AAR) for the year 2021-2022 as detailed at Annexure A.	Nos	200						

Enquiry No. MM/NS/16/0014 due on 18.05.2022

**TERMS AND CONDITIONS**

- PAYMENT:** Kindly note that we are an autonomous body under the Ministry of Ports, Shipping & Waterways, and as such our payment shall be 100% payment within 30 days of receipt of material/invoice/documents by ECS/EFT/RTGS. Suppliers Invoice should indicate the suppliers and MPA's GST numbers, and the HSN number.
- The samples of items listed and clearly indicating paper grammage, mill, etc., should be furnished along with your offers. Offers without the above requirement will not be considered.
- We will provide printing material in ready form.
- In case of increase or decrease in number of graphs, cost per graph should be indicated separately.
- In case actual number of pages to be printed differ from the number of pages indicated, consequent increase/decrease in cost per page beyond +/-10% must be indicated in your offer.
- All the 200 sets should be printed in Hindi/English side by side. Hindi version on the left of each page. Only the final proof is to be submitted to us for approval. You must do all initial proof reading and corrections etc., any delay on account of proof reading etc., will not be entertained.
- DELIVERY:** Delivery of reports complete in all respects should be made to our stores, New Administrative Office Building, Mormugao Port Authority, Headland Sada, Goa within 4 weeks from the date of receipt of final printing materials. The final proof reading to be sent within Ten working days after receipt of proof reading. We will complete the proof reading within 5 working days.
- VALIDITY:** Your quotation should be valid for 90 days from the date of opening of Tender.
- LIQUIDATED DAMAGES** Supply schedule as per order should be strictly adhered to. In the event of delay in supplies, Liquidated Damages at 0.5% 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 taxes. **The date of receipt of material at our Stores at New A.O. Building, MPA, Headland Sada will be considered as date of delivery for the purpose of Liquidated Damages..**
- FORCE MAJEURE:** In failure to deliver the goods shall have arisen from war, insurrection, restraint imposed by the Govt. Act of legislation or other Authority, accident, strike, riot, lockout 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. Request for extension received after expiry of the delivery schedule will not be entertained.

11. The administration reserves the right to accept/reject any tender in part or in whole without assigning any reason whatsoever.
12. The sample of previous Annual Administration Report can be inspected in this office.
13. The transparencies are to be furnished by you within 7 days of approval of layout. Kindly furnish the two layouts along with your offer.
14. The copies should be stitch-bound.
15. **Kindly mention the HSN/SAC No. at the time of quoting.**
16. **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.
17. **NOTE:** Bidders have to accept all the clauses at Sr. Nos. 1 to 16, failing which the offers will be summarily rejected.

Kindly furnish your typed offer in cover marked “**MM/NS/16/0014 due on 18.05.2022**”, which shall be opened on **18.05.2022 at 15.30 hrs.** The cover should reach this office latest by 15.00 hrs on the due date.

**INSTRUCTIONS TO BIDDERS:-**

- a. **Offers may be sent by e-mail with protected password.** The protected password of the e-mail shall be sent between 15.00 hrs. to 15.30 hrs. on **18.05.2022**, before the tender opening time on the official e-mail [mm@mptgoa.gov.in](mailto:mm@mptgoa.gov.in). Offers by e-mail without protected password will be summarily rejected.
- b. **Bidders may also send their offers by Courier Service or by Post** and ensure that the same is received by this office within the due date i.e. **18.05.2022** and time i.e. **15.00 hrs.**
- c. Bidders may also submit their offers in sealed envelope and drop the same in the Tender Box kept at the MPA Administrative Office Building, 2<sup>nd</sup> Floor, MM Division, by 15.00 hrs. on the due date. The offers to be put in Tender Box earmarked for the subject tender, indicating the relevant subject, tender number and due date. The offers will be opened on the due date i.e. **18.05.2022 at 15.30 hrs.** The offers, if dropped in the tender box not earmarked for the same i.e a different tender box, the offer will not be considered.
- d. Offers received after the due date and time will not be considered.
- e. The bidders, if desired, may witness the bids opening at our premises on the due date **18.05.2022** at 15.30 hrs.
- f. The bidder shall submit only one bid for this tender. In case the bidder submits more than one Bid for this tender all his bids will be summarily rejected.
- g. Those bidders whose working/trade license, GSTN, etc. are suspended, their offers will be summarily rejected.
- h. The bidders should take into account any corrigendum published on the Tender document before submitting their bids.

**Sr. Dy. MATERIALS MANAGER**

**We agree to all the above terms & conditions.**

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**Name and Signature of Tenderer with Company's seal**

Note : Kindly sign and submit the above documents in acceptance, failing which your offer will be considered as incomplete and liable for rejection .

c.c.: MPA Website.

