

**NEW MANGALORE PORT AUTHORITY
MARINE DEPARTMENT
Panambur, Mangalore -575010**

NMPA/DMP/2022/10

Date: 28-12-2022

To

Sir,

Sub: - Preparing 15 Nos. booklets of DMP 2022 of NMPA –Budgetary
Quotation requested - Reg.

Kindly submit a budgetary quotation for preparing the booklets of DMP 2022 of New Mangalore Port Authority. The works involved are given below:

Sl. No.	Description of Work	Rate
1	PRINTING WORK: Printing 1 booklet of DMP forwarded through e-mail. a) Front cover page – 01 page colour printing.	
	b) Inside pages total 240 pages, out of which total 12 Pages i.e page Nos. 14,15,16,18,22,34,36,39,41,47,48 & 49 are to be colour printed.	
2	XEROXING WORK to prepare 14 booklets: a) Front cover page colour xeroxing , 01 page x 14 Sets, total 14 pages	
	b) Inside total 12 pages i.e Page Nos. 14,15,16,18,22,34, 36,39,41,47,48 & 49 are to be colour xeroxed (12 x 14 sets = total 168 pages)	
	c) Black & white xeroxing 228 pages x 14 Sets = total 3192 pages	
3	BINDING WORK: Spiral Binding total 15 booklets (Printed 1 booklet & Xeroxed 14 booklets). Transparent thick plastic sheets are to be placed on front and rear pages of booklets prior to binding.	
	Total Amount	

....2 Contd.

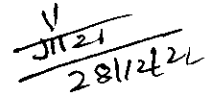
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Terms and Conditions:

1. The rates to be quoted excluding GST which would be paid extra as applicable. The firms shall mention their GST Number in their offers.
2. Income Tax as applicable would be deducted from the bill amount. At present IT @ 2 % of the total bill amount is being deducted.
3. The rates quoted to be valid for 2 months from the last date for submission of quotations.
4. The time allotted to complete the work is 05 days from the date of handing over the work.
5. No advance payment and payment will be made within 15 days on submission of bill in full shape after satisfactory completion of work.

Your quotation in complete shape in a sealed cover superscribed as **“Preparing 15 Nos. booklets of DMP 2022 of NMPA”** should be submitted to the undersigned on or before **10-01-2023**.

Yours faithfully,


28/12/22
Dock Master