



An ISPS Code Compliant Port

MORMUGAO PORT AUTHORITY
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

MM/NS/CME/0127/2025/

05.11.2025

To,

Sub:- Enquiry No. MM/NS/CME/0127.

You are requested to kindly furnish your firm quotation for the ^{supply of} item indicated below in the following format :

Sr. No.	Description	Qty	Unit	Basic rate (excl. of GST) FOR Destination (Rs. Per Unit)	GST %	Total Amount (Rs.) incl. of GST; FOR Destination	HSN Code / BRAND Offered
A	B	C	D	E	F	G= C*(E+(E*F))	
1.	Exhaust fan of size 300mm, 3 blades, metallic, single phase, 230V 50 Hz input, 1400rpm	06	Nos.				

TERMS & CONDITIONS

- PAYMENT:** Kindly note that we are an autonomous body under the Ministry of Ports, Shipping & Waterways and as such 100% payment shall be made within 30 days of receipt of undisputed material/invoice/documents by ECS/EFT. Suppliers Invoice should indicate the suppliers and MPA's GST numbers and suppliers HSN number.
- DELIVERY:** The delivery period is within 4 weeks. You will have to dispatch the material to our store ie Depot Section, MM Division, Near Civil Maintenance Office, Headland Sada.
- VALIDITY:** Your quotation should be valid for 60 days from the date of opening.
- 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, freight etc. **The date of receipt of material at our Store at Headland Sada, will be considered as date of delivery for the purpose of Liquidated Damages.**
- 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.

6. **WARRANTY:** Indicate the Standard Warranty period in your offer, without which offer will not be considered. In case of any fault during the warranty period, the supplier will have to make arrangements to collect, repair/replace and return the item.

NOTE: Bidders has to accept all the clauses at Sr. Nos. 1 to 6 failing which the offers will be summarily rejected.

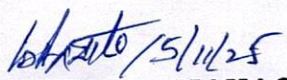
Kindly furnish your typed offer in sealed cover marked "**MM/NS/CME/0127 due on 17/11/2025**", which shall be opened on **17/11/2025 at 15.30 hrs.** The cover (offer) should reach this office latest by 15.00 hrs on the due date.

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 **17.11.2025**, before the tender opening time on the official e-mail mm@mptqoa.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. **17.11.2025** 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. **17.11.2025 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. Each bidder shall submit only one bid per tender. A bidder who submits more than one Bid will cause all the bids with the Bidder's participation shall be rejected.
- f. The bidders, if desire, may witness the bids opening at our premises on the due date **17.11.2025** at 15.30 hrs.
- g. Those bidders whose working/trade licence, GSTN, etc., are suspended, their offers will be summarily rejected.

Thanking you,

Yours faithfully,


SR. DY. MATERIALS MANAGER