



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

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

**e-TENDER No. MM/NS/EDP/0039**

**e- TENDER FOR**

**Supply & installation of scanners HP Scanjet Pro3000 S3 – 15 nos.**

**THROUGH e-TENDER ON WEB SITE**

[www.eprocure.gov.in/cppp](http://www.eprocure.gov.in/cppp)

**Due at 11.30 hrs. on 29.06.2018**



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

## NOTICE INVITING ONLINE TENDER (NIOT)

Details about tender:

|                          |   |   |
|--------------------------|---|---|
| Tender inviting          | <b>MATERIALS MANAGER, MORMUGAO PORT TRUST</b>   |   |
| e - Tender No.           | <b>MM/NS/EDP/0039 due on 29.06.2018</b>   |   |
| Name of Work             | <b>Supply &amp; installation of scanners HP Scanjet Pro3000 S3 – 15 nos.</b>  |   |
| Estimated Cost (INR)     | Rs. 3.92 Lakhs  |   |
| Bidding Type             | Open ( <i>e-Tender Mode Only</i> )  |   |
| Tender Currency Settings | Indian Rupee (INR)  |   |
| Tender Cost              | Rs. 200.00  | <b>Mode of Payment : e-Payment Only</b> |
| EMD Cost                 | Rs. 7,800.00  |   |
| Payment of EMD           | <p>The EMD shall be paid in e-payment mode only. For exemption of EMD, the Certificate from SSI/MSME/NSIC indicating clearly the area of business for supply of Computer related Office Equipment shall be submitted in electronic format (by scanning) while uploading the bid.</p> <p>Mode of Payment towards EMD to be paid online through e-Payment mode before due date via :</p> <ol style="list-style-type: none"> <li>i. National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement RTGS). Tenderer requires download pre-printed Challan towards credit of ITG available on e-tender website and make its payment through any of their Bank.</li> <li>ii. Internet Payment Gateway (Debit/ Credit Card of type VISA, MASTERCARD or RuPay.</li> <li>iii. Net Banking: Payment can be made through the Internet Banking of Any Bank.</li> </ol> <p><b>Note: Any Payments made through NEFT/RTGS will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS should be made at least TWO BANK WORKING DAYS in advance before any due date and upload the scanned copy of challans in the e-Tender website as a token of payment.</b></p> |   |
| Security Deposit         | 10% of the basic cost of the order to be furnished by Demand Draft or Bank Guarantee valid for 12 months (with another 3 months claim period) from the date of issue of Purchase Order. The Security Deposit  |   |

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

|   |   |
|---|---|
|   | amount/Bank Guarantee will be returned upon successful completion of the guarantee period.  |
| Validity Period of tender                             | 120 days from the date of opening.  |
| Qualifying Criteria                                   | <p><b>PRE-QUALIFICATION CRITERIA / BIDDING CONDITION</b></p> <p>The Tenderer should have experience in ‘Similar Works’ during last 7 years ending last day of month previous to the one in which tenders invited should be either of the following:-</p> <p>a) <b>One</b> similar completed work of contract value not less than <b>Rs. 03.14 lakhs</b></p> <p align="center">(or)</p> <p>b) <b>Two</b> similar completed works of contract value not less than <b>Rs. 02.35 lakhs</b> each</p> <p align="center">(or)</p> <p>c) <b>Three</b> similar completed works of contract value not less than <b>Rs. 01.57 lakhs</b> each</p> <p>‘SIMILAR’ Works – means “Supply of HP make office equipment”.</p> <p><b>Please Note:</b> The Tenderers shall enclose supply order copies for similar works, successful completion certificates with performance from clients indicating the date of completion, value of work done, etc.</p> |
| Last Date & Time for Receipt of Bids                  | <b>28/06/2018 @ 11.30 hrs.</b>  |
| Bid Opening Date                                      | Techno-commercial Bid (Cover-I) will be opened on <b>29/06/2018 @ 11.30 hrs.</b> Date of opening of price bid shall be notified to only those bidders qualified for Cover-I.  |
| Bid Validity  | 120 days from the last date fixed for receiving the tender.   |
| Online Documents required to be submitted by scanning | a. Copy of documents viz. Work Orders, Completion certificate with performance,<br>b. Entire Tender document, each page and form duly signed and filled in.   |
| Address for communication:                            | <b>Materials Manager, A.O. Bldg., 2<sup>nd</sup> floor,</b><br><b>Mormugao Port Trust, Headland Sada, Mormugao, Goa - 403804</b>  |
| Contact Details                                       | <p><b>For Tender related queries:</b></p> <p><b>Phone:</b> 0832-2594501; Email : <a href="mailto:mm@mptgoa.com">mm@mptgoa.com</a></p> <p><b>For e-Tendering related queries:</b></p> <p>Mr. S. Vishvanathan, Materials Manager; <b>Phone:</b> 0832 2520222</p> <p>Mr. S. M. Umarye, Sr. Dy. MM; <b>Phone:</b> 0832 2520220</p> <p>Mr. John De Cunha, AMM-II; <b>Phone:</b> 0832 2594514</p>   |



