



Hon' Balasaheb Thackeray Agri-Business & Rural Transformation (SMART) Project
Project Implementation Unit - Agri-Marketing
Directorate of Marketing, Maharashtra State, Pune
3 rd Floor, New Central Building, Pune 411001
Phone- 020-26126628/26126785/26114064 Fax - 020-26127004/26132401
Email :- dirmktms@gmail.com Website :- www.mahapanan.maharashtra.gov

O.No. SMART/PIU-DoM/RFQ/Stationery/3273 / 2023

Date :- 21/04/2023

INVITATION FOR QUOTATIONS

To,

All Prospective Bidders

.....

Sub : Invitation for quotation for Supply of office stationery....

Dear Sir/Madam

1. Government of Maharashtra has launched 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. Project will support the capacity building interventions to strengthen planning and implementation capacity of the DoM along the functional areas and core technical areas that need to be strengthened to support the agriculture marketing reforms, to enable ease of doing business and to establish a robust dispute resolution system.
3. Head, Project Implementation Unit (SMART) and Director of Marketing, Maharashtra State, Pune, 3rd Floor, New Central Building, Pune 411001 (*Hereinafter referred as 'Purchaser'*) now invites sealed competitive quotation for the following items.

Sr. No.	Item /Specification	Contract Period	Delivery Period
1	Items as per annexure A	Up to March 2024	Within 3 working days from the date of requirement

4. Bid Price :-

- a) The contract shall be to supply the items mentioned in Annexure 'A' as per the requirement of office. The bidder shall quote the price per unit basis.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) The rates quoted shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices shall be excluding GST.
- e) Rate should be inclusive of supply and installation if necessary.
- f) Bidder should quote rate for all the items.

5. Validity of Quotation :-

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

6. Eligibility Criteria :-

- a) Bidder should be registered under Goods and Services tax Act, 2017
- b) The bidder must have supplied stationery items of minimum total Rs. 50,000/- to Govt. / Semi Govt./ Local Bodies / PSUs / World bank Project offices in last financial year (i.e. 2022-23)
- c) Bidder should have its main or branch office in Maharashtra
- d) The bidder should not be blacklisted / banned by any Government organization / PSUs during last 3 years.

7. Documents to be submitted along with the quotation :-

The bidder should submit following documents along with the quotation

- a) PAN Card copy
- b) GST registration certificate copy
- c) Address proof document (Shop & establishment Act registration copy / Latest Light Bill copy / Latest Telephone Bill copy / Rent Agreement copy)
- d) Supply orders and invoice copies (with respect to clause 6 b)
- e) Bidder should submit compliance Sheet along with the quotation on Bidder's letter head. (In attached format)
- f) The declaration that the bidder is not black listed / banned by any government organization / PSUs. (In attached format)

8. Bid Security :-

- 1) Bidder should submit bid security declaration in the attached format. If bidder not submitted bid security declaration, in such case the bid submitted by such bidder shall be rejected.
- 2) The Bid Security declaration shall be executed
 - a) if a bidder withdraws its bid prior to the expiry date of bid validity specified by the bidder on the letter of bid or any extended date provided by the bidder; or
 - b) During the bid process, if any information submitted found manipulated / hidden /false / mala fide in the bid
 - c) if the successful Bidder fails to deliver required items as specified and in required quantity within stipulated time period.

9. Delivery period and Place:

Successful bidder should complete supply of office stationery within 3 (Three) working days from the date of award of contract / supply order to SMART - Project Implementation Unit - Directorate of Marketing, 3rd Floor, New Central Building, Pune- 411 001. If bidder fail to supply of goods within the period, liquidated damage @ 0.5% per week shall be deducted from final payment subject to maximum (10%). Once the maximum deduction is reached, the Purchaser may terminate the Contract.

10. General Conditions:

- a) Bidder should submit only one quotation
- b) The quantity mentioned may increase / decrease depend on the requirement.
- c) All legal disputes relating to the supply and installation etc. are subject to the jurisdiction of court of Pune.

11. Evaluation of Quotations

The PIU (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 items together. Total cost including GST shall be considered in evaluation.

12. Award of contract

The SMART Project will award the contract to the bidder who 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 bidder 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 supply/ work order.

13. Payment:

Payment will be made within 2 weeks after successful supply of office stationery certified by the authority appointed by the Project along with the bill / invoice. Applicable GST will be paid on submission of invoice / bill.

