



MAHANAGAR TELEPHONE (MAURITIUS) LTD
MTML Square, 63, Cyber City, Ebene
Tel: +230 5294 3333, Fax: +230 5294 0606, email: mtml@mtmltd.net

No: MTML /2020/PP-Stny
Dated: 27 July 2020

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Sub : Quote for ‘Supply of Pre-Printed Stationery’ for Year 2020-21.

Mahanagar Telephone (Mauritius) Ltd (MTML) invites ‘**Sealed quotations**’ from reputed vendors for ‘**Supply of Pre-Printed Stationery**’ as per the ‘**Schedule of Requirements**’ attached.

The terms and conditions are as follows:

- 1) The vendor should have ample experience in printing of forms of utility bills, pre-printed stationery and enough financial background.
- 2) The requirement of pre-printed stationery mentioned in the annexure is for a period of 24 months. This quantity may vary(+/-) up to 25%. Samples of stationery are available at MTML’s office ‘MTML Square’, 63, Cyber City, Ebene. Vendors who desire to look into the samples can contact the office on telephone number 59610036 and meet **Dy. Manager (Marketing) during the working hours with prior appointment.**
- 3) **The stationery will be ordered in lots as per the ‘schedule of requirements’ attached. The vendor should quote for all the items in the Schedule of requirements. Bids not quoting for all the items will not be considered further.**
- 4) **The Bidder should submit a bid security of Rs. 20,000/- alongwith its Bid.**
- 5) The vendor should be able to deliver the goods ordered within a period of 7 days from the date of work order and it has to be delivered to the MTML office at MTML Square, Cyber City, Ebene Or at MTML stores (as informed by the purchaser) at the expense of the supplier.
- 6) The rates quoted will be valid for a period of 24 months from the date of P.O. and no increase due to any increase in duties will be paid, however any reduction in duties are to be passed on to the purchaser.
- 7) The payment will be done for the supplies made within one month on presentation of the invoices.

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- 7) Stationery supplied should be strictly in accordance with the specifications and goods which are not as per specifications will be rejected and no payments whatsoever will be made for rejected supplies.
- 8) To the successful vendor, Letter of Intent will be issued and the successful vendor has to submit a Bank Guarantee of 12% equivalent to the total value of the contract for a period of 24 months in the prescribed Performa.
- 9) The offers should be filled up strictly as per the Performa enclosed (in the bid form Part-I & Part-II). Both the forms should be signed and the seal of the company is to be put without fail.
- 10) The offers should be sealed and addressed to

**The Chief Executive Officer
Mahanagar Telephone (Mauritius) Limited
MTML Sqaure ,63, Cyber City, Ebene**

to reach not later than 1400Hrs on 18 August 2020

- 11) MTML reserves the right to reject any offer without assigning any reason.
- 12) MTML may split the job and award to more than one vendor.
- 13) For evaluation, ranking will be done according to the overall value of the contract as per the financial quote of the supplier.
- 14) The contract will be awarded to the L-1(lowest) vendor. MTML shall negotiate the prices with the L-1 vendor to match the price of the individual items with the lowest price of any item in any one of the bid.
- 15) In addition to the requirements given in the schedule, MTML has the option to place orders for any other forms/brochures at the same rates quoted as per the same material, size and the matter for printing may be changed by MTML as per its requirements.

For any clarification, the vendor may contact **Dy. Manager (Marketing) at Tel No. 59610036**

**(Prakash Naik)
Chief Financial Officer**

**Encl: 1) Schedule of requirements
2) Bid Form- Part-I General
Part-II Price Bid**