



# NEW MANGALORE PORT AUTHORITY

STORES DIVISION, PANAMBUR, MANGALORE- 575 010

Phone: 0824-2887721/726 Extn. 721/726

Direct : Telephone : 0824-2407721, Fax : 0824-2407721

GSTIN : 29AAALN0057A2ZG

Enquiry No : **27/1/2022-23/SCS.2/PII- 2651**

Dated : 04-08-2022

Last Date & time for Submission : **16.08.2022**

On or Before 3.00 pm

Date of Opening : **16.08.2022**

Time of Opening : 3.30 pm

To,

As per the List Enclosed

**Subject : NMPA- Stores Division: Procurement of Stationary Items- Quotation Requested- Reg;**

Sealed quotations are invited from you on or before 3.00 pm **Dt. 16.08.2022** addressed to the Dy. Materials Manager for the items given below subject to the terms and conditions printed overleaf. The sealed envelope should be clearly superscribed with the above Enquiry No., the due date and shall be dropped in the Tender Box kept at Dy. Materials Manager Office, Stores Division, Panambur, Mangalore-575 010.

Sl No	Description	Unit	HSN	Required Qty	Rate per Unit	Total for required Quantity Excluding GST	Total for required Quantity Including GST	GST %
1	<b>File Wrapper</b> Size 10" x 14" x 4 Page 420 GSM, 42 Kg Deluxe Board, Brown Color 6 Nos of Aluminum Eyelets with 18" long Green tag. 2.5"w x 14"L Calico to be pasted in inner page of file folder with necessary Printing	Nos		5000				
2	<b>PUSTI FILE PAD-</b> Size 14" x 10" Material Mill Board (5mm thickness) with twin cloth lined flaps (9" x 3") with necessary printing alongwith white thread 32" (as per specimen)	Nos		3000				

SPECIAL NOTE: Tenderer/Bidder are informed to quote strictly as per the specifications. Deviation in specification leads to rejection.

Yours faithfully,

  
Dy. Materials Manager

## TERMS AND CONDITIONS OF TENDER:


1. Rates quoted should be free delivery at destination F.O.R. NEW MANGALORE PORT TRUST including all charges otherwise the quotation is likely to be rejected. Price quoted for free delivery at destination will be given preference. If there is no indication regarding the FOR, in the quotation, then it will be considered as F.O.R. Destinations.

2. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
3. Quotation should be free from corrections / erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered.
4. Manufacturer's name and country of origin of materials offered must be clearly specified. Complete details and ISI specification if any must accompany the quotation. If you have NSIC/ SSI/ MSI/ DGS&D. certificate, please attach it to the quotation. Mention your registration details with NEW MANGALORE PORT AUTHORITY.
5. Payment of Sales Tax is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding CST/GST is recorded in the quotation, the CST/GST will be considered as included.
6. The delivery schedule quoted should be strictly adhered to. If the deliveries are not maintained and due to that account the Port Trust is forced to buy the material from elsewhere, the loss or damage that may sustained there by will be recovered from the supplier for non-delivery of the material in schedule period (s).
7. The Port Trust reserves the right to recover any Loss sustained due to delayed delivery by way of penalty.
8. The quotation must be in the form furnished by the Port Trust.
9. The NEW MANGALORE PORT AUTHORITY reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
10. In case the items in the enquiry are covered by any Rate Contract or Running Contract finalized by the D.G.S. & D. or any other state or Central Government, is should be specified in your quotation and accepted contract rates should also be mentioned. It should be confirmed whether you could supply at the RC/RGC Rates outside Rate contract.
11. The prices quoted should be firm till the supplies are completed.
12. The NEW MANGALORE PORT AUTHORITY reserves the right to modify the quantity specified in this enquiry.
13. The NEW MANGALORE PORT AUTHORITY will not issue 'C or 'D' Form for the purpose of concessional rate of Sales Tax you may claim at full rate if legally leviable.
14. Quotations should be strictly as per the technical specification mentioned in tender without any deviation. Conditional offers will not be accepted/ entertained.
15. Quotation written in pencil will not be considered.
16. The supply should be effected within **20 days** after the issue of supply order.
17. Price Bid will be evaluated based on the item wise basic value.

