



F. No. PI/NAHEP/CAAST-DFSRDA/VNMKV/58/2020

Date: 08/07/2020

To,

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Dear Sir,

**Subject: QUOTATION FOR SUPPLY OF OFFICE STATIONERY.**

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

Sr. No.	Brief Description of the Goods	Specifications*	Quantity	Quantity in (Unit) **	Delivery Period	Place of Delivery
01	Office File	Regular	01	No	After awarding the contract & the period of validity of quotation	Office of PI, NAHEP, NAHEP-CAAST, VNMKV, Parbhani
02	Box File	1/2	01	No		
03	A/4 Paper Rim	70 GSM	01	Rim		
04	Stapler Small	10 no.	01	No		
05	Stapler Pin	10 no.	01	Pkt		
06	Punching Machine	DP 52	01	No		
07	Stapler	HP 45	01	No		
08	Stapler pin	24/6	01	Pkt		
09	Office Tag (24 inch)	White	01	Pkt		
10	Register ( Long book 140 P )	2Q	01	No		
11	Register ( Long book 212 P )	3Q	01	No		
12	Pencil	-	01	No		
13	Eraser	-	01	No		
14	Permanent marker pen	-	01	No		
15	Highlighter pen	-	01	No		
16	Blue pen	-	01	No		
17	Black pen	-	01	No		
18	Red Pen	-	01	No		
19	Whitener Pen	-	01	No		

000019



20	Sharpener	-	01	No
21	Press Pin/ Push pin	-	01	box
22	Paper flag (1/3)	-	01	Pkt
23	Stamp Pad	Large	01	No
24	Stamp Pad Ink bottle	100 ml	01	No
25	CD marker pen	-	01	No
26	Scissor (SI 1183)	-	01	No
27	Aristo Pin	-	01	Pkt
28	Dairy	Small	01	No
29	Dairy	Medium	01	No
30	Button bag	1071 no.	01	No
31	Button bag	F 4071 no.	01	No
32	Sketch pen	-	01	Pkt
33	Wooden poker	-	01	No
34	Cutter	-	01	No
35	Photo Paper (180 gsm)	A/4	01	Pkt
36	Transparencies	A/4	01	Pkt
37	Envelops (white 70 gsm)	11 X 5	01	No
38	Envelop (craft 70 gsm)	11 X 5	01	No
39	Color paper	-	01	Pkt
40	Envelop Cloth	A/4	01	No
41	Office Bell spring	-	01	No
42	Office Tray	-	01	No
43	Calculator Citizen	CT-555N	01	No
44	U pins	-	01	Box
45	Two Way Tape	1.5 inch	01	No
46	Fevical	-	01	No
47	Fevistick (8 g)	-	01	No
48	Steel scale	Small	01	No
49	Rough Paper	-	01	Pkt
50	White board	2 x 3	01	No



51	White board	3 x 4	01	No
52	Notice board with cover	3 x 4	01	No
53	DVD	-	01	No
54	Stapler Big (DS 23s24 FL)	-	01	No
55	Lamination machine	-	01	No
56	Stapler pin remover	SR-300	01	No
57	Pin cushion	-	01	No
58	Note dumper	-	01	No
59	Color tisco tape (100 m)	2 inch	01	No
60	Tape dispenser	Big	01	No
61	Tisco tape	1 inch	01	No
62	White board marker	colors mix	01	No
63	White board marker ink	100 ml	01	No
64	Duster (Handy)	-	01	No
65	Punching machine (DP-800)	Big	01	No
66	Spiral wire	-	01	Kg
67	Brown tape	2 inch	01	No
68	Transparence tape	2 inch	01	No
69	Stapler pin (23/8)	-	01	Pkt
70	Spiral A/4 cover ( pair)	Medium Qly.	01	Pkt
71	Spiral A/4 cover ( pair)	High Qly.	01	Pkt
72	Lamination Pouch A/4	-	01	Pkt
73	4 flap file (Cloth)	-	01	No
74	Office attendance register	2 Quior	01	No
75	Stapler pin	23/10	01	Pkt
76	Stapler pin	23/13	01	Pkt
77	Stapler pin	23/15	01	Pkt
78	Stapler pin	23/17	01	Pkt
79	Stapler pin	23/20	01	Pkt
80	Stapler pin	23/24	01	Pkt
81	E- Folder	-	01	No



