



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

The Materials Manager, Mormugao Port Trust, Materials Management Division, Headland-Sada, Mormugao, Goa-403 804, invites quotations superscribed as Tender No. **MM/16/ARC/0456 due on 06.04.2017 at 15.00 hrs.** for entering into an **annual rate contract** for supply of printed files, folders, box files & flap folders detailed below subject to terms and conditions therein from the following suppliers:-

1. Kavishetti Printers, Hubli
2. Vinod Printing Press, Vasco
3. Jayar Printers, Panaji
4. Iconic Solutions, Vasco
5. Impressions, Belgaum
6. Trupti Printers, Vasco
7. Rajeshwari Trading Co., Bengaluru

**Note :** In addition to the above suppliers, other suppliers are also eligible to quote against this tender.

Date : 08.03.2017

**MATERIALS MANAGER**

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

**MM/16/**

**06/03/2017**

To,

Dear Sir,

**Last date and time of submission of tender: on or before 06.04.2017 at 15.00 hrs.**

**Sub : Annual Rate Contract for supply of files, folders, box files & flap folders as per Annexure-A attached.**

**Ref: Tender No. MM/16/ARC/0456 due on 06.04.2017 at 15.00 hrs.**

**EMD: Rs. 5,000/- (Rupees five thousand only)**

You are requested to furnish sealed tenders in the single cover **system** superscribed as **TENDER No. MM/16/ARC/0456 due on 06.04.2017 at 15.00 hrs.**

The sealed cover superscribed as **TENDER No. MM/16/ARC/0456 due on 06.04.2017** shall be opened on **due date** at 15.30 hrs. in the presence of authorised representatives of the tenderer's who choose to be present at the time of opening.

Incomplete tenders will not be accepted. Tenders should be kept valid for a minimum period of 90 days from the date of opening and shall conform to the general terms and conditions of contract attached.

Tenders shall be accompanied by EMD of Rs. 5,000/- (Rupees five thousand only) by Demand Draft payable to the FA & CAO, Mormugao Port Trust, Goa payable at Mormugao Harbour, Goa. The Earnest Money Deposit can also be deposited in cash at Cash Section, MPT Administrative Office, Headland Sada.

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

Thanking you,

Yours faithfully,

**MATERIALS MANAGER**



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

**Instructions to Tenderers**

**GENERAL**

1. **Only** manufacturers and suppliers with experience **are eligible to quote for this tender**
2. The tender reference & due date should be super scribed on the envelope and the same should be forwarded to the Materials Manager, Mormugao Port Trust, in duplicate, so as to reach him **not later than 15.00 hrs. on the due date**. Tenders received after the due date and time will not be considered for opening. **Tenders received before the last date and in time will be opened at 15.30 hrs. on due date** in the presence of the tenderers or their authorized representatives who may choose to be present.
3. 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.
4. Offers should not contain any sort of conditional discounts based on quantity or value of order. Offers containing such conditional discounts will be rejected.
5. The prices should be valid for part quantities also.
6. The Tender Conditions, Conditions of Contract and the Tender Form attached should be signed and submitted along with your Techno-Commercial Offer in acceptance of all the terms and conditions mentioned therein. In case this is not done the tender is liable to be rejected.
7. The offer submitted should satisfy all technical specifications in the attached Annexure, else the offer is liable to be rejected.
8. If the offers are found to deviate from our commercial terms & conditions and technical specifications they are liable to be rejected.
9. All documentary evidence and information requested should be furnished along with your offer without fail.
10. Please note that the Port does not extend any concession such as exemption in payment of EMD, Security Deposit, price preference etc. to small scale industries registered with the NSIC.
11. **TENDER COVERS SHOULD BE SEALED PROPERLY. TENDERS RECEIVED WITHOUT BEING SO SEALED WILL BE REJECTED OUTRIGHT.**
12. 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**

**Tender Conditions**

1. Only tenderers who have experience in supply of Printed Stationery 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 CST/VAT is applicable.
4. **Excise Duty:** The quantum of Excise duty applicable will not be considered for evaluation of the tender, wherever the Port is eligible for CENVAT credit. The manufacturers should confirm that they will produce the Tax invoice alongwith the supplies and in case of dealers, they should be registered with the Excise authorities and should confirm that they will produce Tax invoice in their own name to enable Port avail CENVAT credit. In case they are unable to provide Tax invoice as above, required by the Port to avail CENVAT credit, their offer will be evaluated including the Excise Duty component. Also, tenderers who agree to furnish Tax invoice as above in their offer but fail to produce the same at the time of supply, the amount towards Excise duty component will be deducted from their bill.
5. **Quantity:** The quantities indicated are our approximate annual requirements. Orders will be released from time to time based on our actual requirements, in multiples of 100's, at ±20% of the projected quantities. There is no contractual liability on our part to order or accept the quantities as per the Rate Contract in full.
6. **Delivery:** The materials are to be supplied within 4 weeks of receipt of each order. The materials will have to be supplied on 'Door delivery' basis to our Stores at Baina, Vasco- Da- Gama,Goa duly insured at your cost.
7. **Packing:** The materials shall be duly packed to withstand the hazards of transportation.
8. **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.
9. **Payment:** Our payment shall be 100% payment within 30 days of receipt of material by ECS/EFT.
10. **Validity:** The Annual Rate Contract shall be valid for a period of 1 year from the date of award of Annual Rate Contract.

