



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

MM/16/ARC/

26/12/2017

To,

1. V.S Singbal & Sons, Vasco.
2. Menezes Enterprises, Verna.
3. Goa paper distributing Co., Panaji.
4. Vishwa Kuttumb Enterprises, Margao.
5. Iconic Solutions, Vasco.
6. Everest paper Syndicate, Panaji.
7. VND Enterprises, Porvorim.
8. On MPT Website.

Dear Sir,

Last date and time of submission of tender: 12.01.2018 on or before 15.00 hrs.

Sub: Annual Rate Contract for supply of Maplitho Copier Paper as per Annexure-A

Ref: Tender No. MM/16/ARC/0317 due on 12.01.2018 at 15.00 hrs.

EMD: Rs. 13,350.00 (Rupees Thirteen Thousand three hundred & fifty only)

You are kindly requested to furnish your sealed tenders in the **two cover system** superscribed **(1) TECHNO COMMERCIAL (unpriced) OFFER IN COVER-I** and the other superscribed **(2) PRICE OFFER IN COVER-II**. Both covers shall be superscribed **Tender No. MM/16/ARC/0317 due on 12.01.2018 at 15.00 hrs.**

Cover marked "**Techno Commercial Offer**" **Cover-I** shall contain complete & detailed technical specifications and commercial terms and conditions such as taxes, duties, freight, insurance, discount and any other conditions but **excluding the price**. The **Cover -II** marked "**Price Offer**" should contain **only the prices** without any conditions. In case the cover marked "Techno commercial offer" contains prices and the cover marked "Price Offer" contains any conditions other than the price, the offer will be rejected.

Cover marked - I "Techno Commercial offer" shall be opened on **12.01.2018** at 15.30 hrs. in the presence of authorised representatives of the tenderer's who choose to be present at the time of opening. The cover marked II (Price Offer) will be opened only the firm quality Technical Specifications and Commercial conditions.

Thanking you.

Yours faithfully,

MATERIALS MANAGER



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

Instructions to Tenderers

GENERAL

1. **Tenders received before the last date and time will be opened on due date at 1500 hrs.** The bidders can witness the tender opening if required.
2. The tenderers shall deposit the **Earnest Money Deposit** amount of **Rs. 13,350.00** 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). 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.**
3. 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. The EMD of the successful tenderer will be adjusted to the Security Deposit. Kindly furnish your full bank details along with your offer.
4. 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 (until and unless required) and the offer is liable to be rejected.
5. Offers should not contain any sort of conditional discounts based on quantity or value of order. Offers containing such conditional discounts will be rejected.
6. The prices should be valid for part quantities also.
7. Full GST will be applicable. Any statutory changes in taxes can be considered only if these changes occur within the contractual delivery period.
8. The Tender Conditions, Conditions of Contract and the Tender Form attached should be signed and submitted 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.
9. The offer submitted should satisfy all technical specifications in the attached Annexure-'A', else the offer is liable to be rejected.
10. If the offers are found to deviate from our commercial terms & conditions and technical specifications they are liable to be rejected.
11. All documentary evidence and information requested should be furnished along with your offer without fail.
12. Please note that the Port extends concession such as exemption in payment of EMD to Small Scale Industries registered with the NSIC, provided proper proof is furnished.
13. 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 attached to your offer duly signed and stamped 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. Only tenderers who have experience in supply of Maplitho copier paper are eligible to apply for this tender. In case of manufacturers , the supplies to be effected through local dealers situated at Goa or surrounding areas so as to supply the items well in time and also to replace the rejected/ damaged items immediately if there is any rejection/ damage to the supplied items.
2. **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 for a period of one year from the date of award of Annual Rate Contract. However, in case of any statutory revision in taxes, duties within the validity period of the Rate Contract/delivery period of supply order, the same will be considered provided you furnish documentary evidence such as copy of Govt. notification.
3. **Taxes:** Please note that we do not issue 'C' or 'D' forms and as such full GST is applicable.
4. **Quantity:** The quantities indicated are our approximate annual requirements. Orders for quantities will be released from time to time, over a period of one year, based on our actual requirements and there is no contractual liability on our part to order or accept the quantities as per the Rate Contract in full.
5. **Delivery:** The materials are to be supplied within 4 weeks of receipt of orders. Orders will be released from time to time based on our actual requirements and same to be supplied on 'Door delivery' basis to our Stores at Baina, Vasco-Da-Gama, Goa duly insured at your cost. The materials are to be supplied from the latest manufactured batch.
6. **Packing:** The materials shall be duly packed to withstand the hazards of transportation.
7. **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.
8. **Payment:** Our payment shall be 100% payment within 30 days of receipt of material by ECS/EFT.
9. **Validity :** The Supply Contract shall be valid for a period of 1 year from the date of award of Annual Rate Contract.
10. **SECURITY DEPOSIT:** Within 14 days of acceptance of the tender, the successful tenderer will have to effect a Security deposit equal to 5% of the value of the Annual Rate Contract 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. However, in case the Security Deposit is furnished by way of Bank Guarantee, the same should be valid for a minimum period of 15 months including the from the date of award of Annual Rate Contract. Please note that we do not accept Bank Guarantee issued by ICICI Bank.