14. Quotation Submission:

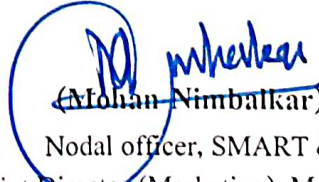
Interested bidder should submit only one quotation by **Two envelop method**. (Envelope 1 containing documents related to eligibility criteria for technical bid and Envelope 2 containing financial bid) The sealed envelope boldly superscript as (Quotation for supply of office stationery items) should submit latest by **4.00 PM on 08/05/2023** to Project Implementation Unit - Directorate of Marketing, 3rd Floor, New Central Building, Pune- 411 001.

- a. Quotations received after due date and time for whatever reason shall not be considered and shall be rejected.
- b. Please quote the lowest possible rate. No negotiations will be entertained

15. Opening of Quotation: -

Technical bid envelope will be opened in the presence of bidders representatives who choose to attend at above mentioned address **on 09/05/2023 @ 3.00 PM**.

16. In the event of the date being declared as a holiday for the purchaser's office, the due date submission and opening of quotations will be the following working date & time.


(Mohan Nimbalkar)
Nodal officer, SMART &
Joint Director (Marketing), M.S. Pune



Annexure A

A:- All types of Papers

Sr. No.	Items	Specifications	Unit	Qty
1	A4 size paper	Modi Xerox / MX Copy power / Reflection or equivalent - 70 GSM	Rims	70
2	Legal size paper	Modi Xerox / MX Copy power / Reflection or equivalent - 70 GSM	Rims	10

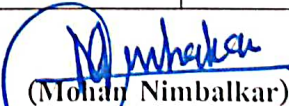
B:- All types of Registers

Sr. No.	Items	Specifications	Unit	Qty
1	Ruled Register- (80 pages)	Sundaram/Good luck/ equivalent	Nos	5
2	Ruled Register- (100 pages)	Sundaram/Good luck/ equivalent	Nos	10
3	Ruled Register- (200 pages)	Sundaram/Good luck/ equivalent	Nos	2
4	Cash Book 2 qr.	Sundaram/Good luck/ equivalent	Nos	1
5	Ruled Inward Register 2 qr.	Sundaram/Good luck/ equivalent	Nos	2
6	Ruled Outward Register 2 qr.	Sundaram/Good luck/ equivalent	Nos	2
7	Attendance Register 2 qr.	Sundaram/Good luck/ equivalent	Nos	2

C:- Other Office Stationery Items

Sr. No	Items	Specifications	Unit	Qty
1	Box Files - A4 Size	Kangaroo / Vagad / Royal or Equivalent	Box	3
2	Punching Machine - Medium	Kangaroo DP 600 or equivalent	Nos	3
3	Punching Machine - Big	Kangaroo HDP 2320 or Equivalent	Nos	1
4	Stapler Small	Kangaroo HP 10 or equivalent	Nos	7
5	Stapler Big	Kangaroo HP- 45 or equivalent	Nos	1
6	Stapler Pins - No. 10	Kangaroo or equivalent	Box	5
7	Stapler Pins Big - 24/6	Kangaroo or equivalent	Box	2
8	File Tags Cotton (Less)	White file tag	Bundle	10
9	File Tags Small (Less) Red	Red file tag	Bundle	10
10	Marker Pen	Colour - Red / Black - Cello or equivalent	Nos	2
11	File Flag - 4 Colour	equivalent	Pkts	20
12	Plastic File Tray	Wonder Exel or equivalent 12 x 16 x 3.5 inch	Nos	3
13	Highlighter pen set	equivalent	Nos	5

