



MUMBAI DISTRICTS AIDS CONTROL SOCIETY

Established by

MUNICIPAL CORPORATION OF GREATER MUMBAI



Regd. No. 891/980

MDACS/Quo/36 / PO-TI

Date: 11 January, 2021

To,

Dear Sir,

Sub: Invitation of Quotation for Procurement of Folding Tables and Chairs for Outreach Activity of NGO.

1. You are invited to submit your most competitive quotation for Procurement of Folding Tables and Chairs for Outreach Activity of NGO:

Sr. No.	Brief Description for the Furniture	Specifications	Qty	Delivery Period	Place of Delivery
1.	Folding Table	Separate Sheet attached	78	Within 15 days from the date of receipt of purchase order	MDACS
2.	Folding Chair		156		

2. Bid Price

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) GST in connection with the sale shall be shown separately.
- d) 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.
- e) 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

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**

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

GST in connection with sale of goods shall 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. Payment shall be made within 30 days from the receipt of bill along with report of the delivery with stamp and signature of authorized person as acknowledgement.
 8. As per prevailing rules TDS / SGST / CGST will deducted at source towards income tax / SGST / CGST from all the bills submitted to the department. The TDS / SGST / CGST certificate shall be generated on line by Finance section of Mumbai Districts AIDS Control Society.
 9. Quotationers should submit documentary evidence that they have requisite qualifications, experience, past performance and capacity to complete the supply successfully on time for the said supply.
 10. Purchaser reserves the right at the time of contract award to increase or decrease the quantities indicated above by 25% without any change in the unit price or any other terms and conditions.
 11. **The quotation shall be enclosed in sealed envelope sealed with sealing wax only Male pasting on envelope will not suffice and such quotations will not be accepted.**
 12. **Incomplete, irregular, unsealed, unsigned and Quotations received after the due date and time will not be considered.**
 13. The Quotationer must fill up the rates in the format given along with the Quotations notice. The quotation must be stamp and signed by authorized person. **If it is filled up in any other format, the same shall be rejected outright.**
 14. The Quotationer must submit the **EMD of Rs. 12,710/- by Demand Draft. The Demand Draft should be drawn in favor of Mumbai Districts AIDS Control Society.** The withdrawal of the offer before validity period will entail forfeiture of EMD. The EMD should be paid upto 1.00 p.m. one day prior to the opening of the Quotation. A copy the EMD Receipt should be kept should along with quotation. EMD Receipt no. should be mentioned on the Envelope.
 15. Copy of GST Certificate should be submitted.
 16. Copy of PAN card with photographs of Proprietor / Partners / Directors should be submitted.
 17. Copy of Shop and Establishment (Gumasta) Certificate.
 18. The Quotationers must paginate the quotation properly & mention the page nos. of documents submitted / attached with the quotation on the cover page or letter head of company.

19. **Performance Security:**

The successful bidder will have to pay 5% as Security Deposit by Demand Draft only in the name of Mumbai Districts AIDS Control Society within 15 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 two months from completion of satisfactory defect liability period / warranty period.

20. The Quotationer must fill up the rates in the format given along with the Quotations notice. The quotation must be stamp and signed by authorized person. **If it is filled up in any other format, the same shall be rejected outright.**
21. The quotation 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.
22. The rate for imported items must be offered in IR. No rate revision shall be offered on the basis of change in rate for foreign exchange.
23. Any dispute arising out of this contract shall be decided by Project Director's whose decision shall be final.
24. Supply should be completed within 40 days from the date of receipt of supply order. For delay the penalty will be imposed at the following rates.
- a) For delay Supply – ½ % per week or part thereof after the expiry of the delivery period subject to maximum 10%.
- b) Failure to complete the supply – Earnest Money Deposit / contract deposit will be forfeited.
- c) Variation in specification – material will be rejected and cost of the said material will be recovered from the contractor at the risk and cost of contractor.
25. Last Date and time of receipt of quotations:
The Quotationer must fill up the rates in the format given along with the Quotations notice. Quotationer should submit their sealed Quotation in sealed envelope sealed with sealing wax only duly super-scribed on the envelope as **"Quotation for Procurement of Folding Tables and Chairs for Outreach Activity of NGO"** due on 20. 01 .2021 latest by 1.00 p.m. which will be opened on the due date at 3.00 p.m.
26. We look forward to receiving your quotations and thank you for your interest in this project.


Dy. Director (Proc.)
MDACS


Jt. Director (TI)
MDACS


Addl. Project Director
MDACS

Specifications

Sr. No.	Description	Quantity
1	Folding Table : Supreme scissor height-adjustable multi-purpose plastic table (Globus brown, folding table rectangular) Size: Height 73.5cm X Length 64.5cm X Width 45.72cm	78
2	Folding Chair : Iran Material, Easy Folding, Light weight Size: 45cm X 45cm X 45cm	156

Defect liability period: One year from the date of supply.


11/1/21
Jt. Director (TI)
MDACS

FORMAT OF QUOTATION

Sr. No. 1	Description 2	Specification 3	Total Qty 4	Rate per unit in Rs. 5	Total Amount 6 (4x5)	In Words 7
1.	Folding Table	Separate Sheet attached	78			
2.	Folding Chair		156			
		Total....				
		Add: % GST (HSN Code)				
		Gross Total ...				

We agree to carry out above supply as per 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

