



मुरगांव पत्तन प्राधिकरण
MORMUGAO PORT AUTHORITY

(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)
(MINISTRY OF PORTS, SHIPPING & WATERWAYS, GOVT. OF INDIA)

~~SAARASI SUPERTECHNICAL MECHANICAL ENGINEERING DEPARTMENT~~

"साारसी" प्रशासनिक कार्यालय भवन, हेडलैण्ड सडा, गोंया - 403804.

"SAARASI" ADMINISTRATIVE OFFICE BLDG, HEADLAND SADA, GOA - 403 804

Tel: (0832) 2524170 Email: mpa@mportqa.gov.in website: http://www.mormugao.gov.in

SAGARMALA

MM/16/2026/0145

Date: 29.04.2026

To,

Dear Sir,

Sub:- Enquiry

You are requested to kindly furnish your best offer for the below mentioned items in the following format:-

Code No.	Description	Unit	Qty.	U/Rate (Rs.)	Freight (Rs.)	HSN No.	Others (Rs.)	GST (Rs.)	FOR Destination Amount (Rs.)
M16201310	Offset printing and supply of Gate pass books for MPA non-returnable materials, FORM -B, in A-4 size on 57gsm paper in duplicate. The original copy on light blue colour, duplicate copy on white colour. The first copy should be perforated at the top. Each book should be supplied in the form of bound books with chart top cover with printing of book number form number and cardboard bottom and consisting of 100 sets i.e. 200 sheets duly numbered with book numbers as well as serial numbers on each set. Printing in Bilingual as per the Specimen.	Nos	20						

Enquiry No. MM/16/2026/0145 due on 09.05.2026

TERMS & CONDITIONS

- PAYMENT:** Kindly note that we are an autonomous body under the Ministry of Ports, Shipping & Waterways, govt. of India and as such our payment shall be 100% payment within 30 days of receipt of material/invoice/documents by EFT/RTGS. Suppliers Invoice should indicate the suppliers and MPA's GST numbers, and the HSN number.
- DELIVERY:** The material should be supplied to our stores at New Administrative Office Building, Headland Sada, within 6 weeks from the date of receipt of Order.
- VALIDITY:** Your quotation should be valid for 90 days from the date of opening.
- PART QUANTITIES:** The prices should be quoted item wise separately. Offers should not contain any sort of conditional discount based on quantity or value of order. The prices quoted should be valid for part quantities also.
- LIQUIDATED DAMAGES:** Supply schedule as per order should be strictly adhered to. In the event of delay in supplies, Liquidated Damages at 0.5% of the total basic value of the undelivered quantity will be levied per week or part thereof of delay. The total Liquidated Damages shall however not exceed 10% of the total basic value of the order. The total value here means the total value of the order exclusive of taxes. **The date of receipt of material at our Stores at Headland Sada will be considered as date of delivery for the purpose of Liquidated Damages. GST, as applicable will be charged on the Liquidated Damages amount whenever LD is applicable.**
- FORCE MAJEURE & EXTENSION IN DELIVERY PERIOD:** In case of failure to deliver the goods in time which shall have arisen due to war, insurrection, restraint imposed by the Government Act or Legislation or other Authority, accident, strike, riot, lock-out or unforeseen events beyond human control directly or indirectly interfering with the supplies of stores or from any cause which the purchaser may admit as reasonable ground for an extension of time, the purchaser will allow such additional time he considers reasonable provided that the contractor shall report to the purchaser the occurrence of any cause as aforesaid which will or might affect the performance of the contract within a reasonable time. Requests for extension received after expiry of the delivery schedule will not be entertained.

7. **QUALITY:** Kindly ensure that, the quality/GSM of paper is strictly as specified. In case of any deviation in this regard, entire supplies will be rejected outright.
8. **PROOF READING:** Kindly ensure that, the proof of **Printing Matter and Colour** is duly vetted and initiated by our Procurement Section before final printing to avoid rejection of supplies. No additional extension will be given to condone the proof Reading provide. The matter for printing will be furnished along with the order.

NOTE: Bidders has to accept all the clauses at Sr. Nos. 1 to 8, failing which the offers will be summarily rejected.