14	Pencil Ordinary	Natraj /Apsara/ HB or equivalent	Box	1
15	Eraser (small size)	Natraj /Apsara or equivalent	Box	1
16	U Pins / Clips	Kesetko U clip 35 mm or equivalent	Box	10
17	Note Pad 50 Pgs.	Sudarshan or equivalent	Nos	10
18	Plastic File Folder (Patti) (legal Size)	equivalent	Nos	30
19	Plastic File Folder (Transparent)	equivalent	Nos	10
20	Plastic Folder (L shape-Non transparent)	equivalent / Golden/ Pagoda	Nos	20
21	Plastic Folder (L shape-Transparent)	equivalent	Nos	20
22	Paper weight	equivalent	Nos	10
23	Patti Files	equivalent	Nos	50
24	Scissor	equivalent	Nos	3
25	Cutter	equivalent	Nos	3
26	Desk Organizer	equivalent	Nos	7
27	Envelop - White	equivalent	Nos	50
28	Envelop - Brown	equivalent	Nos	100
29	Stapler Pin Remover	Kangaroo or equivalent	Nos	2
30	Ball Pen	Colour Red / Blue Cello or equivalent	Nos	20
31	Calculator	12 digit - Citizen / Casio or equivalent with warrantee of company	Nos	4
32	Sharpener small	Natraj or equivalent	Nos	7
33	Pen Drive 16 GB	Sony or equivalent	Nos	7
34	Pen Drive 32 GB	Sony or equivalent	Nos	4
35	Yellow Tape -Small	equivalent	Nos	2
36	Sticky Note (Square)	equivalent	Nos	5
37	Whitener Pen	equivalent	Nos	7
38	Coaster box	equivalent	Nos	3
39	Plastic Scale 12"	Camel or equivalent	Nos	7
40	Gum Bottle 300 ml	Camel or equivalent	Nos	2
41	Stamp Pad Small	Faber Castell / Camlin Kokuyo or equivalent	Nos	4
42	Stamp Pad Big size	Faber Castell / Camlin Kokuyo or equivalent	Nos	2
43	Glue stick of 16 gm	equivalent	Nos	5
44	Stamp Pad Ink Bottle 100 ml - Violet colour	Camel or equivalent	Nos	4


(Mohan Nimbalkar)

Nodal officer, SMART &
Joint Director (Marketing), M.S. Pune

FORMAT OF QUOTATION
(On bidder's Letter head)

To

Date :- / /2023

Head, Project Implementation Unit (SMART)
& Director of Marketing,
3rd Floor, New Central Building,
Pune – 411 001.

Subject:- Submission of quotation for Supply office stationery

Ref:- Your Request for Quotation No. SMART/PIU-DoM/RFQ/Stationery/3273/ 2023
Date - 21/04/2023

Dear Sir,

As per your requirement, we are glad to submit you our most reasonable and competitive rates as under

A:- All types of Papers

Sr. No.	Items	Specifications	Unit	Qty	Rate per Unit in Rs. (Without GST)	Total Amount (Without GST)	GST Amount	Total Amount (Inclu. GST) In Rs.
1	A4 size paper	Modi Xerox / MX Copy power / Reflection or equivalent - 70 GSM	Rims	70				
2	Legal size paper	Modi Xerox / MX Copy power / Reflection or equivalent - 70 GSM	Rims	10				

B:- All types of Registers

Sr. No.	Items	Specifications	Unit	Qty	Rate per Unit in Rs. (Without GST)	Total Amount (Without GST)	GST Amount	Total Amount (Inclu. GST) In Rs.
1	Ruled Register- (80 pages)	Sundaram/Good luck/ equivalent	Nos	5				
2	Ruled Register- (100 pages)	Sundaram/Good luck/ equivalent	Nos	10				
3	Ruled Register- (200 pages)	Sundaram/Good luck/ equivalent	Nos	2				
4	Cash Book 2 qr.	Sundaram/Good luck/ equivalent	Nos	1				
5	Ruled Inward Register 2 qr.	Sundaram/Good luck/ equivalent	Nos	2				
6	Ruled Outward Register 2 qr.	Sundaram/Good luck/ equivalent	Nos	2				
7	Attendance Register 2 qr.	Sundaram/Good luck/ equivalent	Nos	2				

C:- Other Office Stationery Items

Sr. No	Items	Specifications	Unit	Qty	Rate per Unit in Rs. (Without GST)	Total Amount (Without GST)	GST Amount	Total Amount (Inclu.GST) In Rs.
1	Box Files - A4 Size	Kangaroo / Vagad / Royal or Equivalent	Box	3				
2	Punching Machine - Medium	Kangaroo DP 600 or equivalent	Nos	3				
3	Punching Machine - Big	Kangaroo HDP 2320 or Equivalent	Nos	1				
4	Stapler Small	Kangaroo HP 10 or equivalent	Nos	7				
5	Stapler Big	Kangaroo HP- 45 or equivalent	Nos	1				
6	Stapler Pins - No. 10	Kangaroo or equivalent	Box	5				
7	Stapler Pins Big - 24/6	Kangaroo or equivalent	Box	2				
8	File Tags Cotton (Less)	White file tag	Bundle	10				
9	File Tags Small (Less) Red	Red file tag	Bundle	10				
10	Marker Pen	Colour - Red / Black - Cello or equivalent	Nos	2				
11	File Flag - 4 Colour	equivalent	Pkts	20				
12	Plastic File Tray	Wonder Exel or equivalent (12 x 16 x 3.5 inch)	Nos	3				
13	Highlighter pen set	equivalent	Nos	5				
14	Pencil Ordinary	Natraj /Apsara/ HB or equivalent	Box	1				
15	Eraser (small size)	Natraj /Apsara or equivalent	Box	1				
16	U Pins / Clips	Kesetko U clip 35 mm or equivalent	Box	10				
17	Note Pad 50 Pgs.	Sudarshan or equivalent	Nos	10				
18	Plastic File Folder (Patti) (legal Size)	equivalent	Nos	30				
19	Plastic File Folder (Transparent)	equivalent	Nos	10				
20	Plastic Folder (L shape-Non transparent)	equivalent / Golden/ Pagoda	Nos	20				
21	Plastic Folder (L shape-Transparent)	equivalent	Nos	20				