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

11. **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 18 months from the date of award of Annual Rate Contract. Please note that we do not accept Bank Guarantee issued by ICICI Bank.
12. **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.**
13. **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
14. **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.**
15. **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:-**

- a) **PURCHASER** means\* **MATERIALS MANAGER\*** on behalf of the Chairman of the Board of Trustees of Mormugao Port trust.
- b) \* **INSPECTION OFFICER\*** means the person, firm or department nominated by the purchaser to inspect stores on his behalf.
- c) \***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 quotation 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. **DELIVERY THE ESSENCE OF THE CONTRACT:** The time given for delivery or dispatch shall start from the date of receipt of order by the Contractor. The time for the date of delivery or dispatch stipulated in the Schedule/Order shall be deemed to be the essence of the contract. In the event of the Contractor failing to effect delivery in the manner aforesaid, the Purchaser shall be entitled to recover from Contractor as Liquidated Damages and not as penalty a sum not exceeding 1% of the price of stores which the Contractor has failed to deliver as aforesaid for every week or part thereof during which the delivery of such stores may be delayed. The Max liquidated damages not to exceed 10% of the value of the materials ordered. If the Contractor shall delay to complete the supplies or instalment thereof as provided in the Schedule/Order by a period greater than 8 (eight) week, the purchaser may without prejudice to his claim for Liquidated Damages, terminate the contractor and shall be entitled to purchase elsewhere on the account and at the cost of the Contractor, the stores which the contract has failed to deliver and the Contractor shall be liable for any loss or damages which the Purchaser may sustain of such failure on the part of the Contractor.

In case of failure to deliver the goods shall have arisen from war, insurrection, restraint imposed by Government Act of Legislation or other authority, accident, strike, riot, lockout, 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.

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.



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

8. 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.

**CONTRACTOR'S SIGNATURE**

**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**

**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**

**TENDER NO: MM/16/ARC/0456 DUE ON 06.04.2017**

**LIST OF ITEMS**

**1. FILES**

<b>Sr. No.</b>	<b>Material</b>	<b>Description</b>	<b>Qty. (nos.)</b>
1	M16060011	Supply of Flat office files in standard size [approx. 355 mm (length) X 255 mm (width)] of superior quality SIRPUR make card board (approx. 31.5 kg weight per Gross board). The files should be supplied with good quality rustless gold clips and one additional eyelet of brass or aluminium coated metal should be provided on front side of files. Further 4" width cali-cloth should be pasted in centre of the files and 2" to 3" width cali-cloth should be pasted in vertical edges of the files. The printing in bilingual should be done on the front cover of the files as per the specimen enclosed (printing on both side of front cover), for use of General Administrative Department.  <b>Shade : ORANGE</b> (as per shade card enclosed)	400
2	M16060012	-----do-----, for use of Finance Department.  <b>Shade : GREY</b> (as per shade card enclosed)	500
3	M16060013	-----do-----, for use of Traffic Department.  <b>Shade : YELLOW</b> (as per shade card enclosed)	300
4	M16060014	-----do-----, for use of Marine Department.  <b>Shade : BLUE</b> (as per shade card enclosed)	300
5	M16060015	-----do-----, for use of Chief Mechanical Engineer's Department. <b>Shade : PINK</b> (as per shade card enclosed)	600
6	M16060016	-----do-----, for use of Chief Medical Officer's Department.  <b>Shade : LIGHT BLUE</b> (as per shade card enclosed)	200
7	M16060017	-----do-----, for use of Vigilance Department/CISF.  <b>Shade : RED</b> (as per shade card enclosed)	400
8	M16060018	-----do-----, for use of Chief (Civil) Engineer's Department.  <b>Shade : GREEN</b> (as per shade card enclosed)	400

**2. BOX FILE**

<b>Sr. No.</b>	<b>Material</b>	<b>Description</b>	<b>Qty. (nos.)</b>
9	M16060020	Supply of Box Files in special size of 370 X 275 X 85 mm with minor tolerance, of special quality thick card board with non-rustable STEEL adjustable lever and printing of labels as per our specimen.  <b>Brand: Peacock</b>	800

