



**HON. BALASAHEB THACKERAYAGRI-BUSINESS AND RURAL
TRANSFORMATION (SMART) PROJECT**

Project Coordination and Management Unit,

Sheti Mahamandal Bhavan, 270, Bhamburda, Senapati Bapat Road, Pune- 411016.

E-mail- pcmu.smart@gmail.com

SMART/PCMU/Cartridge /417/2023

Date: 09/03/2023

INVITATION FOR QUOTATIONS-CARTRIDGE REFILLING

To

All Concerned,

**Sub: INVITATION FOR QUOTATIONS FOR CARTRIDGE REFILLING WORK FOR
THE PERIOD OF ONE YEAR.**

Dear Sir/Madam

1. Government of Maharashtra is implementing World Bank assisted "Hon. Balasaheb Thackeray Agribusiness & Rural Transformation (SMART) Project" in the State of Maharashtra in order to transform agriculture and livelihoods sector in Maharashtra. The objective of the project is "to support development of inclusive and competitive agriculture value chains focusing on smallholder farmers and agri-entrepreneurs in Maharashtra". This would be achieved by expanding access to new and organized markets for producers and enterprises with complementary investments in provision of technical services and risk management capabilities.
2. The SMART Project is being implemented by various Project Implementation Units. The office of Project Coordination and Monitoring Unit (PCMU) of SMART project is in Pune, Maharashtra.
3. You are invited to submit your sealed competitive quotation for the following cartridge refilling work under shopping procedure.

Sr. No.	Items	*Appr. yearly Quantity
1	Canon LB P226DW-057 Cartridge refilling	100 Nos
2	HP Laserjet 1020 plus-LaserJet 12A refilling	25 Nos
3	Canon LB P226DW-057 drum replacement	20 Nos
4	HP Laserjet 1020 plus-LaserJet 12A drum replacement	5 Nos

*the quantity mentioned is only for evaluation purpose, it may change during actual implementation

4. Bid Price

- a) The contract shall be for the full work as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price but excluding GST charges.
- c) Rates should be inclusive of material cost, refilling work and delivery charges.
- d) The rates quoted by the agency shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

5. Eligibility Criteria:

- a) The agency should have its office in Pune, Maharashtra
- b) The agency should have PAN
- c) The agency should have experience in providing cartridge refilling work.
- d) The bidder should not be blacklisted /banned by any Government organization/PSUs during last 3 years.

6. Documents to be submitted along with the quotation:

The Service Provider should submit following documents along with the quotation

- a) PAN card copy /GST registration copy
- b) Work order/ invoice copy for refilling work done.
- c) Bid security declaration in the attached format
- d) Declaration about non-blacklisting in the attached format

7. Conditional Quotations are liable to be rejected.

8. Quotations should be submitted in the attached format only.

9. Each bidder should submit only one quotation.

10. Validity of Quotation

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

11. Evaluation of Quotations

The SMART Project will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed; and
- (b) Conform to the terms and conditions, and specifications.

The Quotations would be evaluated for all the items together. GST shall not be considered in evaluation.

12. Contract period:

Contract period will be for the period of one year which may be extended further up to 6 months upon satisfactory performance and need of the project without any change in the approved unit rates.

13. Award of contract

The SMART Project will award the contract to the agency whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- a) Notwithstanding the above, the SMART Project reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- b) The service provider whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order.

14. Terms and Conditions of Contract:

- a) The selected agency should complete the refilling and repairing work at PCMU, SMART office as and when required
- b) The selected agency should use good quality material and printing quality should good.

15. Payment:

The payment will be made within 8 days from the date of submission of bill duly along with the acknowledgement receipt signed by the administration section after deducting applicable taxes. Applicable GST will be paid on submission of invoice/bill.

16. Quotation Submission:

- a. Service Provider should submit only one quotation in a sealed envelope boldly superscript as "**Quotation for providing cartridge refilling work for PCMU, SMART office**"
- b. You are requested to provide your offer latest by **3.00 PM on 24/03/2023** to Hon. Balasaheb Thackery Agribusiness And Rural Transformation Project (SMART), Project coordination and Management Unit, Sheti Mahamandal Bhavan, 270, Bhamburda, Senapati Bapat Road, Pune – 411 016.
- c. Quotations received after due date and time for whatever reason shall not be considered and shall be rejected.
- d. Please quote the lowest possible rate. No negotiations will be entertained

17. Opening of Quotation: -

Quotations will be opened in the presence of agencies representatives who choose to attend at above mentioned address on **24/03/2023 @ 3.30 PM**

Sd/-
**Additional Project Director,
SMART, Pune.**

Place - Pune

Date - 09/03/2023

FORMAT OF QUOTATION
(ON THE LETTER HEAD OF AGENCY)

To
Addl. Project Director,
SMART Project
Pune.

Date:-

Subject: - Regarding submission of Quotation for Cartridge refilling and repairing work

Ref:- Your RFQ : SMART/PCMU/Cartridge /417/2023 Dt. 09/03/2023

Sr. No.	Items	Unit	Qty.	Unit rate without GST in Rs.	Total Amount without GST in Rs.
1	Canon LB P226DW-057 Cartridge refilling	Nos	100		
2	HP Laserjet 1020 plus-LaserJet 12A refilling	Nos	25		
3	Canon LB P226DW-057 drum replacement	Nos	20		
4	HP Laserjet 1020 plus-LaserJet 12A drum replacement	Nos	5		
Total Amount without GST in Rs.					

We agree to provide cartridge refilling and repairing work in accordance with the specifications and terms and conditions mentioned in the invitation for quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Authorized Signature

Name: _____

Office Stamp/Seal

FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY
(To be submitted on the Bidder's Letter Head)

Date: *[insert date]*

RFQ/ Tender Ref No.: *[insert number]*

To: *[insert complete name of Purchaser]*

I/We(Insert Name and Address of Bidder) am/are submitting this declaration in lieu of Bid Security/Earnest Money Deposit for(Insert Title of the RFQ), thereby fully accepting that I/We will be suspended and shall not be eligible to participate in the Tenders invited by any World Bank funded Projects , any government tenders , PSUs for a period of Three years from the date of such Suspension Orders, under the following circumstances:-

- a) If after the opening of quotation/ tender, I/We withdraw or modify my/our tender during the period of validity specified in the Request for Quotation / Bid Documents (including extended validity, if any) or do not accept the correction of the quotation/ tender Price pursuant to any arithmetical errors.

- b) If after the issue of supply order, I/We fail to furnish the required Performance Security, sign the Contract within the time limits specified in Request for Quotation/ Tender Document.

Signature and Seal of Authorised Signatory of bidder
Name of Authorized Signatory

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON BIDDER'S LETTER HEAD
WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION OF**

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

Date: *[insert date]*

RFQ/ Tender Ref No.: *[insert number]*

To: *[insert complete name of Purchaser]*

We hereby confirm and declare that we, M/s -----,
is not blacklisted/ De-registered/ debarred by any World Bank funded Project/
Government department/ Public Sector Undertaking/ Private Sector/ or any other
agency for which we have Executed/ Undertaken the works/ Services during the last
5 years.

Signature and Seal of Authorized Signatory of bidder
Name of Authorized Signatory.....