



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

MM/NS/CME/

17.03.2018

To,

1. Focal Point, Vasco
2. Silicon Computers, Vasco
3. Electrovision, Vasco
4. New Dimension, Panaji
5. Copyscan System, Panaji
6. Telematics, Panaji
7. Best Services, Panaji
8. Global Enterprises, Margao
9. Multicolour, Porvorim
10. PC Station, Vasco

Dear Sir,

**Sub:-** Enquiry No. MM/NS/CME/0389 due on 28.03.2018.

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

Sr. No.	Description	Unit	Qty.	U/Rate (Rs.)	Freight (Rs.)	Insurance (Rs.)	GST (Rs.)	Others (Rs.)	FOR Destination & Installation Total Amount (Rs.)
1	Supply, installation and commissioning of Laserjet Pro M202 dw printers. <b>Brand:HP</b>	Nos.	6						

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

1. **PAYMENT:**Our payment shall be 100% payment within 30 days of receipt and installation of material/invoice/documents by ECS/EFT. Suppliers Invoice should indicate the suppliers and MPT's GST numbers and suppliers HSN number.Confirm acceptance.
2. **DELIVERY:**The delivery period is within 4 weeks. Confirm acceptance.
3. You will have to dispatch the material, duly insured, on FOR Destination basis.
4. **LIQUIDATED DAMAGES:** Supply schedule as per order should be strictly adhered to. In the event of delay in supplies, Liquidated Damages at 1% 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, freight etc. **The date of receipt of material at our Store at Baina, Vasco will be considered as date of delivery for the purpose of Liquidated Damages.**Confirm acceptance.
5. **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. Confirm acceptance.

6. **WARRANTY:** Indicate the warranty period in your offer.

Kindly furnish your offer in sealed cover marked “**MM/NS/CME/0389 due on 28.03.2018**”, which shall be opened on **28.03.2018 at 15.30 hrs**. The cover (offer) should reach this office latest by 15.00 hrs on the due date.

Thanking you,

Yours faithfully,

**MATERIALS MANAGER**