

No. PI/NAHEP/ Quot/ 96/of 2019
Office of PI, NAHEP,
Deptt. of UCES & EE,
Dr. PDKV, Akola
Date: 01/07/2019

To, _____

Dear Sir,

Subject: INVITATION FOR QUOTATION FOR SUPPLY OF STATIONERY ITEMS

1. You are invited to submit your most competitive quotation for the following goods: -

SN	Brief Description of the goods	Specifications*	Quantity**	Delivery Period	Place of Delivery	Installation requirement if any
1.	Memento	A (small)	25	After awarding the contract & the period of validity of quotation.	NAHEP, Deptt. of UCES& EE	NA
		B (medium)	25			
		C (big)	20			
2.	Shawls	For dignitaries welcome	50			
3.	Leather Bag	Made from Premium and Rich quality PU Leather Fabric with Durable Polyester lining.	50			
4.	Plastic folder	Single packet, legal size	500			
5.	Pen	Red & Black color	20			
6.	Pen	Ball type blue color	500			
7.	Pen	Roller type blue color	100			
8.	Pen stand	fiber	3			
9.	Pencil box	with sharpener Erasers	5			
10.	Sketch pens	12 color box	1			
11.	White board marker pen	1.2 mm (Black, Blue, Red)	2each			
12.	Paint marker	1.2 mm thick, (6 color set)	1set			
13.	CD markers	0.5 mm thick, (6 color set)	1set			
14.	Permanent Markers	1.2 mm thick, (6 color set)	2			
15.	Duster	White boards	2			
16.	Marker refill Ink	50ml	2			
17.	Box file	A4/Legal	10			
18.	Visiting Card Holder	For 200 cards	2			
19.	Visitors remark Book	100 pages	1			
20.	Photo paper pack	A4 size	5			
21.	Paper Rim	A4 size	50			
22.	Paper Rim	legal size	1			
23.	Table Top Elevator Desk Small	size 12*16 inch 7mm, Acrylic	2			
24.	Bond paper rim	A4, 100 mg	2			
25.	Transparent sheet pack	A4 size	1			
26.	Color Paper separators pack	A4 size different color	5 pack			
27.	Room freshener	Lavender/Jasmine	1			
28.	Two way tape	1 inch	10			
29.	Plastic Brooms	Long	2			
30.	Fevicol	100 ml	2			

31.	Fevi quicks	20 ml	5		
32.	flex quick	30 ml			
33.	Registers	100 pages	1		
		200 pages	1		
		300 pages	1		
34.	Stapler	10 No	5		
		17 No	2		
35.	Stapler pin box	10 No	3		
		17 No	2		
36.	Staple pin Remover	Heavy Duty	2		
37.	Transparent tape	1 inch	2		
		½ inch	3		
38.	Pen drive	Sony 16 GB	5		
39.	Paper weight	glass	5		
40.	Scissors	Medium size, 4 inch, Stainless Steel	5		
41.	Paper cutters	6 inch	2		
42.	Ruler scale	30 cm (12 inch), Stainless Steel	5		
43.	Punching machine	Punching Capacity Upto 22 Sheets (Small)	5		
44.	Paper Tags	5 colors	2		
45.	Tags (less)	white	1		
46.	Envelopes (pack of 50)	Small (White)	2		
47.	Envelopes	A4 size	50		
48.	U pinsbox	steel	1		
49.	Highlighters	5 cm	1		
50.	CD	700/800 mb with cover	100		
51.	DVD	Rewritable with cover	10		
52.	Napkins	12 x12 inch	5		
53.	Stamp pad	Medium size	1		
54.	Board pins box	Steel with plastic head	1		
55.	Digital clock	Wall mounted	1		
56.	Board bandi	Hardboard	20		
57.	Colored tisco tape	1"	8		
		2"	4		

Note: The rates should be valid till 31 March 2020 from the date of Quotation opening.

* Where ISI certification marked Goods are available in market, procurement should generally be limited to goods with those or equivalent marketing only.

** Quantity of work may be varies.

2. 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.

3. Bid Price

- a) 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.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) Sales tax in connection with the sale shall be shown separately.

- d) 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.
- e) The prices shall be quoted in Indian Rupees only.

4. Each bidder shall submit only one quotation.

5. Validity of Quotation

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

6. Evaluation of Quotations

The Purchaser 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 item 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.

7. Award of contract

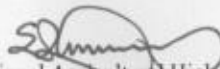
The purchaser will award the contract to be bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation prices.

7.1 Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process the reject all quotations at any time prior to the award of contract.

7.2 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.

- 8. Payment shall be made immediately after delivery of the goods.
- 9. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
- 10. You are requested to provide your offer latest by 16.00 hours on **12/07/2019** (date).
- 11. We look forward to receiving your quotations and thank you for your interest in this project.

(Purchaser)



Name: PI, National Agricultural Higher Education Project
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Tel. No.: 7588763787 Email.: nahep.akl@gmail.com

FORMAT OF QUOTATION FOR SUPPLIER

Sl. No.	Description Goods	Specifications	Qty.	Unit	Quoted Unit Rate in Rs.	Total Amount	
						Rupees	
TOTAL	In Figures						
	In Words						
GST							

Gross Total Cost: Rs.

We agree to supply the above Stationery items and goods 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

