

No. PDKV/RIF/ Quot/ 70 /of 2023
Office of Director & PI, PDKV-RIF
College of Agril. Engg. & Tech.,
Dr. PDKV, Akola
Date: 06/10 /2023

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*	Qty**	Delivery Period	Place of Delivery	Installation requirement if any
1.	Plastic folder with button	Single packet, legal size	100 nos.	After awarding the contract & the period of validity of quotation	PDKV-RIF, CAET, Dr. PDKV, Akola	NA
2.	Pen	Red & Black color Pentonic Ball Pen Blister Pack, Tip Size 0.7 mm (Pack of 10 nos.)	1 pack each			
3.	Pen	Blue color Pentonic Ball Pen Blister Pack, Tip Size 0.7 mm (Pack of 10 nos.)	10 pack			
4.	Pen	Reynolds Trimax blue color	10 nos.			
5.	Whitener Pen	Pen type 7ml	03 nos.			
6.	Pencil box	Korex make with sharpener erasers	02 nos.			
7.	Sketch pens	12 color box	1 nos.			
8.	White board marker pen	1.2 mm, color Blue and Black	2 each			
9.	CD markers	0.5 mm thick, Color: Blue, Black & Green	2 each			
10.	Duster	White boards	2 nos.			
11.	Box file	A4/Legal	6 nos.			
12.	Visitors remark Book	100 pages	2 nos.			
13.	Photo paper, high glossy	A4 size, 200 GSM, 50 sheet pack	2 pack			
14.	Paper Rim	A4 size, 75 GSM, 500 sheet pack	50 pack			
15.	Paper Rim	legal size, 80 GSM, 500 sheet pack	3 pack			
16.	Transparent sheet pack	A4 size, 100 mic., 100 sheets per pack	1 pack			
17.	Color Paper separators pack	A4 size, different color, 100 sheets per pack	2 nos.			
18.	Room freshener	Godrej Aer Home Air Freshener Spray - 300 ml (pack of 4)	3 pack			
19.	Two-way tape	1 Inch	10 nos.			
		1/2" Inch	10 nos.			

20.	Plastic Long Brooms	Make : Gala	03 nos.
21.	Fevicol	50 ml packing plastic bottles	12 nos.
22.	Fevikwik	3 ml Rs.5/pack	20 nos.
23.	Chery bond	30 ml	2 nos.
24.	Registers	100 pages	6 nos.
		200 pages	3 nos.
		300 pages	3 nos.
25.	Stapler pins 1000 staples per box	No.10	12 nos.
		No 24/6-1M	6 nos.
		No. 23/8-H (5mm)	6 nos.
		No. 23/13-H (9mm)	6 nos.
		No. 23/15-H (11mm)	3 nos.
26.	Stapler	10 No	6 nos.
27.	Staple pin Remover	Heavy Duty	2 nos.
28.	Transparent tape	1 inch	10 nos.
		2 inch	10 nos.
29.	Paper weight	Glass ball type	4 nos.
30.	Scissors	Medium size, 8-inch, Stainless Steel plastic handle	3 nos.
31.	Paper cutters	6 inch	6 nos.
32.	Ruler scale	30 cm (12 inch), Stainless Steel	6 nos.
33.	Paper Tags	5 colors pack 500 nos. tag	6 pack
34.	Envelopes (pack of 50)	4.1 x 9.5" (brown)	2 pack
35.	Envelopes (pack of 50)	A4 size	3 pack
36.	Highlighters	5 cm thickness of green color	6 nos.
37.	Stamp Pad Ink	Blue and black 50 ml bottles	6 each
38.	Board bandi	Hardboard with less	12 nos.
39.	Colored tisco tape	1"	6 nos.
		2"	6 nos.

** Quantity of work may be varies.

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

2. 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.

- Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.

4. Validity of Quotation

Quotation shall remain valid for a period not less than 30 days after deadline date specified for submission.

5. 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 each item separately for each item.

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

6. 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.

- 6.1 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.
- 6.2 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 supply order.
- 7. Part supply of any order will not be accepted and payment will be released only on receipt of complete satisfactory supply of ordered services.
- 8. The necessary catalogue, leaf lets, operational manual or any other printed material related to material should be provided.
- 9. Normal commercial warranty/ guarantee shall be applicable to the supplied services.
- 10. The term and conditions and time required for supply of the equipment should be mentioned clearly. Technical Comparison Sheet according to the specifications mentioned should be enclosed along with the bid.
- 11. The rates/prices should be FOR, Dr. PDKV, Akola (MS) India. All leakages-breakage and losses in transit including shortages, if any will be borne by the firm/supplier. Offer should clearly mention the locations for which rates are quoted.
- 12. **The firm should provide proof of GST registration no. / Tin no. / PAN no.**
- 13. In case, any holiday is declared by the Government on the day of opening, the bids will be opened on the next working day at the same time. The Director, PDKV-RIF reserves the right to accept or reject any or all the bids.
- 14. If an authorized stockiest/dealer wants to enter into bidding on behalf of the manufacturer/principal, he should submit an authorization certificate/letter from the manufacturers.
- 15. In case a firm has been sub authorized by an authorized dealer of a principal, an undertaking/authorization from principal/manufacturer permitting such sub authorization on its behalf shall have to be mandatorily submitted, else such a sub authorization will not be entertained and bid will be rejected.
- 16. If a bid submitting firm has been authorized by more than one principal firm to participate on their behalf, then the firm has to submit separate bids for each of the principal. Any deviation in this clause shall not be entertained.

17. The bids of firm (s) which have either been black-listed by Dr. PDKV, Akola or any other Govt. organization will not be accepted. In this regard, the firm has to give an undertaking on the enclosed format.
18. You are requested to provide your offer latest by **16.00 hours on or before 19/10/2023 in the name of Director & Principal Investigator, PDKV-RIF, Dr. PDKV, Akola - 444 104**. The bids will be opened on the last day of submission at the same time. All suppliers/firms are requested to be present in the chamber of undersigned.
19. Envelope should be super scribed as "Quotation for supply of **STATIONERY ITEMS**".
20. We look forward to receiving your quotations and thank you for your interest in this project.



Director & Principal Investigator,
PDKV Research & Incubation Foundation
CAET, Dr. PDKV, Akola

OR SUPPLIER

We agree to supply the above services 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 hereby certify that we have neither black-listed by Dr. PDKV, Akola nor any other Govt. organization.

Signature of Supplier

* Supplier should also mention the discount offered.