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

**3. FOLDERS**

Sr. No.	Material	Description	Qty. (nos.)
10	M16060111	Supply of folders in standard size [approx. 360 mm (length) X 260 mm (width)] of superior quality SIRPUR make card board (approx. 31.5 kg weight per Gross board). The folders should be supplied with 6 eyelet of brass or aluminum coated metal should be as per locations mentioned in the sample folders. Further 4" width cali-cloth should be pasted in centre of the files and 2" to 3" width cali-cloth should be pasted in vertical edges of the files. The printing in bilingual should be done on the front cover & inner front cover of the files as per the specimen enclosed (printing on both side of front cover), for use of General Administrative Department.  <b>Shade : ORANGE</b> (as per shade card enclosed)	300
11	M16060112	-----do-----, for use of Finance Department.  <b>Shade : GREY</b> (as per shade card enclosed)	300
12	M16060113	-----do-----, for use of Traffic Department.  <b>Shade : YELLOW</b> (as per shade card enclosed)	800
13	M16060114	-----do-----, for use of Marine Department.  <b>Shade : BLUE</b> (as per shade card enclosed)	200
14	M16060115	-----do-----, for use of Chief Mechanical Engineer's Department. <b>Shade : PINK</b> (as per shade card enclosed)	1000
15	M16060116	-----do-----, for use of Chief Medical Officer's Department.  <b>Shade : LIGHT BLUE</b> (as per shade card enclosed)	500
16	M16060117	-----do-----, for use of Vigilance Department/CISF.  <b>Shade : RED</b> (as per shade card enclosed)	500
17	M16060118	-----do-----, for use of Chief (Civil) Engineer's Department.  <b>Shade : GREEN</b> (as per shade card enclosed)	1000

**4. FLAP FOLDER**

Sr. No.	Material	Description	Qty. (nos.)
18	M16060200	Supply of Flap Folders of thick card board at the base, of size 260x350mm. The pads should be pasted with printed (printing as per specimen) light blue colour paper. The flap folders should be provided with cali-cloth pasted pair of flaps of size 200mm x 100mm, and white cotton tape of good quality of sufficient length. 'MPT' name and logo should be printed on the flap folders on the flaps as per specimen.	200

**MATERIALS MANAGER**

**Name, signature & seal of the tenderer**

**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**

**TENDER NO: MM/16/ARC/0456 DUE ON 06.04.2017**

**PREQUALIFICATION CRITERIA**

1. The tenderer should submit at least one order copy from a Govt. of India Undertaking, or any other reputed firm, pertaining to having supplied printed office stationery to qualify for this tender.
2. In support of (1) above, the Purchase Order, Performance Certificate, etc. shall be submitted along with the offer.
3. A sample of the file, folder, box file and a flap folder has to be necessarily submitted to qualify for this tender.

**MATERIALS MANAGER**

**Name, signature & seal of the tenderer**

**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**

**ANNEXURE-I**

**PRICE SCHEDULE**

**TENDER NO. MM/16/ARC/0456 DUE ON 06.04.2017**

Sr. No.	Code No.	Description	Qty. (nos.)	U/Rate (Basic) (Rs.) (a)	P.F. in % (b)	ED in % (c)	Tax in % (d)	Freight in % (e)	Insurance in % (f)	Others, if any in % (g)	Total (For Destination Price (Rs.) (a+b+c+d+e+f+g))
1	M16060011	Flat office files, <b>ORANGE</b>	400								
2	M16060012	Flat office files, <b>GREY</b>	500								
3	M16060013	Flat office files, <b>YELLOW</b>	300								
4	M16060014	Flat office files, <b>BLUE</b>	300								
5	M16060015	Flat office files, <b>PINK</b>	600								
6	M16060016	Flat office files, <b>LIGHT BLUE</b>	200								
7	M16060017	Flat office files, <b>RED</b>	400								
8	M16060018	Flat office files, <b>GREEN</b>	400								
9	M16060020	Box Files Brand: Peacock	800								
10	M16060111	Folders <b>ORANGE</b>	300								
11	M16060112	Folders <b>GREY</b>	300								
12	M16060113	Folders <b>YELLOW</b>	800								
13	M16060114	Folders <b>BLUE</b>	200								
14	M16060115	Folders <b>PINK</b>	1000								
15	M16060116	Folders <b>LIGHT BLUE</b>	500								
16	M16060117	Folders <b>RED</b>	500								
17	M16060118	Folders <b>GREEN</b>	1000								
18	M16060200	Flap folders	200								

- The tenderers are requested to fill up the above details and submit the same along with the tender.
- Offers not given in above format are liable to be rejected.
- ED-Excise Duty, CST-Central Sales Tax, P/F- Packing & Forwarding, ST-Service Tax.

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

**Name, Signature & Seal of the Tenderer**

**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>	