



आईएसओ 9001-2015 पत्तन
AN ISO 9001-2015 PORT

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



MM/NS/CME/0095

10.10.2022

To,

Dear Sir,

Sub: Enquiry No. MM/NS/CME/0095.

You are requested to kindly furnish your **best offer** for the below tabulated items in the format given:-

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
1	Self-adhesive sticker, printed, water proof, of size 16x16 cms ELECTRICAL ROOM AUTHORIZED PERSONNEL ONLY		Nos.	9				
2	Self-adhesive sticker, waterproof, printed, in 5 languages (English, Hindi, Marathi, Kannada & Malayalam or Tamil or Telugu), of size 15x15 cms DANGER 440V		Nos.	12				
3	Self-adhesive sticker, waterproof, printed, in 5 languages (English, Hindi, Marathi, Kannada & Malayalam or Tamil or Telugu), of size 15x15 cms DANGER 11kV		Nos.	6				
4	Self-adhesive sticker, waterproof, printed, in 5 languages (English, Hindi, Marathi, Kannada & Malayalam or Tamil or Telugu), of size 15x15 cms DANGER 3.3kV		Nos.	1				
5	Electric shock survival chart, foam type, printed, in two languages (Hindi & English), of size 45x33cms.		Nos.	4				
6	Steel plate, printed/painted /embossed, of size 15x15 cms CAUTION MEN AT WORK		Nos.	6				

Total (in figures)

Total (In Words) Rupees _____ **only.**

TERMS & CONDITIONS

- 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/NEFT/RTGS. Suppliers Invoice should indicate the suppliers and MPT's GST numbers, and the HSN number.
- DELIVERY:** The material should be supplied to our store at Baina, Vasco-da-Gama, Goa, on FOR destination basis, within 8 weeks from the date of receipt of order. Any damage to the items during transportation shall be to Supplier's account. If the supplied items are rejected due to any defects or quality deficiencies, the supplier has to make his own arrangements at his cost to lift the rejected material and to replace the same immediately.

Correspondence Address: 2nd Floor, A.O. Building, Headland-Sada, Mormugao, Goa - 403 804

Material Supply Address: Baina, Opp. Baina Beach, Vasco-da-Gama, Goa - 403 802

Phone: 0832- 2594514, 2594218

Web Site: <https://mptgoa.gov.in/> **E-Mail-1** john.decunha@mptgoa.gov.in **E-Mail-2** mm@mptgoa.gov.in

3. **VALIDITY:** Your quotation should be valid for 60 days from the date of opening.
4. **PART QUANTITIES:** Offers should not contain any sort of conditional discount based on quantity or value of order. The prices quoted should be valid for part quantities also.
5. **PROOF READING:** It should be ensured that the proof of printed matter is duly vetted and initialed by us before final printing to avoid rejection of supplies. No additional extension will be granted to condone the proof reading period. A maximum of 4 working days will be required at our end to finalize the same.
6. **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-da-Gama will be considered as date of delivery for the purpose of Liquidated Damages. The GST, as applicable, on LD will be Levied.**
7. **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.

NOTE: Bidders has to accept all the clauses at the above TERMS & CONDITIONS, failing which the offers will be summarily rejected. This tender document is to be signed and submitted in agreement to all the TERMS & CONDITIONS and the SPECIFICATIONS mentioned therein. **The Offers will be evaluated for the individual lowest items.**

Kindly furnish your typed offer in cover marked “MM/NS/CME/0095 due on 19.10.2022”, which shall be opened on **19.10.2022 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 on 19.10.2022 with protected password.** The protected password of the e-mail shall be sent between **15.00 hrs. to 15.30 hrs. on 19.10.2022**, 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. **19.10.2022** 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 MPA 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. **19.10.2022 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. Only one bid from a bidder will be accepted. In case, if more than one bid is furnished by a bidder, both the bids will be rejected.
- f. The bidders, if desire, may witness the bids opening at our premises on the due date **19.10.2022** at 15.30 hrs.
- g. Those bidders whose working/trade license, GSTN, etc. are suspended, their offers will be summarily rejected.
- h. The bidders should take into account any corrigendum published on the tender document before submitting their bids.

Thanking you,

Yours faithfully,

SR. DY. MATERIALS MANAGER

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