Kindly furnish your typed offer in cover marked "**MM/16/2026/0145 due on 08.05.2026**", which shall be opened on **08.05.2026 at 15.30 hrs.** The cover should reach this office latest by **15.00 hrs** on the due date.

INSTRUCTIONS TO BIDDERS:-

- a. **Offers may be sent by e-mail with protected password.** The protected password of the e-mail shall be sent between **15.00 hrs. to 15.30 hrs. on 08.05.2026**, before the tender opening time on the official e-mail mm@mptgoa.gov.in. Offers by e-mail without protected password will be summarily rejected.
- b. **Bidders may also send their offers by Courier Service or by Post** and ensure that the same is received by this office within the due date i.e. **08.05.2026** and time i.e. **15.00 hrs.**
- c. Bidders may also submit their offers in sealed envelope and drop the same in the Tender Box kept at the MPA Administrative Office Building, 2nd Floor, MM Division, by **15.00 hrs.** on the due date. The offers to be put in Tender Box earmarked for the subject tender, indicating the relevant subject, tender number and due date. The offers will be opened on the due date i.e. **08.05.2026 at 15.30 hrs.** The offers, if dropped in the tender box not earmarked for the same i.e a different tender box, the offer will not be considered.
- d. Offers received after the due date and time will not be considered.
- e. The bidders, if desire, may witness the bids opening at our premises on the due date **08.05.2026 at 15.30 hrs.**
- f. The bidder shall submit only one bid for this tender. In case the bidder submits more than one Bid for this tender all his bids will be summarily rejected.
- g. Those bidders whose working/trade license, GSTN, etc. are suspended, their offers will be summarily rejected.
- h. The bidders should take into account any corrigendum published on the Tender document before submitting their bids.

Thanking you,

Yours faithfully,


Sr. DY. MATERIALS MANAGER



मुरगाव पत्तन प्राधिकरण / MORMUGAO PORT AUTHORITY

बुक सं. / Book No. 20

पास सं. / Pass No. 1903

एमपीए की गैर-वापसी सामग्री के लिए गेट पास GATE-PASS FOR MPA NON-RETURNABLE MATERIALS

विभाग DEPARTMENT अनुभाग SECTION दिनांक DATE

1. कृपया निम्नलिखित सामग्री को पत्तन परिसर से वाहन सं. द्वारा गेट सं. 9/1 प्रशासनिक कार्यालय भवन गेट/एमएम स्टोर डिपो/एमपीए वर्कशॉप गेट से ले जाने की अनुमति दी जाए।

The following materials may please be allowed to be taken out of the port premises through Gate No. 9/1 Administrative Office Building Gate/MM's stored Depot/MPA Workshop Gate by Vehicle no.

Table with 6 columns: क्रम सं. Sr. No., बाहर ले जाने वाली सामग्री का विवरण Description of the materials being taken out, मात्रा Qty., निमुक्ति आदेश की संदर्भ सं. Ref. no. of Released order, गतव्य स्थान का पूरा पता Destination with full address, टिप्पणी Remarks

II सामग्री को बाहर ले जाने वाले व्यक्ति का विवरण PARTICULARS OF PERSON TAKING OUT THE MATERIALS

Form with two columns: एमपीए कर्मचारीयों हेतु FOR MPA EMPLOYEES and बाहरी व्यक्ति हेतु FOR OUTSIDERS. Fields include Name, Designation, EMP No, Dept, and Signature.

Form for Issuing Authority with fields: तैयारकर्ता Prepared by, नाम Name, पदनाम Designation, जारीकर्ता अधिकारी के हस्ताक्षर Sign. of Issuing Authority, नाम Name, पदनाम Designation.

III (केवल के औसुब के प्रयोग हेतु) (FOR CISF USE ONLY) निकासी समय OUA Time बिजे Hours दिनांक DATE

गैर वापसी रजिस्टर Non-returnable Register No. जांच कर सत्यपान किया गया Checked and verified

पृष्ठ सं Page No. ड्युटी पर तैनात के औसुब कर्मी के हस्ताक्षर Sign. of CISF personnel on duty नाम Name रैक Name के औसुब से CISF No.

के औसुब प्रा. प्रभारी के प्रति हस्ताक्षर / Counter-Signature of CISF Shift-in-charge जो शब्द लागू न होने कोट दें / strike out the inapplicable words (16201310)