



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 : **27/1/2024-25/SCS.2/PII- 2775**

Dated : **25-10-2024**

Last Date & time for Submission: **14-11-2024**

On or Before 3.00 pm

Date of Opening: **14-11-2024**

Time of Opening: 3.30 pm

To,

As per the List Enclosed,

**Subject : NMPA- Stores Division: Procurement of Printing/Supply of Stationary Items(Printing)-
Quotation Requested- Reg;**

Sealed quotations are invited from you on or before 3.00 pm **Dt. 14-11-2024** 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	FILE WRAPPER- Size 10" x 14" x 4. Page 420 GSM (21.2 Kg.) Deluxe Board, Brown Color- 6 Nos. 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		3000				
2	PUSTI FILE PAD- Size 14" x 10" Material Mill Board (5mm thickness) with twin cloth lined flaps (9" x 3") with necessary printing along with white thread 32"	Nos		1500				
3	Customer Call Feed Back Report A4 Size Book 2+1 with perforation ((Original-White. Duplicate-Pink, Triplicate-Yellow, Colour with 70 GSM) Each Pad Containing 50 Sets Format 50x3=150Sheets with printing as per sample.	Pads		100				
4	Body Composition Analysis Report Form - A4 Size 100 Slips without pinning, only gumming on top for easy to tear the slip- 70GSM paper with necessary printing	Pads		03				

5	COVER PLAIN WITH NMPA Print 6"X4" with necessary printing as per samples	Nos	1000				
6	WINDOW COVER 9 x 4-inch size with necessary Printing Ink Blue Colour 80 GSM White good quality Paper	Nos	1000				
7	NMPA COVER with necessary printing Size - 9" X 4" Printing Ink Blue Colour 80 GSM White good quality Paper	Nos	3000				
8	Cover Plain with NMPA Print 10"X5" with necessary printing as per samples	Nos	2000				
9	CLOTH LINED COVER 12"X6" with NMPA Necessary Printing	Nos	1500				
10	CLOTH LINED COVER 11" X 14" WITH NMPA PRINTING	Nos	1000				
11	CLOTH LINED COVER 14"X16" with NMPA Necessary Printing	Nos	1000				
12	CLOTH LINED COVER 14"X19" with NMPT Necessary Printing	Nos	1000				
13	Plastic File Folder with NMPA Logo and Print with Size: 35 CM (L) x 25 CM (W)	Nos	500				
SPECIAL NOTE: Tenderer/Bidder are informed to quote strictly as per the specifications. Deviation in specification leads to rejection.				Yours faithfully, <i>[Signature]</i> 25/10/24 Dy. Materials Manager I/c			

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. 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 Authority 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 Authority 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 Authority.
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 **45 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

for [Signature] 25/10/24

Deputy Materials Manager I/c
New Mangalore Port Authority, Panambur