



नव मंगलूरु बंदरु प्रुधलकरु
नव मंगलूर पत्तन प्रुधलकरण
NEW MANGALORE PORT AUTHORITY
(Fully Solar Powered)

भारत सरकार (पत्तन, पोत परलवहन और जलमार्ग मंत्रालय)
Govt. of India (Ministry of Ports, Shipping and Waterways)
ಪಣಂಬೂರು ಪಣಮ್ಬೂರು Panambur / ಮಂಗಳೂರು ಮंगलूर Mangalore - 575010



No.10/5/2024-25/PAC.3

Date:20-06-2025

To,

The Prospective bidders

Sir/Madam,

Sub: NMPA Administration Department – “Engagement of Agency for Photocopying, Printing & Spiral Binding” – Realistic Budgetary offer requested - Reg.

Realistic Budgetary offers are invited for “Engagement of Agency for Photocopying, Printing & Spiral Binding” on the terms and conditions and the scope of work detailed here under;

Sl. No.	Particulars	Approx. Qty	Rate / per page/ per side	
			(In figures)	(In words)
1	A4 size Xerox charges per page/ per side	1,50,000		
2	A4 size colour Xerox charges per page/ per side	7000		
3	Ordinary binding charges per book	100 Books		
4	Spiral binding – per book	500 Books		
5	A4 size colour sheets – without Xerox	1920		

Continued

ದೂರವಾಣಿ / ದೂರಭಾಷ / Phone : 0824 - 2407341, 2887399

आईएसओ 9001:2015, 14001:2015 आईएसओ एवं 450011:2018 आईएसपीएस अनुपालनकर्ता पत्तन
An ISO 9001:2015, 14001:2015 ISO 450011:2018 & ISPS Complaint Port

Terms & conditions:

1. The rate quoted shall be excluding GST which may be indicated separately.
2. The period of contract will be for one year from the date to be indicated in supply order which will be extendable for further period, with mutual consent subject to satisfactory service. The contract can be terminated by either party by giving one-month advance notice in normal case. Whereas, in case of unsatisfactory service the port can terminate the contract immediately by giving written communication to the bidder.
3. BOQ mentioned above is the requirement anticipated for one year. However, the actual requirement may vary.
4. The agency/firm located within Mangalore city corporation limit only may apply for the quotation for ease of convenience.
5. The photocopies/books shall be made available to the concerned section of the Port by the selected agency at their own cost within 3 hours on the same day (including holidays/Sundays) on receipt of the oral/written communication. If there is any delay, more than stipulated time, penalty of Rs.50/- shall be chargeable per book.
6. Printing should be clear, visible, neat, and the paper shall be of good quality.
7. Disputes if any shall be subject to the jurisdiction of the courts at Mangalore.
8. The quantity mentioned above is approximate and the actual quantity may vary.
9. All rates shall be quoted in the prescribed form attached. The rates quoted should be valid for **90 days**.
10. It is requested to submit realistic budgetary offer to the e-mail **ptcnmpt@gmail.com** on or before **27-06-2025**.

As per mt
20/06/2025

Deputy Secretary
New Mangalore Port Authority