

MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

MM/NS/16/

05.05.2021

To,

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.)	Others (Rs.)	GST (Rs.)	FOR Destination Amount (Rs.)	HSN/ SAC No.
N.S.	Printing & supply of Annual Administration Report (AAR) for the year 2020-2021 as detailed at Annexure A.	Nos	200						

Enquiry No. MM/NS/16/0025 due on 12.05.2021

TERMS AND CONDITIONS

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

- 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.
- Payment: 100% within 30 days of receipt of materials along with inspection report/certificate or bills whichever is later by Electronic Fund Transfer (EFT). Suppliers Invoice should indicate the suppliers and MPT's GST number and the HSN number.
- Delivery of reports complete in all respects should be made to our stores, Baina, Vasco-da-Gama, Goa within 4 weeks from the date of receipt of final printing materials. We will complete the proof reading within 5 working days.
- Your quotation should be valid for 90 days from the date of opening of Tender.
- LIQUIDATED DAMAGES:** Supply schedule should be strictly adhered to as per order. In the event of delay in supplies, liquidated damages at 1% of the total basic value of the undelivered quantity will be levied per every 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 basic value here means the total value of the order exclusive of excise duty, taxes etc. The date of receipt of materials to our stores 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.
- Incidence of Sales tax, duties if any shall be clearly indicated, failing which it will be presumed that offer is inclusive of taxes and duties. We are not entitled to any 'C' or 'D' forms and full rates will be applicable.
- The prices quoted should be valid for 90 days from the date of opening of the tender.
- The administration reserves the right to accept/reject any tender in part or in whole without assigning any reason whatsoever.
- The sample of previous Annual Administration Report can be inspected in this office.
- The transparencies are to be furnished by you within 7 days of approval of layout. Kindly furnish the two layouts alongwith your offer.

16. The copies should be stitch-bound.

17. **Kindly mention the HSN/SAC No. at the time of quoting.**

18. Kindly furnish your typed offer in **sealed cover** marked “**MM/NS/16/0025 due on 12.05.2021**”, which shall be opened on **12.05.2021** 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.

19. **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.

Dy. MATERIALS MANAGER

We agree to all the above terms & conditions.

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.: MPT Website.

Annexure-A

Printing and supply of 200 sets of Annual Administration Report of the year 2020-2021, consisting of 145 pages ± 10% inclusive of about 10 diagrams /graphs & 2 to 6 photographs, of size 21x27cms. **Printing in bilingual.**

Sr. no.	Items	Qty.	Unit Rate Rs.	Total Amount for 200 copies (Rs.)
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. (The art work for both front and back should be provided by the printer same shall be approved by the P&MS division. Kindly include the actual cost towards this in your offer)	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	[Alternative 1] 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 (Kindly furnish the paper samples along with your offer) (Total 1+2+3.1)	200 sets		
4.1 4.2 4.3	[Alternative 2] 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 (Kindly furnish the paper samples along with your offer) (Total 1+2+4.1)	200 Sets		

Dy. MATERIALS MANAGER

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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: 100% within 30 days of receipt of materials along with inspection report/certificate or bills whichever is later by Electronic Fund Transfer (EFT). Kindly furnish your Bank details /information are in the enclosed format.
7. Delivery of reports complete in all respects should be made to our stores, New Administrative Office Building, Mormugao Port Trust, 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 should be strictly adhered to as per order. In the event of delay in supplies, liquidated damages at 1% of the total basic value of the undelivered quantity will be levied per every 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 basic value here means the total value of the order exclusive of excise duty, taxes etc. The date of receipt of materials to our stores 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. Incidence of Sales tax, duties if any shall be clearly indicated, failing which it will be presumed that offer is inclusive of taxes and duties. We are not entitled to any 'C' or 'D' forms and full rates will be applicable.
11. The prices quoted should be valid for 90 days from the date of opening of the tender.
12. The administration reserves the right to accept/reject any tender in part or in whole without assigning any reason whatsoever.
13. The sample of previous Annual Administration Report can be inspected in this office.
14. The transparencies are to be furnished by you within 7 days of approval of layout. Kindly furnish the two layouts alongwith your offer.
15. The copies should be stitch-bound.

Dy. MATERIALS MANAGER

We agree to all the above terms & conditions.

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 .

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.