



An ISPS Code Compliant Port

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



MM/16/0137

29.01.2026

To,

Sir/Madam,

**Sub:** Enquiry No. **MM/16/0137** due on **06.02.2026**.

You are requested to kindly furnish your best offer for the below mentioned items in the following format:-

PL Code	Description	HSN/ SAC CODE	Qty. (Nos.)	Basic Unit Rate (Rs.)	Applicable GST (%)	Rate per unit (Incl. of GST)	FOR Destination Amount (Rs.)
A	B	C	E	F	G	H=FxG	I=ExH
M16050290	Original Toner Cartridge No. 328, for Canon Fax Machine Model L-170.		8 Nos.				

**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 "The MM Division Depot, Next to Civil Maintenance Office, Headland-Sada, Mormugao, Goa - 403 804", on FOR destination basis, within 10 days 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.
- VALIDITY:** Your quotation should be valid for 60 days from the date of opening.
- 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 overall quantity.

**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 DESCRIPTION mentioned therein. **The offers will be evaluated for the overall lowest based on the basic amount.**

Kindly furnish your typed offer in cover marked "**MM/16/0137 due on 06.02.2026**", which shall be opened on **06.02.2026 at 11:00 hrs**. The cover should reach this office **latest by 10:30 hrs** on the due date.

Correspondence Address: 'SAARASI', 2<sup>nd</sup> Floor, MPA AO Building, Headland-Sada, Mormugao, Goa - 403 804  
Material Supply Address: MM Division Depot, Next to Civil Maintenance Office, Headland, Sada, Mormugao, Goa - 403 804.  
Phone: 0832-2594514, 2594208  
Web Site: <https://mptgoa.gov.in/> E-Mail [mm@mptgoa.gov.in](mailto:mm@mptgoa.gov.in)

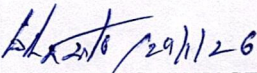


**INSTRUCTIONS TO BIDDERS:-**

- a. **Offers may be sent by e-mail latest by 06.02.2026 with protected password.** The protected password of the e-mail shall be sent between **10:30 hrs. to 11:00 hrs. on 06.02.2026**, before the tender opening time on the official e-mail [mm@mptgoa.gov.in](mailto:mm@mptgoa.gov.in).
- 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. **06.02.2026** and time i.e. **10:30 hrs.** Our address is **'SAARASI', MPA Administrative Office Building, 2<sup>nd</sup> Floor, MM Division, Engg.(Mech.) Dept., Headland, Mormugao, Goa - 403 804.** The offer should be properly sealed in an envelope with clearly indicated Tender Number and due date.
- c. Offers received after the due date and time will not be considered.
- d. 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.
- e. The bidders, if desire, may witness the bids opening at our premises on the due date **06.02.2026** at **11:00 hrs.**
- f. Those bidders whose working/trade license, GSTN, etc. are suspended, their offers will be summarily rejected.
- g. The bidders should take into account any corrigendum published on the bid document, and uploaded on MPA website, before submitting their bids.

Thanking you,

Yours faithfully,

  
SR. DY. MATERIALS MANAGER