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

|         |  |
|---------|--|
|         | Email: <a href="mailto:mptetender@gmail.com">mptetender@gmail.com</a><br><a href="http://www.eprocure.gov.in/cppp">www.eprocure.gov.in/cppp</a><br><b>For e-Tendering technical assistance contact:</b><br>Mr. Ankit Nandanwar; Phone – 089753 36251 |
| Website | <a href="http://www.eprocure.gov.in/cppp">www.eprocure.gov.in/cppp</a>   |

**Format and Signing of Bid**

The Price Bid to be submitted on-line shall be signed digitally by a person or persons duly authorized to sign on behalf of the Bidders.

The Bid shall contain no alterations additions, except those to comply with instructions issued by the Port.



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

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. **The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.**
2. **REGISTRATION**
  - a. Bidders are required to enrol on the e-Procurement Module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
  - b. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
  - c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
  - d. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
  - e. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC/e-Token.
1. **SEARCHING FOR TENDER DOCUMENTS**
  - a. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
  - b. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
  - c. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.
2. **PREPARATION OF BIDS**
  - a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
  - b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
  - c. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
  - d. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.



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

e. Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

**3. SUBMISSION OF BIDS**

- a. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- d. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- e. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- f. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- g. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- i. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- j. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

**4. ASSISTANCE TO BIDDERS**

- a. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.



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

**MM/NS/EDP/0039/**

**06.06.2018**

To,

1. HP World, Panaji.
2. HP Original Store, Ponda.
3. ICOR India Pvt. Ltd., Pune.
4. HP World Store, Pune,
5. Orion Compusys Pvt. Ltd., Mumbai.
6. Orbit Techsol (W) Pvt. Ltd., Pune, Pune.
7. Add On Systems, Vasco.

**Dear Sir,**

|   |
|---|
| <p><b>Last date and time of submission of tender: on 28/06/2018 before 11.30 hrs.</b></p> <p><b>Date and time for opening of Cover-I: on 29/06/2018 at 11.30 hrs.</b></p> |
|---|

**Sub:** Supply & installation of scanners HP Scanjet Pro3000 S3 – 15 nos.

**Ref:** e-Tender No. MM/NS/EDP/0039 due on 22.06.2018 at 11.30 hrs.

**EMD:** Rs. 7,800.00 (Rupees Seven Thousand Eight Hundred Only)

You are requested to **upload** your offer in the **two bid system** against our e-Tender.

"Techno Commercial Offer" or Cover-I shall contain complete & detailed technical specifications and commercial terms and conditions such as packing & forwarding, freight, insurance, discount, taxes, price variation clause and any other conditions but excluding the price and should be submitted along with Earnest Money Deposit. Commercial and technical deviations if any should be clearly spelt out. The Cover-II or "Price offer" should contain **only the prices** without any conditions.

