



DISTRICT IMPLEMENTATION UNIT (DIU), BHANDARA

Address - PROJECT DIRECTOR, (ATMA) BHANDARA

Rajiv Gandhi Square, Bhandara - 441904

Email - bhandara.diu.smart@gmail.com

Ref No. ATMA/Smart/DIU /Stationery/ 332 / 2023-24

Date: - 08/08/2023

INVITATION FOR QUOTATIONS

To

Sub: - Invitation for quotation for Supply Rates of Office Stationery AT. DIU-BHANDARA

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. District Implementation Unit, (Smart), Bhandara, Hon. Balasaheb Thackeray Agribusiness & Rural Transformation (SMART) Project now invites Sealed competitive quotation for the following items.

Sr. No.	Item / Specification	Contract Period
1.	Item As per Annexure -A	Up to March 2024

3. Bid Price

- a) The contract shall be Supply the Rates of Office Stationery mentioned items in Annexure - A . The bidder shall quote the Price per unit.
- 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.
- f) The Bidder Should quote rate of all the item.

4. Validity of Quotation

Quotation shall remain valid for a period not less than 6030 days after the deadline date specified for submission.

5. Eligibility Criteria:-

- a) The bidder must have successfully executed at least one contract for providing Stationery for a period of minimum 12 months.
- b) Bidder should be registered under Goods and Services tax Act, 2017
- c) Bidder should have its main or branch office anywhere in Maharashtra
- d) Bidder should have achieved in at least one year an annual financial turnover not less than Rs.0.50 lakh@ in the last three financial years;
- e) 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 bidder should submit following documents along with the quotation

- a) PAN Card copy
- b) GST registration certificate
- c) Bid security declaration (in attached format)
- d) Turn over certificate issued by the chartered Accountant/ITR Copy/Balance sheet
- e) Supply orders/invoice copies (with respect to clause 5a)
- f) The declaration that the bidder is not black listed/banned by any government organization/PSUs. (in attached format)

7. 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
 - (i) Sign the Contract or
 - (ii) Furnish a Performance Security

8. Delivery period and Place:

Successful bidder should complete supply of Stationery within 3 days from the date of award of Final contract /supply order to Project Director ATMA & Head District Implementation Unit (DIU) Hon.Balasaheb Thackeray Agribusiness & Rural Transformation(SMART) Rajiv Gandhi Square, Bhandara..If bidder fail to supply and installation 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.

9. 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 etc. are subject to the jurisdiction of court of law at Bhandara

10. 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 items together GST cost shall not be considered in evaluation.

11. 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.

12. Payment:

Payment will be made within 2 weeks after successful completion of one month service and certified by the authority along with the bill/invoice. Applicable GST will be paid on submission of invoice/bill.

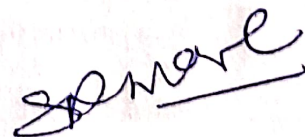
13. Quotation Submission:

- a. Interested bidder should submit only one quotation in a sealed envelope boldly superscript as Supply Rates of Stationery Items for DIU-Bhandara latest by 3.00 PM on 23/08/2023 to Project Director ATMA & Head District Implementation Unit (DIU) Hon. Balasaheb Thackeray Agribusiness & Rural Transformation (SMART) Rajiv Gandhi Square, Bhandara
- b. Quotations received after due date and time for whatever reason shall not be considered and shall be rejected.
- c. Please quote the lowest possible rate. No negotiations will be entertained

14. Opening of Quotation: -

Quotations will be opened in the presence of bidders representatives who choose to attend at above mentioned address on 23/08/2023 @ 4.00 PM.

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.



**Head, DIU, Smart, Bhandara
SMART Project.**

FORMAT OF QUOTATION
(On bidder's Letter head)

Date:-

To
Project Director ATMA &
Head, DIU, Smart, Bhandara
SMART Project.

Subject:- Invitation for quotation for Supply Rates of Office Stationery AT. DIU-BHANDARA

Ref:- Your Request for Quotation Ref No. ATMA/Smart/DIU/Stationery/332/2023-24 Date: -8/8/2023

Dear Sir,

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

A-All type of papers

sr.No.	Items	Specifications	Unit	Qty	Rate per Unit in Rs. With GST	Total Amount Rs. With GST
1	A4 size paper	Modi Xerox/MX Copy power/Copier or equivalent 70 GSM	Rims	01		
2	Legal size paper	Modi Xerox/MX Copy power/Copier or equivalent 70 GSM	Rims	01		
3	A3 Size Paper	Modi Xerox/MX Copy power/Copier or equivalent 70 GSM	Rims	01		

