



F.No: MPKV/CAAST-CSAWM/Quot/Stationary/21/2023

Date: 21/09/2023

Invitation for quotations for purchase of office stationery items for office purpose under CAAST-CSAWM, MPKV, Rahuri

Subject: Invitation for quotations purchase of office stationery items for office purpose under CAAST-CSAWM, MPKV, Rahuri ...

1. The experienced firm/agencies are invited to submit their most competitive quotation for the following goods and services.

Sr. No.	Particulars	Qty (Appx.)	Unit Rate
1.	Rim A4 Size Paper (70 GSM)	100 Nos.	
2.	Rim Legal size Paper	20 Nos.	
3.	Rim A3 size Paper	05 Nos.	
4.	Bond Paper A4 size Rim	01 Nos.	
5.	Photo Paper (175 GSM)	50 Sheets	
6.	Ball pen (Blue Colour)	50 Nos.	
7.	Ball pen (Black Colour)	30 Nos.	
8.	Ball Pen (Red Colour)	30 Nos.	
9.	Pencil	12 Box	
10.	Sharpener	06 Box	
11.	Eraser	06 Box	
12.	Cotton file Tag Bundle (Green)	12 Nos.	
13.	Cotton file Tag Bundle (White)	06 Nos.	
14.	Stamp Pad ink (60 ml)	04 Nos.	
15.	Stamp Pad (9 X 5) cm	12 Nos.	
16.	Gum Bottle (700 ml)	03 Nos.	
17.	Gum bottle (150ml)	06 Nos.	
18.	Gum Tubs	12 Nos.	
19.	Adhesive Gum Stick / Fevi Stick	12 Nos.	
20.	Scissor	04 Nos.	
21.	Permanent marker big size (Multicolor Pkt)	12 Nos.	
22.	CD Marker (Multicolor Pkt)	05 Nos.	
23.	Cello tape 2-inch x 65 metre (Transparent)	05 Nos.	
24.	Colour tape 2 inch x 65 metre (Green , Brown, Blue, Red)	04 (each colour)	
25.	Plastic scale	12 Nos.	
26.	Steel scale	12 Nos.	
27.	Sticky Notes multicolor Pkt (Regular size)	15 Nos.	
28.	Sticky Notes (3x3 inch size)	04 Nos.	
29.	Stapler (Kangaro Manual No.10)	12 Nos.	
30.	Stapler (Kangaro)	02 Nos.	
31.	Stapler (Kangaro Heavy Duty)	01 Nos.	

32.	Stapler pin/ Staples (No 10- 1M)	24 Nos.	
33.	Stapler pin/ Staples (24/6-1M)	24 Nos.	
34.	Stapler pin/ Staples (for Heavy Duty Stapler)	05 Nos.	
35.	Stapler pin remover	03 Nos.	
36.	Correction pen (camel) / Whitener	24 Nos.	
37.	Highlighter pen (yellow)	18 Nos.	
38.	Electronic Calculator	03 Nos.	
39.	Punching machine (Kangaro DP -52)	12 Nos.	
40.	Punching machine (Kangaro DP-500)	05 Nos.	
41.	U Paper Clips (Multicolor)	12 Pkt/Box	
42.	Push Pin (Multicolor)	02 Pkt/Box	
43.	Pin	05 Pkt/Box	
44.	Binder Paper Clip (Black color)	03 Pkt/Box	
45.	Envelope small size (Brown)	150 Nos.	
46.	Envelope Medium size (Brown)	100 Nos.	
47.	Envelope A4 size	100 Nos.	
48.	Plastic Folder	35 Nos.	
49.	Transparency plain sheet A4 size	100 Nos.	
50.	colour sheet A4 size (80 gsm)	100 Nos.	
51.	Paper Cutter / Plastic Grip Hand-held Paper Cutter	06 Nos.	
52.	CD with cover	100 Nos.	
53.	DVD with cover	50 Nos.	
54.	White board Marker (Set of 4 - Black, Blue, Red, Green)	06 Nos.	
55.	White board Duster	05 Nos.	
56.	Register (1 Quire)	24 Nos.	
57.	Register (2 Quire /Regular Journal Unruled 252 Pages)	24 Nos.	
58.	Box file (Cardboard)	24 Nos.	

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

- The contract shall be for the full quantity 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.
- 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.

4. Each Bidder should submit only one quotation.

5. Validity of Quotation

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

6. Evaluation of Quotation

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

- (a) Are properly signed; and
- (b) Confirm to the terms and conditions, and specifications.

The Quotations would be evaluated for the entire items together

7. Award of Contract

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

7.1 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.

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. The firm should provide proof of GST registration number / TIN / PAN No.
9. The payment will be made on satisfactory performance of items provided mentioned in the table.
10. The quantity mentioned in the table is approximate and subject to the changes. Principal Investigator, CAAST-CSAWM has all rights.
11. The bidder should provide the unit rates in their proposal.
12. The Bidders are requested to provide their offer latest by **1800 hours** on or before 05/10/23 in the name of **“Principal Investigator, CAAST-CSAWM, MPKV Rahuri, 413 722.**
13. Envelope should be super scribed as **“Quotation for office stationery items for office purpose under CAAST-CSAWM, MPKV, Rahuri”**
14. The bidder can contact this office on caast.csawm2018@gmail.com for any queries regarding technical details / procedure.

**Procurement Officer
CAAST-CSAWM,
MPKV, Rahuri**