Cover marked - I "Techno Commercial offer" shall be opened on **29.06.2018 at 11.30 hrs.** The "Price Offer" or Cover-II will be opened only of those firm's that qualify for the Techno-Commercial (Cover-I) conditions.

Tenders shall be accompanied by EMD of **Rs. 7,800.00 (Rupees Seven Thousand Eight Hundred Only)**. **The EMD shall be paid in e-payment mode only by RTGS/EFT in our Bank before submission of bids. Our Bank details are attached to this tender.** For exemption of EMD, the certificate from SSI/MSME/NSIC or any empowered Central/State Govt. authority shall be submitted in electronic format (by scanning) while uploading the bid. Incomplete tenders or tenders without EMD will not be accepted. Tenders should be kept valid for a minimum period of 120 days from the date of opening and shall conform to the general terms and conditions of contract attached.

**The administration reserves the right to reject any or all tenders or accept any tender wholly or in part without assigning any reason whatsoever.**

Yours faithfully,

**MATERIALS MANAGER**



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

**INSTRUCTIONS TO TENDERERS**

**GENERAL**

1. **Only reputed authorized dealers for HP make products with valid authorization certificate from HP are eligible to apply for this e-Tender.**
2. **E-Tenders received before the last date and time for submission of tender will be opened on due date at 11.30 hrs.** The bidders can witness the tender opening if required.
3. The tenderers shall deposit the **Earnest Money Deposit** amount of **Rs. 7,800.00** by RTGS in our Bank as per the Bank details attached. The EMD shall be paid in e-payment mode only. For exemption of EMD, the certificate from SSI/MSME/NSIC or any empowered central/state Govt. authority shall be submitted in electronic format (by scanning) while uploading the bid. The details towards the EMD payment made shall be indicated in the technical cover (Cover-I). **Offers without the Earnest Money Deposit will not be considered except as under clause no. 13 below.**
4. The tender Earnest Money deposits of unsuccessful tenderers will be refunded by EFT, after a decision has been reached as regards to the acceptance of the tender. Kindly furnish your full Bank details along with your offer.
5. The prices should be quoted item wise separately. Prices quoted on lump sum basis (i.e. for all the items taken together) will not be considered and the offer is liable to be rejected.
6. Offers should not contain any sort of conditional discounts based on quantity or value of order. Offers containing such conditional discounts will be rejected.
7. The prices should be valid for part quantities also.
8. Full GST will be applicable. Any statutory changes in taxes can be considered only if these changes occur within the contractual delivery period.
9. The Tender Conditions, Conditions of Contract and the Tender Form attached should be signed and uploaded along with "Techno Commercial Offer" - Cover I in acceptance of all the terms and conditions mentioned therein. In case this is not done, the tender is liable to be rejected.
10. The offer submitted should satisfy all technical specifications in the attached Annexure-B, else the offer is liable to be rejected.
11. If the offers are found to deviate from our commercial terms & conditions and technical specifications they are liable to be rejected.
12. All documentary evidence and information requested should be uploaded along with your offer without fail.
13. Please note that the Port extends concession such as exemption in payment of EMD & Security Deposits to Small Scale Industries (SSI) registered with the NSIC, and Micro, Small & Medium Enterprises (MSME), provided proper proof is furnished. Relaxation for Schedule Castes & Schedule Tribes, upon furnishing of Certificates will be given based on the Ministry of MSME, Govt. of India for Procurement and Works Contracts, under procurement policy order 2012 clause nos. 4 & 6.
14. The Administration reserves the right to reject any tender in part or in whole without assigning any reason for doing so.

