



**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/Office Stationery/413/ 2023

Date: 08/03/2023

**INVITATION FOR QUOTATIONS**  
**SUPPLY OF OFFICE STATIONERY**

To  
All Concerned,

**Sub: INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE STATIONERY 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 stationery items mentioned in Annexure A for PCMU, SMART under shopping procedure.
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. All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
  - b) Rates should be inclusive of delivery charges.
  - c) The quantity mentioned above is tentative requirement of PCMU during the period of one year and which may be change during the period of contract.
  - 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.
  - e) The Prices shall be quoted in Indian Rupees only.
5. **Eligibility Criteria:**
  - a) The agency should have its office in Pune, Maharashtra
  - b) The agency should be registered under Goods and Services tax Act, 2017

- c) The agency should have experience in providing stationery to State /Central government / Government undertaking organizations /local statutory bodies / public or private organizations.
- 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 certificate
- b) Work order/ invoice copy for supply of office stationery issued by department of State /Central government / Government undertaking organizations /local statutory bodies / public or private organizations.
- 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 the entire item together. Goods & Service tax (GST) in connection with sale of goods 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) PCMU, SMART will issue supply orders as and when the stationery is required as per the approved rates during the period of contract.
- b) The selected agency should deliver required stationery within 2 working days from date of the receipt of stationery requirement.

- c) The rates approved by the PCMU, SMART shall be valid for the period of one year.
- d) Agency should quote rate for each items as listed in the quotation format else quotation shall be rejected.
- e) Applicable GST will be paid upon submission of invoice.
- f) Applicable tax would be deducted at source

**15. Payment:**

The payment will be made within 8 days from the date of submission of original tax invoice 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 supply of office stationery to PCMU, SMART office**"
- b. You are requested to provide your offer latest by **3.00 PM on 23/03/2023** 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 **23/03/2023 @ 3.30 PM**

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

**PLACE - PUNE**

**DATE - 08/03/2023**

### Annexure-1

#### List of stationery required during the period of one year

Sr. No.	Items	Specifications	Qty.	*Unit
1	A4 photo copier paper	Modi Xerox-MX Copy power, HP 80 GSM or equivalent	600	Rims
2	A3 photo copier paper	Modi Xerox-MX, Copy power, HP 80 GSM or equivalent	25	Rims
3	Legal size paper	Ballarpur quality Copy power, HP equivalent 80 GSM green colour	25	Rims
4	Royal Coat Paper	A4 Size 75 GSM Colour White	200	Nos
5	Royal Coat Paper	A4 Size 75 GSM Colour Yellow	200	Nos
6	Ruled Register 1qr. (72 pages)	70 Gsm Full scape Century Sundaram/Good luck/ equivalent	25	Nos
7	Ruled Register 2qr. (144 Pages)	70 Gsm Full scape Century Sundaram/Good luck/ equivalent	25	Nos
8	Ruled Register 3qr. (216 pages)	Ruled Register 3qr. (216pages) Full scape	25	Nos
9	Ruled Register 4qr. (288 Pages)	70 Gsm Full scape Century Sundaram/Good luck/ equivalent	25	Nos
10	Ruled Inward Register 6 qr	Full scape 70 Gsm paper Deluxe / Shelar equivalent	5	Nos
11	Ruled Outward Register 6 qr	Full scape 70 Gsm paper Deluxe / Shelar equivalent	5	Nos
12	Plastic Sheet	Garware sheets equivalent	300	Nos
13	Plastic Folder – L Shape.	Fullscape Size	1000	Nos
14	Plastic Folder Executive	A-4 Size to keep A4 size papers having holder to hold pages, can able to hold 20 Pgs.	100	Nos
15	Port Folio Pack	(Two Flaps) size 10.5 x 13.5	100	Nos
16	Port Folio Pack	(Four Flaps) size 10.5 x 13.5	20	Nos
17	Box Files	Kangaroo / Vagad Equivalent	100	Nos
18	Sutli, Nylon for files	50 meter each bundle should be of a Standard company like sunderam	10	Bundle
19	Nylon Rubber Band	Sunderam or equivalent ((one packet= 50 Gm)	10	packs
20	Writing Pad 100 Pgs.	¼ Sudarshan equivalent	100	Nos
21	Writing Pad 20 Pgs.	1/8 Sudarshan or equivalent	1000	Nos
22	Writing Pad 100 Pgs.	Sudarshan equivalent	100	Nos
23	Ball Pen	Colour Black / Blue Cello equivalent	25	Nos
24	Executive Pen	Parkar or equivalent	1000	Nos