**Annexure-A**

Printing and supply of 200 sets of Annual Administration Report of the year 2021-2022, consisting of 146 pages  $\pm$  10% inclusive of about 10 diagrams /graphs & 2 to 6 photographs, of size 21x27cms. **Printing in bilingual.**

<b>Sr. no.</b>	<b>Items</b>	<b>Qty.</b>	<b>Unit Rate Rs.</b>	<b>Total Amount for 200 copies (Rs.)</b>
1	Preparing two layouts in 4 colours for cover, front and back with photographs/ illustrations and also 10 diagrams/ graphs & 2 to 6 photographs in 4/6 colours. <b>(The art work for both front and back should be provided by the printer same shall be approved by the P&amp;MS division. Kindly include the actual cost towards this in your offer)</b>	200 sets		
2	Printing positive / transparencies of front / back cover, in 4 colours separation and 10 diagrams/ graphs & 2 to 4 photographs in 4/6 colour separation.	200 sets		
3.1 3.2 3.3	<b>[Alternative 1]</b> Printing of Annual Administration Report with (i) The cover pages both front and back on 300 GSM Indian Art Card paper. (ii) Inner pages including graphs on 90 GSM Indian Art Paper, printing matter in black & white and graphs in 4 to 6 colours. Increase/decrease in cost per increase/decrease in number of pages, beyond +/-10%. Increase/decrease in cost per increase/decrease in number of graphs <b>(Kindly furnish the paper samples along with your offer) (Total 1+2+3.1)</b>	200 sets		
4.1 4.2 4.3	<b>[Alternative 2]</b> Printing of Annual Administration Report with: (i) The cover pages both front and back on 170 GSM Indian Art Card paper with laminations. (ii) Inner pages on 70GSM white Maplitho paper, printing of matter in black & white and graphs on 90 GSM Indian Art Paper in 4 to 6 colours. Increase/decrease in cost per increase/decrease in number of pages, beyond +/-10%. Increase/decrease in cost per increase/decrease in number of graphs <b>(Kindly furnish the paper samples along with your offer) (Total 1+2+4.1)</b>	200 Sets		

**TERMS AND CONDITIONS**

1. The samples of items listed and clearly indicating paper grammage, mill, etc., should be furnished along with your offers. Offers without the above requirement will not be considered.
2. We will provide printing material in ready form.
3. In case of increase or decrease in number of graphs, cost per graph should be indicated separately.
4. In case actual number of pages to be printed differ from the number of pages indicated, consequent increase/decrease in cost per page beyond +/-10% must be indicated in your offer.
5. All the 200 sets should be printed in Hindi/English side by side. Hindi version on the left of each page. Only the final proof is to be submitted to us for approval. You must do all initial proof reading and corrections etc., any delay on account of proof reading etc., will not be entertained.
6. Payment: Kindly note that we are an autonomous body under the Ministry of Ports, Shipping & Waterways, and as such our payment shall be 100% payment within 30 days of receipt of material/invoice/documents by ECS/EFT/RTGS. Suppliers Invoice should indicate the suppliers and MPA's GST numbers, and the HSN number.
7. **DELIVERY:** Delivery of reports complete in all respects should be made to our stores, New Administrative Office Building, Mormugao Port Authority, Headland Sada, Goa within 4 weeks from the date of receipt of final printing materials. We will complete the proof reading within 5 working days.
8. **LIQUIDATED DAMAGES** Supply schedule as per order should be strictly adhered to. In the event of delay in supplies, Liquidated Damages at 0.5% 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 taxes. **The date of receipt of material at our Stores at New A.O. Building, MPA, Headland Sada will be considered as date of delivery for the purpose of Liquidated Damages.**
9. **FORCE MAJEURE:** In failure to deliver the goods shall have arisen from war, insurrection, restraint imposed by the Govt. Act of legislation or other Authority, accident, strike, riot, lockout 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. Request for extension received after expiry of the delivery schedule will not be entertained..
10. The prices quoted should be valid for 90 days from the date of opening of the tender.
11. The administration reserves the right to accept/reject any tender in part or in whole without assigning any reason whatsoever.
12. The sample of previous Annual Administration Report can be inspected in this office.
13. The transparencies are to be furnished by you within 7 days of approval of layout. Kindly furnish the two layouts alongwith your offer.
14. The copies should be stitch-bound.

**AMM-II****We agree to all the above terms & conditions.**

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**Name and Signature of Tenderer with Company's seal**

Note : Kindly submit the above Annexure-B duly signed along with your offer, failing which your offer will be considered as incomplete and liable for rejection .