**MATERIALS MANAGER**

**NOTE: The above format should be uploaded with your offer duly signed and stamped along with Cover-I failing which your offer will be considered as incomplete and liable for rejection. Further, ensure that every page is signed and stamped.**





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

**TERMS AND CONDITIONS**

1. **PRICES:** Prices quoted should be on F.O.R. destination basis inclusive of transit insurance indicating clearly the quantum of taxes and other charges whatsoever applicable. The prices should be firm. However, in case of any statutory revision in taxes within the delivery period of supply order, the same will be considered provided you furnish documentary evidence such as copy of Govt. notification.
2. **TAXES:** Full GST as applicable at the time of delivery during the contractual period.
3. **DELIVERY:** The equipment is to be delivered within 4 weeks on 'Door delivery' basis to our Stores at Baina, Vasco-Da-Gama, Goa, duly insured at your cost. The suppliers personnel will have to install them thereafter as per requirement..
4. **PACKING:** The materials shall be duly packed to withstand the hazards of transportation.
5. **INSPECTION:** The material will be inspected by our Quality Control Officer on receipt at our Stores. Any damage to the items during transportation shall be to Supplier's account. If the supplied items are rejected due to any defects/quality, the supplier has to make his own arrangements at his cost to lift the rejected materials and to replace the same immediately.
6. **PAYMENT:** Our payment shall be 100% payment within 30 days of receipt of material/invoice/documents by ECS/EFT. Suppliers numbered invoice should indicate the suppliers and MPT's GST numbers and the material HSN number.
7. **VALIDITY:** The validity of the tender shall be 120 days from the date of opening.
8. **SECURITY DEPOSIT:** Within 14 days of acceptance of the tender, the successful tenderer will have to effect a Security Deposit amount equal to 10% of the basic value, exclusive of GST, by Demand Draft or by Bank Guarantee from a Scheduled Bank. The Demand Draft should be drawn in favour of the Financial Advisor and Chief Accounts Officer, Mormugao Port Trust, Goa payable at Mormugao Harbour, Goa. In case the Security Deposit is furnished by way of Bank Guarantee, the same should be valid for a minimum period of 12 months and a claim period of further 3 months, or till the Guarantee Period of the material supplied. Please note that we do not accept Bank Guarantee issued by ICICI Bank.
9. **LIQUIDATED DAMAGES:** Supply schedule as per order should be strictly adhered to. In the event of delay in supplies, Liquidated Damages at 1% 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. **The date of receipt of material at our Stores at Baina, Vasco will be considered as date of delivery for the purpose of Liquidated Damages.**
10. **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.
11. **WARRANTY:** The Warranty Period should be indicated clearly in the offer along with the name and address of the local contact to provide service during the Warranty period.



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

12. **The full details as regards GST Registration Number, Permanent Account Number (PAN) (Income Tax) Bank A/C No. and type of A/C, Name, Address, MICR Code and IFSC Code of Bank, etc. should be furnished as per our format attached.**
13. **JURISDICTION:** In case of any dispute the jurisdiction will be GOA only.

**MATERIALS MANAGER**

We hereby agree to all the above terms and conditions

---

**Signature and Seal of Tenderer**

**NOTE:** This above format should be uploaded along with Cover-I of your offer duly signed and stamped, failing which your offer will be considered as incomplete and liable for rejection.



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

**CONDITIONS OF CONTRACT**

**1. DEFINITIONS:-**

PURCHASER means\* MATERIALS MANAGER\* on behalf of the Chairman of the Board of Trustees of Mormugao Port trust.

\* INSPECTION OFFICER\* means the person, firm or department nominated by the purchaser to inspect stores on his behalf.

\*CONTRACTOR \* means the person, firm or company whose tender is accepted.

