

No. NAHEP/ Quot/67/of 2018

Office of PI, NAHEP,

Deptt. of UCES & EE,

Dr. PDKV, Akola

Date: 17/09/2018

To, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Subject: INVITATION FOR QUOTAION FOR SUPPLY OF STATIONERY ITEMS

You are invited to submit your most competitive quotation for the following services:-

SN	Brief Description of the services	Specifications	Quantity	Delivery Period	Place of Delivery	Installation requirement if any
1.	Memento	A (small)	1	Before 10/10/2018	NAHEP, Deptt. of UCES& EE	NA
		B (medium)	1			
		C (big)	1			
2.	Plastic folder	Single packet	1			
3.	Pen	Reynolds Brite	1			
4.	Pen	Luxer	1			
5.	Box file	A4/Legal	1			
6.	Note book/Pad	25 pages	1			
7.	Photo paper	A4 size	1			
8.	Paper Rim	A4 size	1			
9.	Room freshener	Lavender/Jasmine	1			
10.	Two way tape	1 inch	1			
11.	Plastic Brooms	Long	1			
12.	Fevecol	150 ml	1			
14.	Registers	100 pages	1			
		200 pages	1			
		300 pages	1			
15.	Transparent sheet	A4 size	1			
16.	Separator paper	A4 size	1			
17.	Stapler	10 No	1			
		17 No	1			
18.	Stapler pin box	10 No	1			
		17 No	1			
19.	Transparent tape	1 inch	1			
		½ inch	1			
20.	Bond paper	80mg	1			
21.	Pencil box with sharpener Erasers	Natraj	1			
22.	Pen drive	Sony 16 GB	1			
23.	Paper weight	glass	1			
24.	Pen stand	fiber	1			
25.	scissors	Medium size	1			
26.	Paper cutters	6 inch	1			

27	Ruler scale	30cm	1
28	Punching machine	20 mm thick	1
29	Markers	10 mm	4
30	Sketch pens box	Camel	1
31	Marker refill Ink	50ml	1
32	CD markers	0.8 mm	1
33	Color Paper separators	small	1
34	Tags	white	1
35	Envelopes	Small	1
36	Extension box	5 pin socket	1
37	U pins	steel	1
38	Highlighters	5 cm	1
39	CD	700/800 mb	1
40	napkins	12x12 inch	1
41	Stamp pad	Medium size	1
42	Colin	1000 ml	1
43	Board pins	steel	1
44	Feviquicks	50 ml	1
45	Table cloth	3x4 ft	1
46	Table Glass	3 x 4 ft, thick 8mm	1
47	digital clocks	Wall mounted	1

Government of India has received a financing from the International Bank for Reconstruction and Development (IBRD) in various currencies towards the cost of the National Agricultural Higher Education Project (NAHEP) and intends to apply part of the proceeds of this Loan to eligible payments under the contract for which this invitation for quotations is issued.

**1. Bid Price**

- The contract shall be for the full quantity as described above. Corrections, if any, shall be by 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.
- Sales tax in connection with the sale shall be shown separately.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The prices shall be quoted in Indian Rupees only.

2. Each bidder shall submit only one quotation.

**3. Validity of Quotation**

Quotation shall remain valid for a period not less than 15 days after deadline date specified for submission.

**4. Evaluation of Quotations**

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

- are properly signed; and
- confirm to the terms and conditions, and specifications.

The quotations would be evaluated for all the items together/would be evaluated separately for each item. [*Select one of the options*].

Sales tax in connection with sale of goods shall not be taken into account in evaluation.

**5. Award of contract**

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

- 5.1. Notwithstanding the above, the purchaser 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.
  - 5.2. 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 purchase order.
6. Payment shall be made immediately after delivery of the stationery items.
  7. Normal commercial warranty/ guarantee shall be applicable to the supplied services.
  8. You are requested to provide your offer latest by 18.00 hours on 04/10/2018 (date).
  9. We look forward to receiving your quotations and thank you for your interest in this project.



(Purchaser)

Name: PI, National Agricultural Higher Education Project

Address: Deptt. of UCES&EE, Dr. PDKV, Akola

Tel. No.: 7588763787

Email.: [nahep.akl@gmail.com](mailto:nahep.akl@gmail.com)

FORMAT OF QUOTATION FOR SUPPLIER

Sr. NO.	Description Services	Specifications	Qty.	Unit	Quoted Unit Rate in Rs.	Total Amount	
	<b>TOTAL</b>						
	<b>Sales Tax</b>						

**Cross Total Cost: Rs. ....**

We agree to supply the above design/creation of webpage and service in accordance with the technical specifications for a total contract price of Rs. ....(amount in figure) (Rs. ....Amount in words) within the period specified in the Invitation for Quotation.

We also confirm that the normal commercial warrantee/guarantee of ..... months shall apply to the offered services.

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

**Signature of Supplier**

\*Applicable while the bids are being invited for more than one item and would be evaluated for all the items together. Modify where evaluation would be made for each item separately.

