
		<h2 style="text-align: center;">NEW MANGALORE PORT AUTHORITY</h2> <p style="text-align: center;">STORES DIVISION, PANAMBUR, MANGALORE- 575 010 Phone: 0824-2887721/726 Extn. 721/726 Direct : Telephone : 0824-2407721, Fax : 0824-2407721 GSTIN : 29AAALN0057A2ZG</p>						
Enquiry No.:27/1/2022-23/SCS.2/PII(ARC Visiting Cards)- 2681		To,						
Dated : 13.12.2022		As per the List Enclosed						
Last Date & time for Submission : 23.12.2022 On or Before 3.00 PM								
Date of Opening : 23.12.2022								
Time of Opening : 3.30 PM								
Subject : NMPA Stores Division: Printing & Supply of Visiting Cards on Annual Rate Contract Basis Quotation Requested- Reg;								
Sealed quotations are invited from you on or before 3.00 PM Dt. 23.12.2022 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 Quantity	Rate per Unit	Total for required Quantity Excluding GST	Total for required Quantity Excluding GST	GST %
1	VISITING CARDS- MULTI COLOUR BILINGUAL PRINTING USING 300 GSM ART CARD WITH DESIGN AND PROOF	No				10000		
SPECIAL NOTE : Tenderer/Bidder are informed to quote strictly as per the specifications. Deviation in specification leads to rejection.					Yours faithfully,  Dy. Materials Manager 12/12			

Note:-

1. Printing & supply of eco friendly visiting cards 10,000 Nos. (Approximately) for 1 year Bilingually in English & Hindi (one side English And other side in Hindi) in single or double colour printing as per Specimen provided on rate contract basis for a Period of one year from the issue of Purchase Order. However, if both the parties accepting the same will be expandable a further period of one year without revision of offered ARC Rate.
2. Cards should be supplied in boxes containing 100 cards in each box.
3. Proof should be got approved earlier to final printing.
4. Printing should be of good quality and otherwise same will be rejected.

5. Minimum printing quantity of cards may be 100, 200 or 300 likewise to be printed & supplied as and when required as per the intimation.
6. Rate quoted should be valid for a period of minimum one year from the date of order.
7. Cards should be supplied within 2-3 days after approval of proof.

TERMS AND CONDITIONS OF TENDER

1. Rates quoted should be free delivery at destination F.O.R. New Mangalore Port Authority 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. 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.
5. The delivery schedule quoted should be strictly adhered to. If the deliveries are not maintained and due to that account the Port Authority is forced to buy the material from elsewhere, the loss or damage that may be sustained there by will be recovered from the supplier for non-delivery of the material in schedule period (s)
6. The Port Authority reserves the right to recover any Loss sustained due to delayed delivery by way of penalty.
7. The quotation must be in the form furnished by the Port Authority.
8. 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.
9. In case the items in the enquiry are covered by any Rate Contract or Running Contract finalised by the D.G.S. & D. or any other state or Central Government, it 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.
10. The prices quoted should be firm till the supplies are completed.
11. The New Mangalore Port Authority reserves the right to modify the quantity specified in this enquiry.
12. 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.

- 13. Quotations should be strictly as per the technical specification mentioned in tender without any deviation. Conditional offers will not be accepted / entertained.
- 14. Quotation written in pencil will not be considered.
- 15. Please quote the rates in words and figures.
- 16. Price Bid will be evaluated based on the item wise basic value.
- 17. Please quote whether your organisation is large scale industry or small scale industry.
- 18. Dispute Clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Mangalore only.
- 19. Our normal payment terms are 100% within 20 days on receipt and acceptance of material at our site in good condition.
- 20. Quotation will be opened on due date at 4.00 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



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12/12
Deputy Materials Manager
New Mangalore Port Authority, Panambur