2. **CONTRACT:-** This contract is for the supply of stores of the description at the rate in the quotations as and at the time and place detailed in the Schedule Order.
3. **DELIVERY:-** The contractor shall arrange deliveries of stores as detailed in supply order the time and place and the manner specified therein.
5. **INSPECTION NOTICE:-** When inspection during manufacture or before delivery is required, notice in writing shall be sent by the Contractor to the Inspection Officer, when stores are ready for inspection and no stores shall be delivered until the inspection officer has certified that the stores have been approved by him.
6. **REMOVAL OF REJECTION:-** When any stores delivered to the consignee are rejected at the consignee's depot on account of default on the part of the Contractor, they shall be removed by the Contractor within 14 days from the date of intimation of rejection to the Contractor. In case in which a contract is placed for delivery F.O.R. station of dispatch, the rejected stores may be taken back by the supplier either at the consignee depot or at the station from which they were sent. In either of these cases, the Contractor elects to take back the stores at the station of dispatch, the goods shall be booked on account and risk of the Contractor.
7. **PAYMENT:-** Unless otherwise agreed between the purchaser and the contractor, the payment of materials will be made as detailed in the order.
8. The Administration reserves the right to accept/reject in part or in whole the tender without assigning any reason whatsoever.

**CONTRACTORS SIGNATURE**

**MATERIALS MANAGER**

**NOTE:** The above format should be uploaded with your offer duly signed and stamped in Cover-I failing which your offer will be considered as incomplete and liable for rejection. Further, ensure that every page is signed and stamped.



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

**TENDER FORM**

To,  
**The Materials Manager**  
**Mormugao Port Trust,**  
**2nd floor, AO Bldg.,**  
**Headland, Sada, Mormugao,**  
**Goa-403 804.**

I/we \_\_\_\_\_ do hereby tender to supply and deliver to the Materials Manager \_\_\_\_\_ of the description and quantity at the prices and in the manner detailed in the conditions of contract..

I/We agree if my /our tender if accepted in whole or in part to execute within 14 days of communication to me /us of such acceptance and agreement for the supply of such quantity as the Materials Manager may accept. I/we agree that our stamps, court fees and legal costs for the execution of the Agreement shall be borne by me/us.

I/We further agree, that if my/our tender is accepted to effect within 14 days of such acceptance a deposit with the Financial Advisor and Chief Account Officer, Mormugao Port Trust, Headland Sada, Mormugao, Goa (in cash, by Demand Draft or in the form of Bank Guarantee from any scheduled Bank) equal to 5% of the Materials for which the tender has been accepted.

I/We further agree if I/We shall decline to execute an agreement within 14 days of intimation to that effect, my/our tender may not be accepted and my/our tender deposit may be forfeited to the administration

**Signature of the Contractor**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witness:** 1. \_\_\_\_\_

2. \_\_\_\_\_

**REMARKS:** Kindly upload this form duly signed and stamped in Cover-I else your offer is liable to be rejected.

**ANNEXURE - A**



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

**Technical Description**

| Sr. No. | Description   |
|---------|---|
| 1.      | Supply & installation of scanners HP Scanjet Pro3000 S3 – 15 nos. |

**MATERIALS MANAGER**

\_\_\_\_\_  
Signature of Tenderer with company seal

**NB:** Kindly upload this annexure duly signed and stamped in Cover-I in acceptance of the terms & conditions given therein.



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

**ANNEXURE - B**

**TENDER NO. MM/NS/EDP/0039 DUE ON 29.06.2018**

**PREQUALIFICATION CRITERIA**

The Tenderer should have experience in 'Similar Works' during last 7 years ending last day of month previous to the one in which tenders invited should be either of the following:-

- a) **One** similar completed work of contract value not less than **Rs. 03.14 lakhs**  
(or)
- b) **Two** similar completed works of contract value not less than **Rs.02.35 Lakhs each**  
(or)
- c) **Three** similar completed works of contract value not less than **Rs. 01.57 lakhs each**

'SIMILAR' Works – means "Supply of HP make office equipment."

**Please Note:** The Tenderers shall enclose supply order copies for similar works, successful completion certificates with performance from clients indicating the date of completion, value of work done, etc.

