



# मुरगांव पत्तन प्राधिकरण MORMUGAO PORT AUTHORITY

(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)  
(MINISTRY OF PORTS, SHIPPING & WATERWAYS, GOVT. OF INDIA)

**यांत्रिक इंजीनियरी विभाग / MECHANICAL ENGINEERING DEPARTMENT**

"सारसी" प्रशासनिक कार्यालय भवन, हेडलैण्ड सडा, गोवा - 403804.

"SAARASI" ADMINISTRATIVE OFFICE BLDG., HEADLAND SADA, GOA - 403 804

Tel : (0832) 2521170 Email : cme@mptgoa.gov.in website : https://www.mptgoa.gov.in



MM/16/2026/0141

25.03.2026

To,

Dear Sir,

**Sub:- Enquiry**

You are requested to kindly furnish your quotation for the below mentioned 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.)
NS	Supply of A4 Copier Paper of 68 to 70 GSM (500 sheets)	Ream	05						

**Enquiry No. MM/16/0141 due on 31.03.2026**

### TERMS & CONDITIONS

- PAYMENT:** Kindly note that we are an autonomous body under the Ministry of Ports, Shipping & Waterways, govt. of India and as such our payment shall be 100% payment within 30 days of receipt of material/invoice/documents by EFT/RTGS. Suppliers Invoice should indicate the suppliers and MPA's GST numbers, and the HSN number.
- DELIVERY:** The material should be supplied to our stores at New Administrative Office Building, Headland Sada, within 6 weeks from the date of receipt of Order.
- VALIDITY:** Your quotation should be valid for 90 days from the date of opening.
- PART QUANTITIES:** The prices should be quoted item wise separately. 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.
- QUALITY:** Kindly ensure that, the quality/GSM of paper is strictly as specified. In case of any deviation in this regard, entire supplies will be rejected outright.

**NOTE:** Bidders has to accept all the clauses at Sr. Nos. 1 to 7, failing which the offers will be summarily rejected.

Kindly furnish your typed offer in cover marked "MM/16/0141 due on 31.03.2026", which shall be opened on **31.03.2026 at 15.30 hrs.** The cover should reach this office latest by 15.00 hrs on the due date.

### **INSTRUCTIONS TO BIDDERS:-**

- 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 **31.03.2026**, before the tender opening time on the official e-mail [mm@mptgoa.gov.in](mailto:mm@mptgoa.gov.in). Offers by e-mail without protected password will be summarily rejected.
- 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. **31.03.2026** 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, 2<sup>nd</sup> 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. **31.03.2026 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. The bidders, if desire, may witness the bids opening at our premises on the due date **31.03.2026** at hrs.
- f. The bidder shall submit only one bid for this tender. In case the bidder submits more than one Bid for this tender all his bids will be summarily rejected.
- 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,

*bbm/25/3/26*

Sr. DY. MATERIALS MANAGER