



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

MM/NS/CME/2021/

Date: 17.08.2021

To,

Dear Sir,

Sub:- Enquiry.

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

Code No.	Description	Agency charges (CIF)	Labour Charges	Transportation Charges	Statutory charges	Custom stationary stamps, custom examination, delivery charges, warehouse charges	Others charges if any for NOC and other certificate (Rs.)	GST (Rs.)	Rate for Goa upto MPT Store Baina
N.S.	Appointment of Custom House Clearing Agents for importing and delivering items at Mormugao Port Trust, Goa from M/s Italgru, Italy by AIR for items mentioned below 1) Joystick (approx.. weight 3Kg) 2) Display touch screen Tera8 out dash (approx.. weight 3Kg)								

Enquiry No. MM/NS/CME/0103 due on 25.08.2021

1. Only agents having their own Custom House Clearing Agents Licence registered with customer House in Goa or having their own customs house at Goa and should have a firm tie up with a Custom House Agent at Mumbai.
2. The Billing is to be done by Goa Custom House Agent.
3. The administration reserves the right to reject any tender in part or in whole without assigning any reason.
4. **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 by ECS/EFT/RTGS.
5. **VALIDITY:** Your quotation should be valid for 120 days from the date of opening.

NOTE: Bidders has to accept all the clauses, failing which the offers will be summarily rejected.

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 25.08.2021, before the tender opening time on the official e-mail 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. **25.08.2021** 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 MPT Administrative Office Building, 2nd 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. **25.08.2021 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 desire, may witness the bids opening at our premises on the due date **25.08.2021** at 15.30 hrs.
- f. Only one bid from a bidder will be accepted. In case, if two bids are furnished by one bidder, both the bids will be rejected. However, in case of a correctional second bid, the same should be marked accordingly on the envelope or indicated in the e-mail. The earlier bid will not be considered.

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 120 days.
7. The Administration reserves the right to reject any tender in whole or in part without assigning any reason.