



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

MM/NS/CME/0458/2021/

16.03.2021

To,

Dear Sir,

**Sub:-** Enquiry No. MM/NS/CME/0458.

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

Sr. No.	Description	Qty.	Rate/ Unit (Rs.)	Freight/ Unit (Rs.)	Insurance /Unit (Rs.)	GST/ Unit (Rs.)	FOR Destination Total Amount/ Unit (Rs.)	HSN Code
1.	3 ft x 6 ft. Powder coated metal bed.	02 Nos.						
2.	Office Chairs for Visitors	04 Nos.						
3.	Sofa set with teapoy (powder coated metal)	01 No.						

**TERMS & CONDITIONS**

1. **PAYMENT:** Kindly note that we are a Govt. of India organization, 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. Confirm acceptance.

2. **DELIVERY:** The delivery period is within 2 weeks. You will have to dispatch the material, duly insured at your cost on FOR Destination basis, upon receipt of our firm order. Confirm acceptance.

3. **VALIDITY:** Your quotation should be valid for 30 days from the date of opening.

Kindly furnish your typed offer in sealed cover marked "**MM/NS/CME/0458 due on 31.03.2021**", which shall be opened on **31.03.2021 at 15.30 hrs.** The cover (offer) should reach this office latest by 15.00 hrs on the due date.

Offer may also be sent by e-mail, before the due date and time, if you wish so.

Thanking you,

Yours faithfully,

**DY.MATERIALSMANAGER**