<b>Sr.</b>	<b>Items</b>	<b>Specifications</b>	<b>Qty.</b>	<b>*Unit</b>
25	Ball Pen	Colour Red / Green Cello equivalent	50	Nos
26	Sketch Pen set	Luxor/ Camel equivalent (one packet=.....pens)	50	packs
27	Highlighter pen set	Luxor / Pik equivalent	25	Nos
28	Pencil Ordinary	Natraj /Apsara/ HB equivalent (one box=.....nos )	50	Box
29	Sharpener small	Natraj equivalent	25	Nos
30	Eraser (small size)	Natraj equivalent	25	Nos
31	Plastic Scale 12"	Camel equivalent	25	Nos
32	Scale 12" Steel	Camel/Ajanta equivalent	25	Nos
33	Whitener	Kores (Erase-Ex) 2 Bottle equivalent	10	Nos
34	Correcting Fluid Pen	Kores / Camel equivalent	100	Nos
35	Gum Bottle 300 ml	Camel equivalent	25	Nos
36	Glue stick of 16gm	Non Toxic - Fevistick equivalent	100	Nos
37	Single Punch Steel (Punching machine)	Small (480 n) Kangaroo equivalent	100	Nos
38	Stapler Small	HP 10 Kangaroo equivalent	100	Nos
39	Stapler Medium	HP-45P Kangaroo equivalent	50	Nos
40	Stapler Pins	No.10 Kangaroo equivalent	25	Box
41	Stapler Pins Medium	24/6 Kangaroo equivalent	25	Box
42	Stapler Pins Big	23/13H Kangaroo equivalent	25	Box
43	U Pins-1000 Clips	Luxury clip 26mm equivalent	25	Box
44	Lion Pins-	Pins - 320 gms	25	Box
45	Tape Brown	1" Nichiban Cello equivalent	10	Nos
46	Tape Brown	1.5" Nichiban Cello equivalent	10	Nos
47	Tape Transparent	1.5" Nichiban/ Wonder Cello equivalent	10	Nos
48	Tape Transparent	1" Nichiban/ Premier Cello equivalent	10	Nos
49	Tape Transparent	½" Nichiban/ Premier Cello equivalent	10	Nos
50	Pencil Cell	Nippo / Eveready equivalent	30	Nos
51	Calculator	12 digit Citizen, Casio equivalent with warrantee of company	10	Nos
52	Tags Cotton (Less)	24" 100 tag in bunch White Machine made	100	Bundle
53	Gel Pen	Color/Black/Blue - Classmate equivalent	25	Nos
54	Removable Self Adhesive Notes	25mm x 75mm - 120 prompts	100	Nos
55	Removable Self Adhesive Note Pads	75mm x 75mm x 100 sheets	100	Nos
56	Stapler Pin Remover	Kangaroo or equivalent	2	Nos
57	Pen Drive 8GB	Sony or equivalent	20	Nos
58	Pen Drive 16GB	Sony or equivalent	20	Nos
59	Pen Drive 32GB	Sony or equivalent	20	Nos
60	Pen Drive 64GB	Sony or equivalent	20	Nos
61	Pen Stand	PVC	10	Nos

<b>Sr.</b>	<b>Items</b>	<b>Specifications</b>	<b>Qty.</b>	<b>*Unit</b>
62	Paper Weight	Plastic	10	Nos
63	Finger Sponge Tray	Plastic	5	Nos
64	Tochan with Sharp edge	Metal	10	Nos
65	White Board Marker	Camlin of equivalent	10	Nos
66	White Board Magnetic Duster	Plastic	2	Nos
67	Plastic Tray for files	12X16	10	Nos
68	White Envelope	9.5X4.5 (one packet= 100 envelops)	50	packs
69	White Envelope	11X5 (one packet = 100 envelops)	50	packs
70	Polynet Envelope Self Stick	A4 Size (one packet= 25 envelops)	50	packs
71	Polynet Envelope Self Stick	A3 Size (one packet = 25 envelops)	50	packs
72	World done Binder Clip	32 MM	50	packs
73	Scissor 5"	Munix or Equivalent	12	Nos
74	Scissor 7"	Munix or Equivalent	12	Nos
75	Scissor 8"	Munix or Equivalent	12	Nos
76	Permanent Marker Black	Camel or equivalent	12	Nos
77	Permanent Marker White	Camel or equivalent	1	Nos

