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**MUMBAI DISTRICTS AIDS CONTROL SOCIETY**  
Established by  
**MUNICIPAL CORPORATION OF GREATER MUMBAI**



Regd. No. 891/98

MDACS /Quo/21 / PO-AO

Date: 30<sup>th</sup> Nov. 2018

To,

Dear Sirs,

**Sub.: Invitation of quotation for Procurement of A4 and FS papers .**

1. You are invited to submit your most competitive quotation for the supply of following Stationery items:

Sr. No	Descriptions	Specification	Qty	Delivery Period	Place of Delivery
1	A4 Xeroxing papers	Separate sheet attached	250	One year from the date of supply order Need based requirement (As & When required)	MDACS Office
2	FS Xeroxing papers		10		

**2. Bid Price**

- The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out
  - All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
  - GST in connection with the sale shall be shown separately.
  - The rates quoted for each item 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.
3. Each bidder shall submit only one quotation.

**4. Validity of Quotation**

Quotation shall remain valid for a period not less than 45 days after the 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

- are properly signed; and
- conform to the terms and conditions and specifications

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Acworth Complex, R. A. Kidwai Marg, Wadala (West), Mumbai – 400 031.  
Tel No. 24100246/47 Telefax: 24100250 Email: mumbaimacs@gmail.com,



**Life is precious ... .. Stop HIV/AIDS**  
**Keep the Promise**

The quotations would be evaluated for each item separately.

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

**6. 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.

- 6.1. 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.
- 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 purchase order.
7. As per prevailing rules TDS will deducted at source towards income tax from all the bills submitted to the department. The TDS certificate shall be given by DD (Finance) of Mumbai Districts AIDS Control Society
8. Normal commercial warranty / guarantee shall be applicable to the supplied stationery.
9. The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest prices.
10. Purchaser reserves the right at the time of contract award to increase or decrease the quantities indicated above by 15% without any change in the unit price or any other terms and conditions.
11. Incomplete, irregular, unsealed, unsigned and quotations received after the due date and time will not be considered.
12. The quotationer must fill up the rates in the format given along with the quotations notice. If it is filled up in any other format, the same shall be rejected outright.
13. Copy of GST Certificate should be submitted.
14. Copy of PAN card with photographs should be submitted.
15. The Quotationers must paginate the quotation properly.
16. The copies of work orders pertaining to last 3 financial years should be produced to support performance.
17. EMD Exempted.
18. Decision in case of dispute: The decision of the Project Director, MDACS shall be final.
19. The contract can be terminated by giving one month's notice by either side. The undersigned, however, reserves the right to terminate the contract at any time during the contract period for unsatisfactory services.
20. **Terms of Payment:** Payment shall be made within 30 days from the receipt of bill alongwith report of the delivery with stamp and signature of authorized person as acknowledgement

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**21. Penalty**

- a) For delay supply – ½ % per week or part thereof after the expiry of the delivery period subject to maximum 10%.
- b) Failure of the supply – Contract deposit will be forfeited & the material will be purchased at the risk & cost of the suppliers.
- c) Variation in specification – material will be rejected and cost of the said material will be recovered from the supplier

**22. Performance Security:**

The successful bidder will have to pay 5% as Security Deposit by Demand Draft only within 30 days on receipt of the purchase order. If they fail to pay the Security Deposit within stipulated period, they will be charged extra Rs. 100/- as a penalty.

Security Deposit will be refunded after completion two months from the satisfactory completion of contract period.

**23. Last Date and time of receipt of quotations:**

Quotationer should submit their sealed quotation duly super-scribed on the envelope as "Quotation for Procurement of A4 / FS Xeroxing Papers." due on 14.12.2018. latest by 1.00 p.m. which will be opened on the due date after 3.00 p.m.

- 24. We look forward to receiving your quotations and thank you for your interest in this project.

*Shachay*  
**Addl. Project Director**  
**Mumbai Districts AIDS Control Society**

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## Specification & Terms and Conditions

### Specifications

Sr. No.	Description	Brand	Unit	Total
1	A4 Xeroxing paper (size: 21cm X 29.7cm, 75 GSM)	J.K. Copier	Pkt (500 pages)	250
2	FS Xeroxing paper (size: 21.5cm X 34.5cm, 75 GSM)	J.K. Copier	Pkt (500 pages)	10

**Note:**

- 1) The product should be of good quality, brand & reputed company.
- 2) The contract period will be one year from the issue of Purchase order
- 3) The stationery will be procured on need-based requirement i.e. as & when required. Intimation as regards requirement shall be given on either phone or E-mail or letter. It will be binding on supplier to supply the Stationery within 02 working days from the date of intimation

  
Admin. Officer  
MDACS

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**FORMAT OF QUOTATION**

Sr. No	Description of Goods	Brand	Qty	Unit	Unit rate in Rs.	In Figures	In Words
1	A4 Xeroxing papers	J.K. Copier	250				
2	FS Xeroxing papers	J.K. Copier	10				
	<b>Total ...</b>						
	<b>Add: 12% GST</b>						
	<b>Gross Total ...</b>						

**Gross Total: Rs.** \_\_\_\_\_

We agree to supply the above material in accordance with the technical specifications for a total contract price of Rs. \_\_\_\_\_ (amount in figures) Rs.

\_\_\_\_\_ (amount in words) within the period specified in the invitation for Quotations.

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**