11. **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 excise duty, taxes etc. **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.**
12. **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
13. **The full details as regards 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.**
14. **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 attached to 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.

4. 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.

5. REMOVAL OF REJECTION: When any stores delivered to the consignee are rejected at the consignees 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 despatch, 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 despatch, the goods shall be booked on account and risk of the Contractor.

6. PAYMENT:- Unless otherwise agreed between the purchaser and the contractor, the payment of materials will be made as detailed in the order.

7. The Administration reserves the right to accept plus or minus 10% of the quantities ordered.

9. 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: This above format should be attached to 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

TENDER FORM

To,

The Materials Manager
MORMUGAO PORT TRUST
Baina Vasco-da-Gama

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 submit this form duly signed and stamped else your offer is liable to be rejected.



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

ANNEXURE -A

LIST OF ITEMS

Sr. No.	P.L. Code	Description	Approx. Annual Qty.
1.	16050120	Maplitho copier paper(Xerox) 75 GSM, in A-4 size (210 x 297MM) in Reams of 500 sheets, cut in uniform size, mill packed. Brand : J.K (Red Copier) /BILT (Copy Power)/TNPL or other std make.	3500 Reams
2.	16050110	Maplitho copier paper(Xerox) 75 GSM, in A-3 size (420 x 297MM) in Reams of 500 sheets, cut in uniform size, mill packed. Brand : J.K (Red Copier) / BILT (Copy Power)/ TNPL or other std make.	30 Reams
3.	16050121	Maplitho copier paper(Xerox) 75 GSM, in Legal (F/S) size (21.5 X 34.5 MM), in Reams of 500 sheets Brand : J.K (Red Copier) / BILT (Copy Power)/ TNPL or other std make.	95 Reams

Note: The brands of all the materials to be supplied shall be as per above approved brands only. The details such as brands, specifications, confirmation to relevant standards, catalogues shall be furnished.

MATERIALS MANAGER

We hereby agree to all the above technical specifications.

Signature and Seal of Tenderer

Note: This Annexure-A should be attached to Cover-I of your offer duly signed and stamped, failing which your offer will be considered as incomplete and liable for rejection.



ANNEXURE – 'B'

MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

TENDER NO. MM/16/ARC/0317 DUE ON 12.01.2018

PREQUALIFICATION CRITERIA

The tenderers should furnish at least **one** order copy of value above **Rs. 5.32 lakhs** pertaining to last 7 years for having supplied.

OR

The tenderers should furnish at least **two** order copies of value above **Rs. 3.99 lakhs** pertaining to last 7 years for having supplied.

OR

The tenderers should furnish at least **three** order copies of value above **Rs. 2.66 lakhs** pertaining to last 7 years for having supplied.

