



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

**MM/NS/CME/0216**

**30.12.2021**

To,

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| <ol style="list-style-type: none"> <li>1. Jayar Printers, Panaji.</li> <li>2. Casa J.D. Fernandes, Panaji.</li> <li>3. Menezes Entp., Verna.</li> <li>4. Sunny Stationery World, Margao.</li> <li>5. SN Marine, Gandhidham.</li> <li>6. Fountain Stationers, Mumbai.</li> <li>7. Ind Datacom Engineers, Chennai.</li> <li>8. Navkar Infomedia, Ahmedabad.</li> </ol> | <ol style="list-style-type: none"> <li>9. Iconic Solutions, Vasco.</li> <li>10. Manav Stationery, Vasco.</li> <li>11. Rajeshwari Trading Co., Bengaluru.</li> <li>12. V.S. Singbal &amp; Sons, Vasco.</li> <li>13. V.V. Shetye &amp; Sons, Vasco.</li> <li>14. GK Enterprises, Mumbai.</li> <li>15. Mayur Computers, Mumbai.</li> <li>16. Avanti Business Machines, Hyderabad.</li> </ol> |
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**Dear Sir,**

**Sub:- Enquiry No. MM/NS/CME/0216.**

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

PL Code	Description	HSN/SAC CODE	Unit	Qty.	Rate/Unit (Rs.)		Applicable GST (%)	FOR Destination Amount (Rs.)
					In Fig.	In Words		
A	B	C	D	E	F	G	H	I=ExF
NS-1	Supply of <b>spiral binding machine</b> with the following specifications:- <ol style="list-style-type: none"> <li>1. Paper Size: A4.</li> <li>2. Spiral Holes: 36 and above.</li> <li>3. Sheets in one punch: 30 sheets punch at a single slot.</li> <li>4. Machine use: For press &amp; book publishing.</li> <li>5. Colour: Any.</li> <li>6. Warranty: 1 year or as given by the manufacturer.</li> </ol>		No.	1				

Total (in figures)
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**Total (In Words) Rupees** \_\_\_\_\_ **only.**

1. **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 MPT's GST numbers, and the HSN number.
2. **PRICES:** Kindly quote your prices on F.O.R. destination basis inclusive of transit insurance indicating clearly the quantum of GST.
3. **DELIVERY:** The delivery period is within 4 weeks. You will have to dispatch the material to our store, duly insured, on FOR Destination basis, upon receipt of our firm order.
4. **VALIDITY:** Your quotation should be valid for 90 days from the date of opening.
5. **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 Baina, Vasco will be considered as date of delivery for the purpose of Liquidated Damages.**
6. **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 or 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.

7. **WARRANTY:** Indicate the Standard Warranty period in your offer, without which your offer will not be considered. In case of any fault during the warranty period, the supplier will have to make arrangements to collect, repair/replace and return the item.

**NOTE:** Bidders has to accept all the clauses at Sr. Nos. 1 to 7, failing which the offers will be summarily rejected. This tender document is to be signed and submitted in agreement to all the terms and conditions mentioned therein.

Kindly furnish your typed offer, along with a **leaflet/brochure**, in sealed cover marked **“MM/NS/CME/0216 due on 14/01/2022”**, which shall be opened on **14/01/2022 at 15.30 hrs.** The cover (offer) 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 **14.01.2022**, 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. **14.01.2022** 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 MPT 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. **14.01.2022 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 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.
- f. The bidders, if desire, may witness the bids opening at our premises on the due date **14.01.2022** at 15.30 hrs.

Thanking you,

Yours faithfully,

**SR. DY.MATERIALS MANAGER**