



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

**MM/NS/FA/
10.11.2021**

To,

Dear Sir,

Sub:- Enquiry No. MM/NS/FA/0174 due on 26.11.2021

Code No.	Description	Unit	Qty.	U/Rate (Rs.)	Freight (Rs.)	HSN/ SAC No.	Others (Rs.)	GST (Rs.)	FOR Destination Amount (Rs.)
N.S.1	Supply, Installation and Commissioning of Copier Machine along with Compatible Stabilizer and as per Technical Description at 'Annexure A'	No.	01						

Sr. DY. MATERIALS MANAGER

c.c: MPT Website

Encl: A & B

Technical Description

Sr. No.	Description	Qty.
1.	Supply, Installation and Commissioning of Copier Machine 1. Suitable for A4/A3 size paper (Paper size – Max A3) 2. Engine Speed – 20 ppp 3. Multisheets Bypass System 4. Zoom – 25% - 400% in 1% increment 5. Resolution – Minimum 600 X 600 dpi 6. Network printing, Network feature and network card 7. RAM: Minimum 64MB 8. Standard paper capacity: Minimum 250 sheets. 9. Continuous copy maximum: Minimum 999 copies 10. Colour A3 Size Scanner 11. Scan to Pen drive in PDF 12. Electronic Sorting	01

TERMS & CONDITIONS

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 supply, installation & successful commissioning by ECS/EFT/RTGS. Suppliers Invoice should indicate the suppliers and MPT's GST numbers, and the HSN number.
2. **DELIVERY:** The machine is to be delivered within 3 weeks on 'Door delivery' basis to our Main Administrative Office Building, Head Land Sada, Goa, duly insured at your cost. The machine is to be installed and commissioned in the Finance Department at New A.O. Bldg., Mormugao Port Trust, Head Land, Sada. Confirm acceptance.
3. **VALIDITY:** Your quotation should be valid for 90 days from the date of opening.
4. **LEAFLET/BROCHURE:** A leaflet/brochure should accompany the offer, without which your offer may not be considered. The HSN Code and the Brand should be indicated clearly in your offer.
5. **WARRANTY:** Indicate the warranty period in your offer and the number of free services, during the warranty period without which offers will not be considered. In case of any fault during the warranty period, you will have to make arrangements to collect, repair and return the fixtures. Confirm acceptance.
6. **Authorization dealership certificate:** You will have to furnish authorized dealership certificate along with your offer.
7. On site free training will have to be provided to our operators.
8. The successful tender will have to arrange for demonstration of the offered copier machine to our users department in our/their premises. Formal purchase order will be released on satisfactory report of our users department.
9. **PERFORMANCE SECURITY DEPOSIT:** Within 14 days of acceptance of the tender, the successful tenderer will have to effect a Security Deposit amount equal to 3% of the basic value, exclusive of GST, by Demand Draft or by Bank Guarantee from a Scheduled Bank. The Demand Draft should be drawn in favour of the Financial Advisor and Chief Accounts Officer, Mormugao Port Trust, Goa payable at Mormugao Harbour, Goa. In case the Security Deposit is furnished by way of Bank Guarantee, the same should be valid for a minimum period of 12 months and a claim period of further 3 months, or till the Guarantee Period of the material supplied. Please note that we do not accept Bank Guarantee issued by ICICI Bank. In case the Performance Security Deposit amount is not furnished, the same will be deducted from the suppliers Tax Invoice.
10. **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 New A.O. Bldg., Mormugao Port Trust, Head Land Sada will be considered as date of delivery for the purpose of Liquidated Damages.**
11. **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.
12. Complete detailed Technical Specifications of the Machine is to be provided along with your offers.

NOTE: Bidders has to accept all the clauses at Sr. Nos. 1 to 12, failing which the offers will be summarily rejected.

Kindly furnish your typed offer in cover marked "MM/NS/FA/0174 due on 26.11.2021", which shall be opened on 26.11.2021 at 15.30 hrs. The cover 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 26.11.2021, 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. 26.11.2021 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. 26.11.2021 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 26.11.2021 at 15.30 hrs.
- f. 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.

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. Offer should be valid for a minimum period of 90 days.
6. The Administration reserves the right to reject any tender in whole or in part without assigning any reason.