

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 Budgetary quotation No. **MM/NS/16/0427 due on 10.03.2021** at 15.30 hrs for the supply of materials detailed below subject to terms and conditions therein.

To,

1. Prithvi IT Products Pvt. Ltd., Margao, 2. Technomatrix, Caranzalem, 3. City Computer Resources, Panaji,
4. New Dimension, 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: 04/03/2021

Dy. MATERIALS MANAGER



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT



MM/NS/16/2021/

04.03.2021

To,

1. Prithvi IT Products Pvt. Ltd., Margao, 2. Technomatrix, Caranzalem, 3. City Computer Resources, Panaji,
4. New Dimension, Panaji c.c.: AMO (D)

Dear Sir,

Sub:- Enquiry.

We intend to procure genuine and original HP77A Black Laser Jet Toner Cartridge for a period of one year (March 2021-February 2022) under Annual Rate Contract (ARC).

Our annual requirement of the Cartridges will be Forty numbers (40 Nos) Approx.

Code No.	Description	Unit	Qty. Approx	U/Rate (Rs.)	Freight (Rs.)	HSN/SAC No.	Others (Rs.)	GST (Rs.)	FOR Destination Amount (Rs.)
N.S.	HP CF277A Black Toner Cartridge for HP Laserjet PRO M405DN.	Nos	40						

Enquiry No. MM/NS/16/0427 due on 10.03.2021

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. **QUANTITY:** The quantity indicated is only the projected and indicative quantities. **The order will be released based on our actual requirements from time to time.** Further, the projected quantities are not binding on the part of Port Trust.
3. **DELIVERY:** The delivery period is within 1 week upon receipt of our order. Confirm acceptance.
4. You will have to dispatch the material, duly insured, on FOR Destination basis to our Administrative Office, Headland Sada. Kindly quote accordingly in the above format.
5. **VALIDITY:** Your prices should be valid till 28.02.2022 from the date of opening of Tender. Confirm acceptance.
6. **INSPECTION:** The toners/cartridges will be inspected by our inspector before acceptance and we may also test the same at the H.P's authorize laboratory for its genuineness before acceptance.
7. **Collection of empty cartridges:** The RSR's should arrange to collect all the empty cartridges and dispose of the same in Environmental friendly manner under H.P's PPP program at your cost.
8. Only H.P authorised Registered Supplies Re-sellers (RSR) are **qualified to apply for this tender.**
9. In case of H.P's Registered Supplies Re-sellers (RSR) they should furnish the latest authorization letter from M/s **Hewlett-Packard** (H.P), authorizing them to quote against this tender for supply toners/cartridges to MPT.
10. **Kindly mention the HSN/SAC No. at the time of quoting.**
11. Kindly furnish your **typed** offer in **sealed cover** marked "**MM/NS/16/0427 due on 10.03.2021**", which shall be opened on 10.03.2021 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.

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.