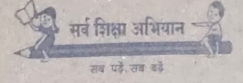
18. **MSME CONDITIONS :**

- 18.1. In the tender, participating Micro & Small Enterprises quoting price is within the price band of L1 + 15% shall be allowed to supply portion of requirement by bringing down the price to L1 price in a situation where the L1 is from someone other than Micro & Small Enterprise and such MSEs shall be allowed to supply upto 25% of the total tendered value.
- 18.2. Out of 25%, 4% shall be earmarked for procurement from MSEs owned by SC/ST Entrepreneur. Provided that in the event of failure of such MSEs to participate in the tender process or meet the tender requirements and L1 price, 4% sub-target for procurement earmarked for MSEs owned by SC/ST Entrepreneurs shall be met from other MSEs.
- 18.3. A minimum of 3% Reservation for MSEs owned by women, shall be provided within the above mentioned 25% reservation.
- 18.4. All MSEs shall submit MSME/NSIC Certificate etc. indicating the category such as SC/ST/Women Entrepreneur etc. so as to avail the benefits.
- 18.5. The above facility is applicable only where it is possible to split the quantity among the bidders.
19. Dispute Clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Mangalore only.
20. Our normal payment terms are 100% within 30 days on receipt and acceptance of material at our site in good condition.
21. Liquidated Damage: The material shall be supplied within the stipulated period mentioned in the purchase order to avoid any penalty for late delivery. If the materials are not supplied within the delivery period, Liquidated Damage will be levied on the undelivered portion at the rate of 0.5 % of the value of the material per week or part thereof, subject to a maximum of 10% of the total tax invoice value of the item unless extension is obtained in writing from the office on valid ground before expiry of delivery period. In the event of forfeiting the EMD / LD / SD GST is applicable & while imposing penalty GST shall be collected.
22. Quotation will be opened on due date at 3.30 p.m. in the office of the Dy. Materials Manager in the A.O. Building Panambur, Mangalore in presence of tenderer or their representatives who may wish to be present.

Yours Faithfully

  
Deputy Materials Manager

New Mangalore Port Authority, Panambur



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ಪನಂಬುರು, ಮಂಗಳೂರು - 575 010

नव मंगलूर पत्तन प्राधिकरण

पणंबूर, मंगलूर - 575 010

**NEW MANGALORE PORT AUTHORITY**

Panambur, Mangaluru - 575 010

.....विभाग / Department

फाइल सं. / File No. ....

विषय / SUBJECT :

पिछला संदर्भ / Previous References :

बाद का संदर्भ / Later References :

लघु टिप्पणियाँ **Short Notes**

As approved  
As directed  
Action may be taken as proposed  
Agenda of the meeting is put up  
Approved as proposed  
Call for quotation  
Confirm, please  
Copy enclosed  
Copy forwarded for information and guidance/necessary action  
Copy may be sent/forwarded  
Delay regretted  
Draft as amended is put up for approval  
Duly verified  
Expedite action  
Files may now be returned to the concerned department  
Follow-up action may be taken  
For concurrence please  
For disposal  
For further action  
For information please  
For kind perusal  
For necessary action  
For orders please  
For signature please  
Give details  
I agree  
Immediate action please  
Kindly acknowledge receipt

यथा अनुमोदित  
निर्देशानुसार  
प्रस्ताव के अनुसार कार्रवाई करें / की जाए  
बैठक की कार्यसूची प्रस्तुत है  
प्रस्तावानुसार अनुमोदित  
कोटेशन मंगाए जाए  
कृपया पुष्टि करें  
प्रति संलग्न  
सूचना एवं मार्गदर्शन/आवश्यक कार्रवाई के लिए प्रतिलिपि प्रेषित  
प्रतिलिपि भेजी जाए / अग्रेषित की जाए  
विलंब के लिए खेद है  
यथा संशोधित मसौदा अनुमोदन के लिए प्रस्तुत  
विधिवत् सत्यापित  
शीघ्र कार्रवाई करें  
फाइलें अब संबंधित विभाग को लौटा दी जाएं  
अनुवर्ती कार्रवाई की जाए  
कृपया सहमति के लिए निपटान के लिए  
आगे की कार्रवाई के लिए  
सूचनार्थ/जानकारी के लिए  
अवलोकन के लिए  
आवश्यक कार्रवाई के लिए  
आदेशार्थ प्रस्तुत  
हस्ताक्षर के लिए  
विस्तृत विवरण दें  
मैं सहमत हूँ  
तत्काल कार्रवाई करें  
कृपया पावती दें

Leave may be granted  
Matter is under consideration  
May be confirmed  
May be informed accordingly  
Most urgent  
Necessary action may be taken  
Order communicated  
Paper under consideration  
Please circulate  
Please inform accordingly  
Please put up for approval  
Reminder may be issued  
Sanction as proposed  
Sorry for the delay  
Subject to approval  
Submitted for consideration  
Through proper channel  
Until further orders  
Verified and found correct  
With regards  
Work in progress  
You may kindly submit your proposal

छुट्टी स्वीकृत / छुट्टी स्वीकृत की जाए  
मामला विचाराधीन है  
पुष्टि की जाए  
तदनुसार सूचित किया गया  
अत्यावश्यक  
आवश्यक कार्रवाई की जाए  
आदेश भेज दिया जाए  
विचाराधीन कागजात  
कृपया परिचित करें  
कृपया तदनुसार सूचित कर दें  
अनुमोदन के लिए प्रस्तुत करें  
अनुस्मारक भेजा जाए  
सुझाव के अनुसार स्वीकृत  
विलंब के लिए खेद है  
अनुमोदनाधीन  
विचार के लिए प्रस्तुत  
उचित माध्यम से  
अगला आदेश मिलने तक  
जाँचा और ठीक पाया गया  
सादर  
कार्य चल रहा है  
कृपया आप अपना प्रस्ताव प्रस्तुत करें

नव मंगलूर पत्तन प्राधिकरण, पणंबुर  
NEW MANGALORE PORT AUTHORITY, PANAMBUR

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