

MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

MM/16/2021/

03.05.2021.

To,

Dear Sir,

Sub:- Enquiry

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

Code No.	Description	Unit	Qty	U/Rate (Rs.)	Freight (Rs.)	HSN/ SAC No.	Others (Rs.)	GST (Rs.)	FOR Destination Amount (Rs.)
M16050831	Ink bottle(cartridge) No T7741 black, for EPSON DOT matrix printer M100	Nos	10						
M16050290	Cartridge No. 328 for Canon Fax Machine, Model L-170.	Nos	10						

Enquiry No. MM/16/0026 due on 12.05.2021

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

1. **PAYMENT:** Our payment shall be 100% within 30 days of receipt of material/invoice/documents by ECS/EFT. 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 upon receipt of our order. Confirm acceptance.
3. You will have to dispatch the material, duly insured, on FOR Destination basis. Kindly quote accordingly in the above format.
4. **VALIDITY:** Your quotation should be valid for 90 days from the date of opening of Tender. Confirm acceptance.
5. **Kindly mention the HSN/SAC No. at the time of quoting.**
6. Kindly furnish your **typed** offer in **sealed cover** marked "**MM/16/0026 due on 12.05.2021**", which shall be opened on 12.05.2021 at 15.30 hrs. The cover (offer) should reach this office latest by 15.00 hrs on the due date. Hand written offers may not be considered.

You may also send the offere by e-mail on mm@mptgoa.gov.in if you wish.

Thanking you,

Yours faithfully,

Dy. MATERIALS MANAGER

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. The Administration reserves the right to accept plus or minus approximately 10% of the quantities ordered Bill to be submitted for actual quantity supplied.
6. Offer should be valid for a minimum period of 90 days.
7. The Administration reserves the right to reject any tender in whole or in part without assigning any reason.