To,
1. Trupti Printers, Vasco,
2. Jayar Printers, Panjim,
3. Vinod P. Press, Vasco,
4. Iconic Solution, Vasco

c.c.: MPT Website, AMO (D).

Dear Sir,

Sub:- Enquiry No. MM/16/0186 due on 27.09.2017

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

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Description</th>
<th>Unit</th>
<th>Qty.</th>
<th>U/Rate (Rs.)</th>
<th>Freight (Rs.)</th>
<th>Insurance (Rs.)</th>
<th>Others (Rs.)</th>
<th>GST (Rs.)</th>
<th>FOR Destination Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>M16033230</td>
<td>Printing &amp; supply of conference pads of size 21 x 14.8 mm (approx.), with 26/30 pages, good quality white ruled paper sheets 60-70 gsm, pullout type at the top, single colour printed (in bilingual) front cover as per our specimen and cardboard cover at the back. <strong>Kindly furnish sample pad along with the offer.</strong></td>
<td>Nos</td>
<td>1000</td>
<td></td>
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<tr>
<td>M16036150</td>
<td>Printing &amp; supply of Envelopes, strong cloth reinforced, on 10.4 kgs ledger paper (rain proof), of size 420 X 150 mm. Each envelope to be supplied with printing in bilingual as per the attached specimen.</td>
<td>Nos</td>
<td>200</td>
<td></td>
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<tr>
<td>M16036040</td>
<td>Printing &amp; supply of Plain Brown Envelopes on 80gsm paper of size 330 X 240 mm. Each envelope to be supplied with printing in bilingual as per the specimen in packets of 50 envelopes.</td>
<td>Nos</td>
<td>100</td>
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</table>
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 4 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 furnish your offer in **sealed cover** marked “**MM/16/0186 due on 27.09.2017**”, which shall be opened on **27.09.2017 at 15.30 hrs**. The cover (offer) should reach this office latest by 15.00 hrs on the due date.

6. **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.

7. **Proof reading:** Kindly ensure that, the proof of printing matter is dully vetted and initialed by the procurement section before final printing to avoid rejection of supplies.

Thanking you,

Yours faithfully,

MATERIALS MANAGER