**MATERIALS MANAGER**

\_\_\_\_\_  
**Name, company seal & signature of the tenderer**

NOTE: Kindly upload the above format duly signed over your office seal along with your offer, else your offer will not be considered.



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

**ANNEXURE-II**

**PRICE SCHEDULE - COVER II**

OFFER NO. \_\_\_\_\_ DATE: \_\_\_\_\_

**TENDER NO. MM/NS/EDP/0039      DUE ON: 29.06.2018**

| Sr. No | Description & Qty.   | Basic U/ Rate<br>Rs.<br>(a) | P&F<br>Rs.<br>(b) | Freight<br>Rs.<br>(c) | Insu-<br>rance<br>Rs.<br>(d) | Ot-<br>hers<br>Rs.<br>(e) | GST<br>Rs.<br>(f) | TOTAL FOR<br>DESTINATION<br>PRICE<br>Rs.<br>(a+b+c+d+e+f) | HSN<br>Code |
|--------|--|-----------------------------|-------------------|-----------------------|------------------------------|---------------------------|-------------------|---|-------------|
| NS-1   | Supply & installation of<br>scanners HP Scanjet<br>Pro300 S3 – 15 nos. |                             |                   |                       |                              |                           |                   |   |             |

1. The tenderers are requested to fill up the above details and upload the same in the format provided for Cover-II
2. Offers not given in above format are liable to be rejected.
3. P/F- Packing & Forwarding      GST – Goods & Service Tax
4. Mention 'NA' wherever not applicable.

Date: \_\_\_\_\_

\_\_\_\_\_  
Name, Signature & Seal of the Tenderer

**NOTE:** Kindly fill this Price Schedule (Annexure-II) format and upload in Cover-II else your offer is liable to be rejected.

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

**DETAILS FOR SUBMISSION BY VENDORS ALONG WITH TENDER.**

**A. VENDOR DETAILS OF VENDOR**

|     |  |  |
|-----|--|--|
| 1.  | <b>Name of the Organisation</b>                                |  |
| 2.  | <b>Address (in detail)</b>                                     |  |
| 3.  | <b>Telephone no.</b>   |  |
| 4.  | <b>E-mail ID</b>   |  |
| 5.  | <b>PAN No.</b>   |  |
| 6.  | <b>Tax Identification No. (TIN)</b>                            |  |
| 7.  | <b>Service Tax Registration No.</b>                            |  |
| 8.  | <b>Service Tax Registration Code</b>                           |  |
| 9.  | <b>CST Registration No.</b>                                    |  |
| 10. | <b>Employee Provident Fund (PPF)</b>                           |  |
| 11. | <b>Employee State Insurance Scheme (ESIC) Registration No.</b> |  |

**B. BANK DETAILS OF VENDORS.**

|    |   |  |
|----|---|--|
| 1. | <b>Bank Name</b>                                |  |
| 2. | <b>Bank Branch Address (in detail)</b>          |  |
| 3. | <b>Bank Branch Code</b>                         |  |
| 4. | <b>Bank Account No.</b>                         |  |
| 5. | <b>Bank Account Type</b>                        |  |
| 6. | <b>Magnetic Ink Character Recognizer (MICR)</b> |  |
| 7. | <b>IFSC Code.</b>                               |  |





