MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

MM/NS/CME/

Date: 16.04.2021

Dear Sir,

Sub:- Enquiry

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

Sr. No.	Description	Qty.	Basic Rate/ Unit (Rs.)	Freight/ Unit (Rs.)	Insurance /Unit (Rs.)	GST/ Unit (Rs.)	FOR Destination Amount/Unit (Rs.)	HSN Code
1.	Hand Wash & Toilet Soap 45 gm	4,000 nos						
2.	Disinfectant hand gel – 500ml should be effective against bacteria & fungi, self drying gel	50 nos.						

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

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 material should be supplied to our stores at Baina, within 4 days from the date of receipt of order. ***Confirm acceptance***.

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

4. **NOTE:** The prices should be quoted item wise separately, offers should not contain any sort of conditional discounts based on quantity or value of order. The prices quoted should be valid for part quantities also.

Kindly furnish your typed offer in sealed cover marked **"MM/NS/0017 due on 20 .04.2021"**, which shall be opened on **20.04.2021 at 15.30 hrs**. The cover 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. MATERIALS MANAGER