\*quantity mentioned is approximate requirement for the period of one year which may change during the period

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

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

**Date:-**

Subject: - Regarding submission of Quotation for supply of office stationery

Ref:- Your RFQ : SMART/PCMU/Office Stationery/413/2023 dated 08/03/2023

<b>Sr. No.</b>	<b>Items</b>	<b>Unit</b>	<b>Qty.</b>	<b>Unit rate without GST in Rs.</b>	<b>Total Amount without GST in Rs.</b>
1	A4 photo copier paper	Rims	600		
2	A3 photo copier paper	Rims	25		
3	Legal size paper	Rims	25		
4	Royal Coat Paper	Nos	200		
5	Royal Coat Paper	Nos	200		
6	Ruled Register 1qr. (72 pages)	Nos	25		
7	Ruled Register 2qr. (144 Pages)	Nos	25		
8	Ruled Register 3qr. (216 pages)	Nos	25		
9	Ruled Register 4qr.(288 Pages)	Nos	25		
10	Ruled Inward Register 6 qr	Nos	5		
11	Ruled Outward Register 6 qr	Nos	5		
12	Plastic Sheet	Nos	300		
13	Plastic Folder – L Shape.	Nos	1000		
14	Plastic Folder Executive	Nos	100		
15	Port Folio Pack	Nos	100		
16	Port Folio Pack	Nos	20		
17	Box Files	Nos	100		
18	Sutli, Nylon for files	Bundle	10		
19	Nylon Rubber Band	packs	10		
20	Writing Pad 100 Pgs.	Nos	100		
21	Writing Pad 20 Pgs.	Nos	1000		
22	Writing Pad 100 Pgs.	Nos	100		
23	Ball Pen	Nos	25		
24	Executive Pen	Nos	1000		
25	Ball Pen	Nos	50		
26	Sketch Pen set	packs	50		
27	Highlighter pen set	Nos	25		
28	Pencil Ordinary	Box	50		
29	Sharpener small	Nos	25		
30	Eraser (small size)	Nos	25		
31	Plastic Scale 12”	Nos	25		
32	Scale 12” Steel	Nos	25		
33	Whitener	Nos	10		
34	Correcting Fluid Pen	Nos	100		
35	Gum Bottle 300 ml	Nos	25		
36	Glue stick of 16gm	Nos	100		
37	Single Punch Steel (Punching machine)	Nos	100		
38	Stapler Small	Nos	100		
39	Stapler Medium	Nos	50		

Sr. No.	Items	Unit	Qty.	Unit rate without GST in Rs.	Total Amount without GST in Rs.
40	Stapler Pins	Box	25		
41	Stapler Pins Medium	Box	25		
42	Stapler Pins Big	Box	25		
43	U Pins-1000 Clips	Box	25		
44	Lion Pins-	Box	25		
45	Tape Brown	Nos	10		
46	Tape Brown	Nos	10		
47	Tape Transparent	Nos	10		
48	Tape Transparent	Nos	10		
49	Tape Transparent	Nos	10		
50	Pencil Cell	Nos	30		
51	Calculator	Nos	10		
52	Tags Cotton (Less)	Bundle	100		
53	Gel Pen	Nos	25		
54	Removable Self Adhesive Notes	Nos	100		
55	Removable Self Adhesive Note Pads	Nos	100		
56	Stapler Pin Remover	Nos	2		
57	Pen Drive 8GB	Nos	20		
58	Pen Drive 16GB	Nos	20		
59	Pen Drive 32GB	Nos	20		
60	Pen Drive 64GB	Nos	20		
61	Pen Stand	Nos	10		
62	Paper Weight	Nos	10		
63	Finger Sponge Tray	Nos	5		
64	Tochan with Sharp edge	Nos	10		
65	White Board Marker	Nos	10		
66	White Board Magnetic Duster	Nos	2		
67	Plastic Tray for files	Nos	10		
68	White Envelope	packs	50		
69	White Envelope	packs	50		
70	Polynet Envelope Self Stick	packs	50		
71	Polynet Envelope Self Stick	packs	50		
72	World done Binder Clip	packs	50		
73	Scissor 5"	Nos	12		
74	Scissor 7"	Nos	12		
75	Scissor 8"	Nos	12		
76	Permanent Marker Black	Nos	12		
77	Permanent Marker White	Nos	1		
<b>Total Amount without GST in Rs.</b>					

We agree to supply the 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.

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.....