MATERIALS MANAGER

Name, company seal & signature of the tenderer

NOTE: Kindly submit 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-I

TECHNICAL SCHEDULE – COVER I

OFFER NO. _____ DATE: _____

TENDER NO. MM/16/ARC/0317 **DUE ON: 12.01.2018**

SR No	P.L NO.	DESCRIPTION	Qty.	GST In %	P/F In %	FREI-GHT In %	INSURA-NCE In %	OTHER In %	PRICE PROTECT ION In %	BRAND
1.	16050120	Maplitho copier paper(Xerox) 75 GSM, in A-4 size (210 x 297MM) in Reams of 500 sheets, cut in uniform size, mill packed. Brand : J.K (Red Copier) / BILT (Copy Power)/ TNPL or other std make.	3500 Reams							
2.	16050110	Maplitho copier paper(Xerox) 75 GSM, in A-3 size (420 x 297MM) in Reams of 500 sheets, cut in uniform size, mill packed. Brand : J.K (Red Copier) / BILT (Copy Power)/ TNPL or other std make.	30 Reams							
3.	16050121	Maplitho copier paper(Xerox) 75 GSM, in Legal (F/S) size (21.5 X 34.5 MM), in Reams of 500 sheets Brand : J.K (Red Copier) / BILT (Copy Power)/ TNPL or other std make.	95 Reams							

1. The tenderers are requested to fill up the above details and submit the same in cover - I
2. Offers not given in above format are liable to be rejected.
3. P/F- Packing & Forwarding GST – Goods & Service Tax
4. Mention 'NA' if taxes/charges etc are not applicable.

Date: _____

Name, Signature & Seal of the Tenderer

NOTE: Kindly fill this Technical Schedule (Annexure-I) and submit duly signed and stamped, else your offer is liable to be rejected.



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

ANNEXURE-II

PRICE SCHEDULE COVER II

OFFER NO. _____ DATE: _____

TENDER NO. MM/16/ARC/0317 DUE ON: 12.01.2018

Sr. No	Code No.	Description	Qty.	U/ Rate (Basic) Rs. (a)	P/ F Rs. (b)	Fre- ight Rs. (c)	Insu- rance Rs. (d)	Ot- hers Rs. (e)	GST Rs. (f)	Discount offered Rs. (g)	TOTAL FOR DESTI- NATION PRICE Rs. (a+b+ c+d+e +f+g)	Brand
1.	16050120	Maplitho copier paper(Xerox) 75 GSM, in A-4 size (210 x 297MM) in Reams of 500 sheets, cut in uniform size, mill packed. Brand : J.K (Red Copier) / BILT (Copy Power)/ TNPL or other std make.	3500 Reams									
2.	16050110	Maplitho copier paper(Xerox) 75 GSM, in A-3 size (420 x 297MM) in Reams of 500 sheets, cut in uniform size, mill packed. Brand : J.K (Red Copier) / BILT (Copy Power)/ TNPL or other std make.	30 Reams									
3.	16050121	Maplitho copier paper(Xerox) 75 GSM, in Legal (F/S) size (21.5 X 34.5 MM), in Reams of 500 sheets Brand : J.K (Red Copier) / BILT (Copy Power)/ TNPL or other std make.	95 Reams									

1. The tenderers are requested to fill up the above details and submit the same in 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' if taxes/charges etc are not applicable.

Date: _____

Name, Signature & Seal of the Tenderer

NOTE: Kindly fill this Price Schedule (Annexure-II) and submit duly signed and stamped in Cover-II, else your offer is liable to be rejected.

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

DETAILS FOR SUBMISSION BY VENDORS ALONG WITH TENDER.

A. VENDOR DETAILS OF VENDOR

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

B. BANK DETAILS OF VENDORS.

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

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, 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	No.	

	taxable person as per section 2(77) of CGST Act, 2017 ? (Yes or 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	facao@mptgoa.com 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: _____)