B- All types of Registers

sr.No.	Items	Specifications	Unit	Qty		
1	Ruled Register (80 pages)	Sundaram/Good luck/equivalent	Nos	01		
2	Ruled Register (100 pages)	Sundaram/Good luck/equivalent	Nos	01		
3	Ruled Register (200 pages)	Sundaram/Good luck/equivalent	Nos	01		
4	Cash Book 2 qr.	Sundaram/Good luck/equivalent	Nos	01		
5	Ruled Inward Register 2 qr.	Sundaram/Good luck/equivalent	Nos	01		
6	Ruled outward Register 2 qr.	Sundaram/Good luck/equivalent	Nos	01		
7	Attendance Register 2 qr.	Sundaram/Good luck/equivalent	Nos	01		

sr.No.	Items	Specifications	Unit	Qty		
1	Box files-A4 Size	Kangaroo/Vagad/Royal or equivalent	Box	01		
2	Punching Machine-Medium	Kangaroo DP 600 or equivalent	Nos	01		
3	Punching Machine-Big	Kangaroo HDP 2320 or equivalent	Nos	01		
4	Stapler Small	Kangaroo HP 10 or equivalent	Nos	01		
5	Stapler Big	Kangaroo HP 45 or equivalent	Nos	01		
6	Stapler Pins-No.10	Kangaroo or equivalent	Box	01		
7	Stapler Pins Big- 24/6	Kangaroo or equivalent	Box	01		
8	File Tag Cotton (Less)	White file tag	Bundle	01		

9	File Tag Small (Less) Red	Red file tag	Bundle	01	
10	Marker Pen	Colour-Red/Black- Cell or equivalent	Nos	01	
11	File flag-4 colour	Equivalent	Pkts	01	
12	Plastic File Tray	Wonder Exel or equivalent 12 ×16 × 3.5 inch	Nos	01	
13	Highlighter pen set	Equivalent	Nos	01	
14	Pencil ordinary	Natraj/Apsara/HB or equivalent	Nos	01	
15	Eraser (small size)	Natraj/Apsara/HB or equivalent	Nos	01	
16	U/Pins/Clips	Kesetko U Clips 35mm or Equivalent	Nos	01	
17	Note pad 50 Pgs.	Equivalent	Nos	01	
18	Plastic File Folder (Patti) Legal Size		Nos	01	
19	Plastic File Folder (Transparent)		Nos	01	
20	Plastic Folder L Shape- Non Transparent)	Equivalent	Nos	01	
21	Plastic Folder L Shape-Transparent)	Equivalent	Nos	01	
22	Paper Weight	Equivalent	Nos	01	
23	Patti Files	Equivalent	Nos	01	
24	Scissor	Equivalent	Nos	01	
25	Cutter	Equivalent	Nos	01	
26	Desk Organizer	Equivalent	Nos	01	
27	Envelop White	Equivalent	Nos	01	
28	Envelope Brown	Equivalent	Nos	01	
29	Stapler Pin	Kangaroo Or equivalent	Nos	01	
30	Remover Ball Pen	Colour Red/Blue Cello or equivalent	Nos	01	
31	Calculator	12 Digit Citizen/Casio or equivalent	Nos	01	
32	Sharpener small	Natraj or equivalent	Nos	01	
33	pen Drive 32 GB	Sony or equivalent	Nos	01	
34	Pen Drive 64 GB	Sony or equivalent	Nos	01	
35	Yellow tape - Small	Equivalent	Nos	01	
36	Sticky Note (Square)	Equivalent	Nos	01	
37	Whitener Pen	Equivalent	Nos	01	
38	Coaster Box	Equivalent	Nos	01	
39	Plastic Scale 12"	Camel or Equivalent	Nos	01	
40	Gum Bottle 300 MI	Camel or Equivalent	Nos	01	
41	- Stamp Pad Small	Faber Castell/Camlin Kokuiyo or Equivalent	Nos	01	
42	Stamp Pad Big Size	Faber Castell/Camlin Kokuiyo or Equivalent	Nos	01	
43	Glue Stick 16 gm	Equivalent	Nos	01	
44	Stamp pad Ink Bottle 100 ml- Voilet Colour	Camel or Equivalent	Nos	01	

***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

Name: _____

Office Stamp/Seal

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

Date -

RFQ/ Tender Ref No Ref No., ATMA/Smart/DIU /Stationery/332/2023-24 Date: - 8/08/2023

To:

Project Director ATMA &
Head, DIU, SMART Project,
Bhandara

I/We am/are..... submitting this declaration in lieu of Bid Security/Earnest Money Deposit for - _____ 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 -

RFQ/ Tender Ref No Ref No.. ATMA/Smurt/DIU /Stationery/332/2023-24 Date: - 08/08/2023

To:

Project Director ATMA &
Head, DIU, SMART Project.
Bhandara

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.....

Annexure A

A-All type of papers

sr.No.	Items	Specifications	Unit	Qty
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31	Calculator	12 Digit Citizen/Casio or equivalent	Nos	01
32	Sharpener small	Natraj or equivalent	Nos	01
33	pen Drive 32 GB	Sony or equivalent	Nos	01
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35	Yellow tape - Small	Equivalent	Nos	01
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