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

**ELECTRONIC PAYMENT SYSTEM MANDATE FORM**

**Sub:- Electronic Payment System Mandate Form.**

The details for processing the payment through RTGS as below:-

|   |   |
|---|---|
| Name of the Beneficiary                               | <b>MORMUGAO PORT TRUST</b>  |
| Address of Beneficiary with PIN Code                  | <b>Administrative Office Building,<br/>Headland Sada,<br/>GOA - 403804</b>                                |
| PAN Number  | <b>AAALMO293P</b>   |
| Name & Mobile Number of responsible person            | <b>MILIND DESSAI / 9823082682</b><br><a href="mailto:milind.desai@mptgoa.com">milind.desai@mptgoa.com</a> |
| Name of the Bank and Branch                           | <b>STATE BANK OF INDIA, Harbour Branch</b>  |
| Bank Telephone No.                                    | <b>0832-2520212</b>   |
| Address of the Bank                                   | <b>STATE BANK OF INDIA<br/>MORMUGAO HARBOUR,<br/>GOA - 403803</b>   |
| MICR Code of the Bank                                 | <b>403002024</b>  |
| IFSC Code No.   | <b>SBIN0002164</b>  |
| Type of Account and Branch Code                       | <b>Current Account / Branch Code:- 002164</b>   |
| Account number of the Bank                            | <b>10438017048</b>  |
| Beneficiary E-mail ID                                 | <a href="mailto:cashmpt@mptgoa.com">cashmpt@mptgoa.com</a>  |
| <b>(MILIND DESSAI)</b><br><b>SR. ACCOUNTS OFFICER</b> |   |



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

**MPT GST Details & Party's GST Details Form**

| Sr No | Particular   | Mormugao Port Trust  | Data Required from the Party          |
|-------|--|--|---------------------------------------|
| 1     | Customer Name as per GST Registration Certificate  | Mormugao Port Trust  |                                       |
| 2     | Full Postal Address  | Administrative Building,<br>Headland Sada.   |                                       |
| 3     | City   | Goa  |                                       |
| 4     | Pin code   | 403 804  |                                       |
| 5     | PAN  | AAALM0293P   |                                       |
| 6     | Type of Person   | Local Authority  | Company/Firm/Individual/Trust/LLP/AOP |
| 7     | Resident/Non Resident as per Income Tax Act  | Resident   |                                       |
| 8     | ARN No.  | AA30617001663N   |                                       |
| 9     | GST No.  | 30AAALM0293P1ZY  |                                       |
| 10    | PPOB (Principal Place of Business) or APOB (Additional Place of Business)                                      | PPOB   |                                       |
| 11    | Reason for Non Registration (Turnover Limit / Non Taxable Supply / Other Reason)                               | NA (Registered Under GST)  |                                       |
| 12    | Type of Customer (Manufacturer/Trader/Importer/Depot/Service Provider/Works Contractor / Principal / Consumer) | Service Provider   |                                       |
| 13    | Whether Falling under SEZ unit or Developer? (Yes or No)   | No.  |                                       |
| 14    | Whether B2B or B2c (B= Business & C= Customer)   | B2B  |                                       |
| 15    | Whether Opted for Composition Lavy Scheme? (Yes or No)   | No.  |                                       |
| 16    | Whether falling under casual taxable person as per Section 2(20) of CGST Act,2017 (yes or No)                  | No.  |                                       |
| 17    | Whether falling under Non Resident taxable person as per section 2(77) of CGST Act, 2017 ? (Yes or No)         | No.  |                                       |
| 18    | Central Excise Registration No.  | --   |                                       |
| 19    | Service Tax Registration No.   | AAALM0293PST001  |                                       |
| 20    | VAT - TIN  | 30181201096  |                                       |
| 21    | CST - TIN  | V/CST/1683   |                                       |
| 22    | IEC  | 1706000073   |                                       |
| 23    | Contact Details :  |  |                                       |
|       | Name   | Shri.Anant Chodnekar   |                                       |
|       | Designation  | Sr. Dy.CAO   |                                       |
|       | Phone No.  | 0832-2521132   |                                       |
|       | E-mail   | <a href="mailto:facao@mptgoa.com">facao@mptgoa.com</a><br>anant.chodnekar@mptgoa.com |                                       |

I, Mr./Mrs. \_\_\_\_\_ (Proprietor/Partner/Director) of M/s \_\_\_\_\_ do certify that the information given above is complete and correct.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

**Signature**  
(Name: \_\_\_\_\_)