



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

**Project coordination and Management Unit,**

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

E-mail- pcmu.smart@gmail.com

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SMART/PCMU/MFM/Rental / 1084/ 2023

Date: 15/06/23

**INVITATION FOR QUOTATIONS-PHOTOCOPIER MACHING ON RENT BASIS**

To

All Concerned,

**Sub: INVITATION FOR QUOTATIONS FOR PHOTOCOPIER MACHING ON RENT BASIS FOR THE PERIOD OF THREE YEARS.**

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 providing photocopier machine on rental basis to PCMMU, SMART office for the period of three years as per following terms and conditions.
  - a) The agency should keep one good condition photocopier machine at PCMU office.
  - b) The photocopy should be clear, dark, sharp and of good consistent quality
  - c) The Photocopier machine shall be for making black & white copies on document sizes FC, A-4 & A-3 and shall be of any brand.
  - d) Minimum guaranteed uptime of the Photocopier Machine should be 99%.
  - e) The Photocopier machine should be capable to handle work load of at least 1000 copies per day.
  - f) The Photocopier machine shall have an inbuilt facility for automatic copying on document sizes FC, A-4 & A-3:
  - g) The Photocopier machine must have arrangement for automatic document feeding
  - h) The responsibility of keeping machine in good condition and cartridge refilling /repairing work lies with the agency.

- i) Approximate 6500 pages required to be print in a month. If the total number of pages printed during the month is less than 6500 pages, in such case project will pay payment for 6500 pages.
- j) Document scanning quantity shall not be charged by the agency.
- k) Blank papers shall be provided by PCMU,SMART
- l) Manpower is not required to operate the machine
- m) Agency should give training to the PCMU, SMART staff for operating the machine.
- n) The agency should immediately provide alternative machine, if the machine is under repair.
- o) Machine printing counter should be in working condition all the times.

#### **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 machine maintenance cost, material cost, cartridge refilling cost etc.
- 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 be registered under GST
- c) The agency should have similar type of service experience.
- 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) GST registration copy
- b) Work order/ invoice copy for similar work.
- 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 three years from the date of installation of machine. However PCMU, SMART reserves the right to terminate the contract for whatever reason by giving one month notice the agency.

**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. Payment:**

The payment to the agency will be made within 10 days from the date of submission of bill along with the details of number of pages printed duly signed by the administration officer / technical officer of administration section after deducting applicable taxes. Applicable GST will be paid on submission of invoice/bill.

**15. Quotation Submission:**

- a. Service Provider should submit only one quotation in a sealed envelope boldly superscript as **"Quotation for providing photocopier machine on rent basis to PCMU, SMART office"**
- b. You are requested to provide your offer latest by **3.00 PM on 21/06/2023** 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

**16. Opening of Quotation: -**

Quotations will be opened in the presence of agencies representatives who choose to attend at above mentioned address on **21/06/2023 @ 3.30 PM**

**Additional Project Director,  
SMART, Pune.**

**PLACE - PUNE**

**DATE - 15/06/2023**

**FORMAT OF QUOTATION**  
**(ON THE LETTER HEAD OF AGENCY)**

**To**  
**Addl. Project Director,**  
**SMART Project**  
**Pune.**

**Date:-**

Subject: - Regarding submission of Quotation for providing photocopier machine on rental basis to PCMU, SMART office

Ref:- Your RFQ : SMART/PCMU/MFM/Rental /1084/ 2023 dated 15/06/2023

<b>Sr. No.</b>	<b>Items</b>	<b>Unit</b>	<b>Printing Qty. per month</b>	<b>Unit rate without GST in Rs.</b>	<b>Total Amount per month without GST in Rs.</b>
1	Photocopier machine on rental basis	No of pages	6500		
<b>Total Amount without GST in Rs.</b>					

We agree to provide photocopier machine on rental basis as per the 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.: SMART/PCMU/MFM/Rental /1084/ 2023 dated 15/06/2023

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.: SMART/PCMU/MFM/Rental /1084/ 2023 dated 15/06/2023

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.....