- The above price is including GST and other terms such as Technical support from purchase of goods from Feb 2020 up to Feb 2023.
  - **Place of Delivery:** CENTER OF EXCELLENCE FOR DIGITAL FARMING SOLUTIONS FOR ENHANCING PRODUCTION BY ROBOTS, DRONES and AGVs. Vasant Rao Naik Marathwada Krishi Vidyapeeth Parbhani
    - \*\* Quantity of items may be varies.
    - \* Where ISI certification marked Goods are available in market, procurement should generally be limited to goods with those or equivalent marketing only.
2. Government of India has received a financing from the International Bank for Reconstruction and Development World Bank towards the cost of the National Agricultural Higher Education Project NAHEP (CAAST- DFSRDA), VNMKV, Parbhani and intends to apply part of the proceeds of this Loan to eligible payments under the contract for which this 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 the entire 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 supply/ Purchase order.

8. Part payment or part supply orders will not be accepted. The payment will be made immediately after delivery of goods/setup/installation/Training/Assignment as per signed up/Award of contract.

9. The necessary catalogue, operational manual or any other printed material related to Goods. Material should be provided during completion of contract

10. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.

11. The rates/prices should be FOR, VNMKV, Parbhani (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. and all legislative documents required as per world bank/ICAR New Delhi procedure.

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 Principal Investigator, NAHEP – CAAST- DFSRDA reserves the right to accept or reject any or all the bids.

14. The bids of firm (s) which have either been black-listed by VNMKV, Parbhani or any other Govt. organization will not be accepted. In this regards, the firm has to give an undertaking on the enclosed format.



15. You are requested to provide your offer latest by **05 .00 PM on or before 20 /07 /2020** in the name of **Principal Investigator, NAHEP CAAST-DFSRDA, VNMKV, Parbhani – 431 402**. 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.
16. Write the title as “Quotation for supply of **Office Stationery**” on top line of envelope.
17. We look forward to receiving your quotations and thank you for your interest in this project.

**Principal Investigator**  
**National Agricultural Higher Education Project**  
CAAST DFRDA, VNMKV, PARBHANI  
Pin Code-431402, (M.S.), INDIA  
Tel. No.:+91 9422111232,  
Email: [nahep.caast.vnmkv@gmail.com](mailto:nahep.caast.vnmkv@gmail.com)



**CENTRE OF EXCELLENCE FOR DIGITAL FARMING SOLUTIONS FOR  
ENHANCING PRODUCTIVITY BY ROBOTS, DRONES and AGVs.**

**VASANTRAO NAIK MARATHWADA KRISHI VIDYAPEETH, PARBHANI (M.S.) INDIA**

Contact No. 02452\_223002, 223802 Mob. 9422111232 Email: [nahep.caast.vnmkv@gmail.com](mailto:nahep.caast.vnmkv@gmail.com)

[www.vnmkv.org.in](http://www.vnmkv.org.in) ; [www.nahep.vnmkv.org.in](http://www.nahep.vnmkv.org.in)



**FORMAT OF QUOTATION FOR SUPPLIER**

Sr. No.	Description Goods	Specifications	Qty.	Unit	Quoted Unit Rate in Rs.	Total Amount	
						Rupees	
<b>TOTAL</b>	<b>In Figures</b>						
	<b>In Words</b>						
<b>GST</b>							

**Gross Total Cost: Rs. ....**

We agree to supply the above 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 goods.

We hereby certify that we have neither black-listed by VNMKV, Parbhani nor any other Govt. organization.

We hereby certify that we have no "Conflict of Interest" with NAHEP-CAAST DFSRDA VNMKV, Parbhani office or staff. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in corrupt, fraudulent, collusive, or obstructive practices (as defined in the prevailing World Bank's sanction procedures) in competing for or in performing the Contract.

**Signature of Supplier**

**\* Supplier should also mention the discount offered.**

000025