22	Paper weight	equivalent	Nos	10				
23	Patti Files	equivalent	Nos	50				
24	Scissor	equivalent	Nos	3				
25	Cutter	equivalent	Nos	3				
26	Desk Organizer	equivalent	Nos	7				
27	Envelop - White	equivalent	Nos	50				
28	Envelop - Brown	equivalent	Nos	100				
29	Stapler Pin Remover	Kangaroo or equivalent	Nos	2				
30	Ball Pen	Colour Red / Blue Cello or equivalent	Nos	20				
31	Calculator	12 digit - Citizen / Casio or equivalent with warrantee of company	Nos	4				
32	Sharpener small	Natraj or equivalent	Nos	7				
33	Pen Drive 16 GB	Sony or equivalent	Nos	7				
34	Pen Drive 32 GB	Sony or equivalent	Nos	4				
35	Yellow Tape - Small	equivalent	Nos	2				
36	Sticky Note (Square)	equivalent	Nos	5				
37	Whitener Pen	equivalent	Nos	7				
38	Coaster box	equivalent	Nos	3				
39	Plastic Scale 12"	Camel or equivalent	Nos	7				
40	Gum Bottle 300 ml	Camel or equivalent	Nos	2				
41	Stamp Pad Small	Faber Castell / Camlin Kokuyo or equivalent	Nos	4				
42	Stamp Pad Big size	Faber Castell / Camlin Kokuyo or equivalent	Nos	2				
43	Glue stick of 16 gm	equivalent	Nos	5				
44	Stamp Pad Ink Bottle 100 ml - Violet colour	Camel or equivalent	Nos	4				
Total C								
Total Amount (A+B+C)								

***We confirm that the specifications are equal / better than as mentioned in the RFQ**

We agree to supply and install above mentioned items 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.

Signature of authorised person

Name: _____

Agency Office Stamp/Seal

FORMAT OF DECLARATION IN LIEU OF EMD / BID SECURITY

(To be submitted on the Bidder's Letter Head)

Date :- /04/2023

Ref :- No. SMART/PIU-DoM/RFQ/Stationery/3273/2023, Date :- 21/04/2023

To:

**Head, Project Implementation Unit (SMART)
& Director of Marketing,
3rd Floor, New Central Building,
Pune — 411 001.**

I / We (Insert Name and Address of Bidder) am / are submitting this declaration in lieu of Bid Security / Earnest Money Deposit for providing vehicles on call basis for the office of Project Implementation Unit (SMART), Director of Marketing, Pune 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 deliver required items as specified and in required quantity within stipulated time period.

**Signature of authorised person
Name: _____**

Bidder's Office Stamp/Seal

**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 :/...../2023

RFQ/ Tender Ref No.: SMART/PIU-DoM/RFQ/Stationary/3273/2023, Dated - 21/04/2023

To,

Hon' Head, PIU-AM &
Director of Marketing,
3rd Floor, New Central Building,
Pune - 411001.

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 3 years.

Signature and Seal of Authorised Signatory of bidder

Name of Authorised Signatory.....

Bidder should submit compliance Report along with the quotation on Bidder's letter head.

Compliance Form

Sr. No.	Particulars	Details to be filled in by the Bidder
1	Name of the Bidder Contact Person Mob. No.	
2	Regd. office / Business address of the Bidder Tel. / No. (Attach copy of registration under shop & establishment Act / Light Bill / Telephone Bill / Rent Agreement)	
3	Date of Incorporation / Constitution.	
4	PAN No. of the Bidder (Attach a copy of the PAN Card)	
5	GST No. of the Bidder (Attach a copy of the GST registration certificate)	
6	Whether the Bidder has successfully supplied any stationery items of minimum Rs. 50,000/- in last financial year. (Attach copy of Work Orders and invoice)	

Signature of authorised person

Name : _____

Office Stamp/Seal