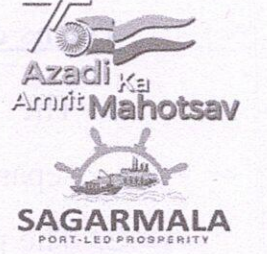




ನವ ಮಂಗಳೂರು ಬಂದರು ಪ್ರಾಧಿಕಾರ
ನವ ಮಂಗಳೂರು ಪತ್ತನ ಪ್ರಾಧಿಕರಣ
New Mangalore Port Authority
ಆಡಳಿತ ಇಲಾಖೆ ಪ್ರशासन विभाग Administration Department
पीएसी अनुभाग PAC Section
ಪಣಂಬೂರು ಪಂಚೂರು Panambur / Mangalore – 575 010



No.10/5/2023-24/PAC.3

Date: 10-06-2024

To,
The Prospective bidders

Sir/Madam,

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

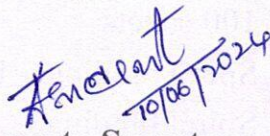
Please provide **Realistic Budgetary offer** for “**Engagement of Agency for Xerox, Printing & Spiral Binding**” as per the following terms and conditions. The scope of work is as follows.

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	6,600		
3	Ordinary binding charges (up to 100 sheets)	600		
4	Ordinary binding charges above 100 sheets			
5	Spiral binding – Up to 50 sheets	900		
6	Spiral binding – Above 50 sheets (for every 50 sheets)			
7	A4 size colour sheets – without Xerox	1,920		

Terms & conditions:

1. The rate quoted shall be inclusive of taxes which may be indicated separately.
2. The period of contract will be for two years from the date to be indicated in supply order which will be extendable for further period on need base 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. Approximate quantity of **1,50,000 Nos.** sheets and **900** Spiral Bind Books required for **each year**.
4. The agency/firm which is falling within 10 kms. from the NMPA, Panambur is only can apply for the quotation.
5. The delivery of the materials/items is to be made to the concerned section of the Port by the selected agency at their own cost within the stipulated date & time on receipt of the oral/written communication.
6. Printing should be clear, visible, neat, and the paper shall be of good quality.
7. All Disputes are subject to Mangalore Jurisdiction only.
8. The quantity mentioned above is approximate and actual quantity may vary.
9. All rates shall be quoted in proper form in the tender schedule enclosed. The rates quoted should be valid for **90 days**.

It is requested to submit realistic budgetary offer to the e-mail **ptcnmpt@gmail.com** on or before **18-06-2024**.


Deputy Secretary
New Mangalore Port Authority